

Series Editor: Stefan Hohmann

Instructions to Authors 2007

Dear Contributor,

we are pleased to welcome you as an author for *Topics in Current Genetics* and at Springer-Verlag. The aim of the series is to present comprehensive overviews about topics of particular interest; special emphasis is placed on the comparison of similarities and differences between model systems.

The following information should help you to prepare and organise your manuscript efficiently, and it answers questions that typically arise during the preparatory stage. Should you encounter any difficulties when preparing your manuscript, please do not hesitate to contact us.

We also provide you with a Word “template”. Please use it to prepare your manuscript. This will facilitate your work and that of the Editorial Office when preparing the print-ready manuscript for publication.

Each chapter should in itself be a complete and comprehensive review and can be cited as such. You have agreed with your volume editor on the approximate length of your review. Note that one page of printed text is 450 words or 2,500 characters (without figures).

The Editorial Office and Springer-Verlag have streamlined the complete production workflow to ensure rapid publication, and every volume is published ahead of print on Springer’s LINK server. To allow fast processing, it is crucial that your manuscript is prepared according to the instructions and the template.

One crucial parameter for rapid publication, however, is timely submission. Hence our kind request: **Please adhere tightly to the agreed-upon submission deadline** – this is the most important determinant of overall production time!

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Please submit your manuscript to the Editorial Office (NOT to the volume editor!) via E-mail attachments to editor@topics-current-genetics.se. Send a mail without attachment that contains information about the files. If the files are substantially larger than 10MB you may wish to send a CD or ZIP disk instead. A hard copy is NOT required.

At the initial submission stage you are encouraged to submit a single pdf file, otherwise the Editorial Office will generate a pdf file of your contribution for peer-reviewing. The volume editor(s) will get back to you after reviewing the manuscript and you may be required to do changes at this stage. Once you have prepared the final manuscript, please e-mail it to the Editorial Office. A hard copy is NOT required.

Overview of submission:

- The **cover page** should contain the title, the names of all authors (including first names), their complete affiliations and the contact details of the corresponding author as indicated in the template.
- The manuscript should contain short **abstract** of no more than **150 words**.
- Save your manuscript **in one single file and in case you contribute more than one chapter to a volume save each contribution in a separate file** and give each individual file your own name (or an abbreviation) and the format suffix (Example: Author.doc).
- We encourage you to **submit illustrations in digital form**. This will simplify and speed-up production, provided that you follow a few basic rules (see below, "Digital Illustrations").
- Save **each figure in a separate file**.
- **If no electronic version is available**, please send us sharp, well-contrasted original photographs or prints, with the figure number and your name written lightly on the back. Where appropriate, indicate the top of the figure.

Writing Your Text

Technical Details; Formatting

- **Format your manuscript as simple as possible.** Apart from headings, technical terms and abbreviations (see below), please do not use any special fonts, colors, indentations etc. Although this may make your manuscript look more appealing, it also causes extra workload during typesetting, and thus results in longer production times.
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- A well-structured text and meaningful headings make it easier for the reader to get a general idea of the text. Please use the **decimal system** of headings with **no more than three levels**:
 - 3 Section
 - 3.1 Subsection
 - 3.1.1 Sub-subsection

If an additional heading level is necessary, set it directly at the beginning of the relevant paragraph („run-in-heading“) and mark it in bold.

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References

References are **cited in the text** by author name/s and the year of publication in parentheses.

- one author: (Miller 2001), ... as described by Miller (2001)
- two authors: (Miller and Smith 1999)
- three authors or more: (Miller et al. 2002)

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- first, all works by the author alone, ordered chronologically by year of publication,
- next, all works by the author with a coauthor, ordered alphabetically by coauthor,
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Sanger F, Nicklen S, Coulson AR (1977) DNA sequencing with chain-terminating inhibitors. Proc Natl Acad Sci USA 74:5463-5467
- Books:
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- Contributions to a book:
Noller C, Smith VR (1987) Ultraviolet selection pressure on earliest organisms. In: Kingston H, Fulling CP (eds) Natural environment background analysis. Oxford University Press, Oxford, pp 211-219

Use the following abbreviations: vol (volume), edn (edition), ed/eds (editor/s), p/pp (page/s).

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- Ensure that the spelling of names, terms, and abbreviations is **consistent**, including in tables, figures and figure legends.
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- Tables are useful to provide information or data in a clearly accessible way and help to structure a manuscript. Therefore, make use of tables where appropriate.
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- To format the table columns, use the table function in your word-processing program; do not use the space bar to separate columns or Excel to create tables.
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- Sometimes it may be appropriate to organize text parts in a table-like presentation within the running text; in this case, no table numbering and headings are required. Again, the table function or tabulators should be used.
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$$(a+b)^2 = a^2 + 2ab + b^2 \quad (3.1)$$

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General guidelines

- We encourage you to use figures and illustrations in an instructive way; often a simple drawing can replace a lot of complex explanations and text. Therefore, **illustrate important concepts and mechanisms adequately**. For the sake of consistency, the Editors may suggest additional figures and will help with their design.
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