

## INSTRUCTIONS TO AUTHORS

### SCOPE

*Clinical Microbiology Reviews*® (CMR) accepts reviews that are of primary interest to clinical microbiologists, medical microbiologists and immunologists, public health workers, infectious disease clinicians, and others who are interested in the pathogenesis, laboratory diagnosis, epidemiology, and control of human and veterinary pathogens. The articles should present comprehensive, critical summaries of current knowledge in the field and should not be limited to a discussion of the author's work. Sufficient historical or other background material may be included for those readers who are not current with the latest advances in the particular field. If the material covered is controversial, the author should attempt to provide balanced coverage. Appropriate reviews would include those addressing pathogenic mechanisms, specific or groups of microbial pathogens, clinical and laboratory aspects of newly recognized or reemerging infectious diseases, recently developed antimicrobial agents and their application, and new diagnostic laboratory technology.

The editors welcome any suggestions for topics and authors from either prospective authors or others. Prospective authors are advised to discuss with the editor in chief the suitability of their proposed contribution. The preparation of an annotated topical outline is required, since it often elicits constructive suggestions from editorial consultants. In addition, a list of key references showing the author's contributions to the field as well as other investigators' findings and a one- or two-paragraph statement detailing the aim, scope, and relevance of the review should be included with the outline.

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- An Introduction section
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**Acknowledgments.** Statements regarding sources of direct financial support (e.g., grants, fellowships, and scholarships, etc.) should appear in the Acknowledgments. A funding statement indicating what role, if any, the funding agency had in your study (for example, "The funders had no role in study design, data collection and interpretation, or the decision to submit the work for publication.") may be included. Funding agencies may have specific wording requirements, and compliance with such requirements is the responsibility of the author. In cases in which research is not funded by any specific project grant, funders need not be listed, and the following statement may be used: "This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors." Statements regarding indirect financial support (e.g., commercial affiliations, consultancies, stock or equity interests, and patent-licensing arrangements) are also allowed. It is the responsibility of authors to provide a general statement disclosing financial or other relationships that are relevant to the study. (See the "[Conflict of interest](#)" section above.)

Recognition of personal assistance should be given in the Acknowledgments section, as should any statements disclaiming endorsement or approval of the views reflected in the paper or of a product mentioned therein.

## References

In the reference list, references are numbered in the order in which they are cited in the article (citation-sequence reference system). In the text, references are cited parenthetically by number in sequential order. Data that are not published or not peer reviewed are simply cited parenthetically in the text (see section ii [below](#)).

**(i) References listed in the References section.** The following types of references must be listed in the References section:

- Journal articles (both print and online)
- Books (both print and online)
- Book chapters (publication title is required)
- Patents
- Theses and dissertations
- Published conference proceedings
- Meeting abstracts (from published abstract books or journal supplements)
- Letters (to the editor)
- Company publications
- In-press journal articles, books, and book chapters

- Data sets
- Code

**Provide the names of all the authors and/or editors for each reference; long bylines should not be abbreviated with “et al.”** All listed references must be cited in the text. Abbreviate journal names according to the PubMed Journals Database (National Library of Medicine, National Institutes of Health; available at <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals/>), the primary source for ASM style (do not use periods with abbreviated words). The EndNote output style for ASM Journals’ current reference style can be found at [http://journals.asm.org/site/misc/ASM\\_Journals.ens](http://journals.asm.org/site/misc/ASM_Journals.ens); click “Open” and then “Download and Install” to save it to your EndNote Styles folder (it should replace any earlier output styles for ASM journals [all ASM journals use the same reference style]). Note that DOIs are not needed for most references. ASM copy editors will automatically insert DOIs on all references in the CrossRef and PubMed databases during copyediting. URLs for government reports and other references not indexed in these databases should be provided if desired; URLs for citations of database accession numbers and code/software should be provided by you.

Follow the styles shown in the examples below.

- Caserta E, Haemig HAH, Manias DA, Tomsic J, Grundy FJ, Henkin TM, Dunny GM. 2012. *In vivo* and *in vitro* analyses of regulation of the pheromone-responsive *prgQ* promoter by the PrgX pheromone receptor protein. *J Bacteriol* 194:3386–3394.
- Bina XR, Taylor DL, Vikram A, Ante VM, Bina JE. 2013. *Vibrio cholerae* ToxR downregulates virulence factor production in response to cyclo(Phe-Pro). *mBio* 4:e00366-13.
- Winnick S, Lucas DO, Hartman AL, Toll D. 2005. How do you improve compliance? *Pediatrics* 115:e718–e724.
- Falagas ME, Kasiakou SK. 2006. Use of international units when dosing colistin will help decrease confusion related to various formulations of the drug around the world. *Antimicrob Agents Chemother* 50:2274–2275. (Letter.) {“Letter” or “Letter to the editor” is allowed but not required at the end of such an entry.}
- Cox CS, Brown BR, Smith JC. *J Gen Genet*, in press.\* {Article title is optional; journal title is mandatory.}
- Forman MS, Valsamakis A. 2011. Specimen collection, transport, and processing: virology, p 1276–1288. *In* Versalovic J, Carroll KC, Jorgensen JH, Funke G, Landry ML, Warnock DW (ed), *Manual of clinical microbiology*, 10th ed, vol 2. ASM Press, Washington, DC.
- da Costa MS, Nobre MF, Rainey FA. 2001. Genus I. *Thermus* Brock and Freeze 1969, 295,<sup>AL</sup> emend. Nobre, Trüper and da Costa 1996b, 605, p 404–414. *In* Boone DR, Castenholz RW, Garrity GM (ed), *Bergey’s manual of systematic bacteriology*, 2nd ed, vol 1. Springer, New York, NY.
- Fitzgerald G, Shaw D. *In* Waters AE (ed), *Clinical microbiology*, in press. EFH Publishing Co, Boston, MA.\* {Chapter title is optional.}
- Green PN, Hood D, Dow CS. 1984. Taxonomic status of some methylotrophic bacteria, p 251–254. *In* Crawford RL, Hanson RS (ed), *Microbial growth on C<sub>1</sub> compounds*. Proceedings of the 4th International Symposium. American Society for Microbiology, Washington, DC.
- Rotimi VO, Salako NO, Mohaddas EM, Philip LP. 2005. Abstr 45th Intersci Conf Antimicrob Agents Chemother, abstr D-1658. {Abstract title is optional.}
- Smith D, Johnson C, Maier M, Maurer JJ. 2005. Distribution of fimbrial, phage and plasmid associated virulence genes among poultry *Salmonella enterica* serovars, abstr P-038, p 445. Abstr 105th Gen Meet Am Soc Microbiol. American Society for Microbiology, Washington, DC. {Abstract title is optional.}
- García CO, Paira S, Burgos R, Molina J, Molina JF, Calvo C, Vega L, Jara LJ, García-Kutzbach A, Cuellar ML, Espinoza LR. 1996. Detection of *Salmonella* DNA in synovial membrane and synovial fluid from Latin American patients using the polymerase chain reaction. *Arthritis Rheum* 39(Suppl 9):S185. {Meeting abstract published in journal supplement.}
- O’Malley DR. 1998. PhD thesis. University of California, Los Angeles, CA. {Title is optional.}
- Stratagene. 2006. Yeast DNA isolation system: instruction manual. Stratagene, La Jolla, CA. {Use the company name as the author if none is provided for a company publication.}
- Odell JC. April 1970. Process for batch culturing. US patent 484,363,770. {Include the name of the patented item/process if possible; the patent number is mandatory.}
- Harrison F, Roberts AEL, Gabriliska R, Rumbaugh KP, Lee C, Diggle SP. 2015. A 1,000-year-old antimicrobial remedy with antistaphylococcal activity. *mBio* 6:e01129-15. {Original article that describes how data submitted to a database were generated.}
- Harrison F, Roberts AEL, Gabriliska R, Rumbaugh KP, Lee C, Diggle SP. 2015. Data from “A 1,000-year-old antimicrobial remedy with antistaphylococcal activity.” Dryad Digital Repository <https://doi.org/10.5061/dryad.mn17p>. {Citation for the database where the data in the previous reference were deposited; the URL is necessary.}
- Wang Y, Rozen D. 2016. Colonization and transmission of the gut microbiota of the burying beetle, *Nicrophorus vespilloides*, through development. *bioRxiv* <https://doi.org/10.1101/091702>.

\*A reference to an in-press ASM publication should state the control number (e.g., CMR00123-18) if it is a journal article or the name of the publication if it is a book.

In some online journal articles, posting or revision dates may serve as the year of publication; a DOI (preferred) or URL is required for articles with nontraditional page numbers or electronic article identifiers.

Magalon A, Mendel RR. 15 June 2015, posting date. Biosynthesis and insertion of the molybdenum cofactor. *EcoSal Plus* 2015 doi:10.1128/ecosalplus.ESP-0006-2013.

Note: a posting or accession date is required for any online reference that is periodically updated or changed.

Citations of ASM Accepts manuscripts should look like the following example.

Wang GG, Pasillas MP, Kamps MP. 15 May 2006. Persistent transactivation by Meis1 replaces Hox function in myeloid leukemogenesis models: evidence for co-occupancy of Meis1-Pbx and Hox-Pbx complexes on promoters of leukemia-associated genes. *Mol Cell Biol* doi:10.1128/MCB.00586-06.

Other journals may use different styles for their publish-ahead-of-print manuscripts, but citation entries must include the following information: author name(s), posting date, title, journal title, and volume and page numbers and/or DOI. The following is an example:

Zhou FX, Merianos HJ, Brunger AT, Engelman DM. 13 February 2001. Polar residues drive association of polyleucine transmembrane helices. *Proc Natl Acad Sci U S A* doi:10.1073/pnas.041593698.

To encourage data sharing and reuse, ASM recommends reporting data sets and/or code both in a dedicated “Data availability” paragraph and in References. The components of a complete data citation include the following:

- Responsible party (senior author, collector, agency),
- Publication year,
- Complete name of a data set, including the name of the database or repository and its URL, **or** the name of the analysis software (if appropriate), including the version and project,
- Publisher (if appropriate), and
- Persistent unique identifier(s) (e.g., URL[s] or accession number[s]).

The following templates may be helpful.

Author. Year. Description of study topic. Retrieved from Database URL (accession no. ●●●●●●). {*Unpublished raw data.*}

Author. Year. Description or title of software (version). Repository URL. Retrieved day month year. {*Software or code.*}

Examples follow.

Christian SL, McDonough J, Liu C-Y, Shaikh S, Vlamakis V, Badner JA, Chakravarti A, Gershon ES. 2002. Data from “An evaluation of the assembly of an approximately 15-Mb region on human chromosome 13q32-q33 linked to bipolar disorder and schizophrenia.” GenBank <https://www.ncbi.nlm.nih.gov/nuccore/AF339794> (accession no. AF339794). {*Accession number.*}

Sun Z. 2013. Reprocessed: in-depth membrane proteomic study of breast cancer tissues. ProteomeXchange <http://proteomecentral.proteomexchange.org/cgi/GetDataset?ID=RPXD000665> (accession number requested). {*Unsigned accession number.*}

Hogle S. 2015. Supplemental material for Hogle et al. 2015 mBio. figshare <https://doi.org/10.6084/m9.figshare.1533034.v1>. Retrieved 16 March 2017. {*Code and/or software.*}

Nesbitt HK, Moore JW. 2016. Data from “Species and population diversity in Pacific salmon fisheries underpin indigenous food security.” Dryad Digital Repository <https://doi.org/10.5061/dryad.ng8pf>. {*Data set in repository.*}

Manuscript submissions that have appeared in preprint archives should cite the preprint in References, and the fact that a paper has appeared online before should be mentioned parenthetically at the end of the introductory section: (This article was submitted to an online preprint archive [1].) The reference should take the form noted above in reference 18.

**(ii) References cited in the text.** References that should be cited in the text include the following:

- Unpublished data
- Manuscripts submitted for publication
- Unpublished conference presentations (e.g., a report or poster that has not appeared in published conference proceedings)
- Personal communications
- Patent applications and patents pending
- Websites

These references should be made parenthetically in the text as follows:

- ... similar results (R. B. Layton and C. C. Weathers, unpublished data).
- ... system was used (J. L. McInerney, A. F. Holden, and P. N. Brighton, submitted for publication).
- ... as described previously (M. G. Gordon and F. L. Rattner, presented at the Fourth Symposium on Food Microbiology, Overton, IL, 13 to 15 June 1989). {*For non-published abstracts and posters, etc.*}
- ... this new process (V. R. Smoll, 20 June 1999, Australian Patent Office). {*For non-U.S. patent applications, give the date of publication of the application.*}
- ... as suggested by the World Health Organization (<http://www.who.int/campaigns/immunization-week/2017/en/>).

URLs for companies that produce any of the products mentioned in your study or for products being sold may not be included in the article. However, company URLs that permit access to scientific data related to the study or to shareware used in the study are permitted.

**(iii) Citations in summaries.** Because the summary must be able to stand apart from the article, references cited in it should be clear without recourse to the References section. Use an abbreviated form of citation, omitting the article title, as follows.

- (P. S. Satheshkumar, A. S. Weisberg, and B. Moss, *J Virol* 87:10700–10709, 2013, doi:10.1128/JVI.01258-13)
- (J. H. Coggin, Jr., p. 93–114, in D. O. Fleming and D. L. Hunt, ed., *Biological Safety. Principles and Practices*, 4th ed., 2006)
- “... in a recent report by D. A. Hopwood (*mBio* 4:e00612-13, 2013, doi:10.1128/mBio00612-13) . . .”

This style should also be used for Addenda in Proof.

**(iv) References related to supplemental material.** If references must be cited in the supplemental material, list them in a **separate** References section within the supplemental material and cite them by those numbers; do not simply include citations of numbers from the reference list of the associated article. If the same reference(s) is to be cited in both the article itself and the supplemental material, then that reference would be listed in both References sections.

## Author Biographies

Corresponding authors should submit a short biographical sketch and photo for each author for publication with the article. Biographical information should be submitted at the modification stage.

- The text limit is 150 words for each author and should include WHO you are (your name), WHERE you received your education, WHAT positions you have held and at WHICH institutions, WHERE you are now (your current institution), WHY you have this interest, and HOW LONG you have been in this field.
- The photo should be a black-and-white head shot of passport size. Photos will be reduced to approximately 1.125 inches wide by 1.375 inches high. Photos must meet the production criteria for regular figures and should be checked for production quality by using Rapid Inspector, provided at the following URL: <http://rapidinspector.cadmus.com/RapidInspector/zmw/index.jsp>.
- To submit, upload the text and photos with your modified manuscript in the eJP online manuscript submission and peer review system. Include the biographical text after the References section of your manuscript, in the same file. Upload the head shots in the submission system as “Bio Photo” files; **include the author’s name or enough of it for identification in each photo’s file name.**

Contact the [scientific editor](#) if you have questions about what to write. Contact the [production editor](#) if you have questions about submitting your files.

## Correspondent Footnote

The e-mail address for the corresponding author should be included on the title page of the manuscript. This information will be published in the article as a footnote to facilitate communication and will be used to notify the corresponding author of the availability of proofs and, later, of the PDF file of the

published article. No more than two authors may be designated corresponding authors.

## Errata

Errata provide a means of correcting errors that occurred during the writing, typing, editing, or publication (e.g., a misspelling, a dropped word or line, or mislabeling in a figure) of a published article. Submit Errata via the eJP online manuscript submission and peer review system (see “[Submission, Review, and Publication Processes](#)”). In the Abstract section of the submission form (a required field), put “Not Applicable.” Upload the text of your Erratum as a Microsoft Word file. Please see a recent issue for correct formatting.

## Author Corrections

Author Corrections provide a means of correcting errors of omission (e.g., author names or citations) and errors of a scientific nature that do not alter the overall basic results or conclusions of a published article (e.g., an incorrect unit of measurement or order of magnitude used throughout, contamination of one of numerous cultures, or misidentification of a mutant strain, causing erroneous data for only a [noncritical] portion of the study). Note that the addition of new data is not permitted.

For corrections of a scientific nature or issues involving authorship, including contributions and use or ownership of data and/or materials, all disputing parties must agree, in writing, to publication of the Correction. For omission of an author’s name, letters must be signed by the authors of the article and the author whose name was omitted. The editor who handled the article will be consulted if necessary.

Submit an Author Correction via the eJP online manuscript submission and peer review system (see “[Submission, Review, and Publication Processes](#)”). Select Author Correction as the manuscript type. In the Abstract section of the submission form (a required field), put “Not Applicable.” Upload the text of your Author Correction as a Microsoft Word file. Please see a recent issue for correct formatting. Signed letters of agreement must be supplied as supplemental material not for publication (scanned PDF files).

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## Abbreviations

**General.** Abbreviations should be used as an aid to the reader, rather than as a convenience to the author, and therefore their **use should be limited**. Abbreviations other than those recommended by the International Union of Pure and Applied Chemistry-International Union of Biochemistry

(IUPAC-IUB) (*Biochemical Nomenclature and Related Documents*, Portland Press, London, United Kingdom, 1992; available at <http://www.sbcs.qmul.ac.uk/iupac/bibliog/white.html>) should be used only when a case can be made for necessity, such as in tables and figures.

It is often possible to use pronouns or to paraphrase a long word after its first use (e.g., “the drug” or “the substrate”). Standard chemical symbols and trivial names or their symbols (folate, Ala, and Leu, etc.) may also be used.

Define each abbreviation and introduce it in parentheses the first time it is used; e.g., “cultures were grown in Eagle minimal essential medium (MEM).” Generally, eliminate abbreviations that are not used at least three times in the text (including tables and figure legends).

**Not requiring introduction.** In addition to abbreviations for Système International d’Unités (SI) units of measurement, other common units (e.g., bp, kb, and Da), and chemical symbols for the elements, the following should be used without definition in the title, summary, text, figure legends, and tables:

DNA (deoxyribonucleic acid)	reduced)
cDNA (complementary DNA)	NADP <sup>+</sup> (nicotinamide adenine
RNA (ribonucleic acid)	dinucleotide phosphate,
cRNA (complementary RNA)	oxidized)
RNase (ribonuclease)	poly(A) and poly(dT), etc.
DNase (deoxyribonuclease)	(polyadenylic acid and
rRNA (ribosomal RNA)	polydeoxythymidylic acid,
mRNA (messenger RNA)	etc.)
tRNA (transfer RNA)	oligo(dT), etc. (oligodeoxy-
AMP, ADP, ATP, dAMP, ddATP,	thymidylic acid, etc.)
and GTP, etc. (for the	UV (ultraviolet)
respective 5’ phosphates of	PFU (plaque-forming units)
adenosine and other	CFU (colony-forming units)
nucleosides) (add 2’-, 3’-, or	MIC (minimal inhibitory
5’- when needed for contrast)	concentration)
ATPase and dGTPase, etc.	Tris [tris(hydroxymethyl)
(adenosine triphosphatase	aminomethane]
and deoxyguanosine	DEAE (diethylaminoethyl)
triphosphatase, etc.)	EDTA (ethylenediamine-
NAD (nicotinamide adenine	tetraacetic acid)
dinucleotide)	EGTA (ethylene glycol-bis[β-
NAD <sup>+</sup> (nicotinamide adenine	aminoethyl ether]-N,N,N’,N’-
dinucleotide, oxidized)	tetraacetic acid)
NADH (nicotinamide adenine	HEPES (N-2-hydroxyethyl-
dinucleotide, reduced)	piperazine-N’-2-
NADP (nicotinamide adenine	ethanesulfonic acid)
dinucleotide phosphate)	PCR (polymerase chain reaction)
NADPH (nicotinamide adenine	AIDS (acquired immuno-
dinucleotide phosphate,	deficiency syndrome)

Abbreviations for cell lines (e.g., HeLa) also need not be defined.

The following abbreviations should be used without definition in tables:

amt (amount)	exptl (experimental)
approx (approximately)	ht (height)
avg (average)	mo (month)
concn (concentration)	mol wt (molecular weight)
diam (diameter)	no. (number)
expt (experiment)	prepn (preparation)

SD (standard deviation)	temp (temperature)
SE (standard error)	vol (volume)
SEM (standard error of the	vs (versus)
mean)	wk (week)
sp act (specific activity)	wt (weight)
sp gr (specific gravity)	yr (year)

## Reporting Numerical Data

Standard metric units are used for reporting length, weight, and volume. For these units and for molarity, use the prefixes m,  $\mu$ , n, and p for  $10^{-3}$ ,  $10^{-6}$ ,  $10^{-9}$ , and  $10^{-12}$ , respectively. Likewise, use the prefix k for  $10^3$ . Avoid compound prefixes such as  $m\mu$  or  $\mu\mu$ . Use  $\mu\text{g/ml}$  or  $\mu\text{g/g}$  in place of the ambiguous ppm. Units of temperature are presented as follows: 37°C or 324 K.

When fractions are used to express units such as enzymatic activities, it is preferable to use whole units, such as “g” or “min,” in the denominator instead of fractional or multiple units, such as  $\mu\text{g}$  or 10 min. For example, “pmol/min” is preferable to “nmol/10 min,” and “ $\mu\text{mol/g}$ ” is preferable to “nmol/ $\mu\text{g}$ .” It is also preferable that an unambiguous form, such as exponential notation, be used; for example, “ $\mu\text{mol g}^{-1} \text{min}^{-1}$ ” is preferable to “ $\mu\text{mol/g/min}$ .” Always report numerical data in the applicable SI units.

For a review of some common errors associated with statistical analyses and reports, plus guidelines on how to avoid them, see the articles by Olsen (*Infect Immun* 71:6689–6692, 2003; *Infect Immun* 82:916–920, 2014).

For a review of basic statistical considerations for virology experiments, see the article by Richardson and Overbaugh (*J Virol* 79:669–676, 2005).

## NOMENCLATURE

### Bacteria, Viruses, and Enzymes

The spelling of bacterial names should follow the *Approved Lists of Bacterial Names (Amended) & Index of the Bacterial and Yeast Nomenclatural Changes* (V. B. D. Skerman et al., ed., American Society for Microbiology, Washington, DC, 1989) and the validation lists and notification lists published in the *International Journal of Systematic and Evolutionary Microbiology* (formerly the *International Journal of Systematic Bacteriology*) since January 1989. In addition, two sites on the World Wide Web list current approved bacterial names: Prokaryotic Nomenclature Up-to-Date (<https://www.dsmz.de/bacterial-diversity/prokaryotic-nomenclature-up-to-date.html>) and List of Prokaryotic Names with Standing in Nomenclature (<http://www.bacterio.net/>). If there is reason to use a name that does not have standing in nomenclature, the name should be enclosed in quotation marks in the title and at its first use in the summary and the text and an appropriate statement concerning the nomenclatural status of the name should be made in the text. “*Candidatus*” species should always be set in quotation marks.

Names used for viruses should be those approved by the International Committee on Taxonomy of Viruses (ICTV) and reported on the ICTV Virus Taxonomy website (<https://talk.ictvonline.org/>). In addition, the recommendations of the ICTV regarding the use of species names should generally

be followed: when the entire species is discussed as a taxonomic entity, the species name, as with other taxa, is italic and has the first letter and any proper nouns capitalized (e.g., *Tobacco mosaic virus*, *Murray Valley encephalitis virus*). When the behavior or manipulation of individual viruses is discussed, the vernacular (e.g., tobacco mosaic virus, Murray Valley encephalitis virus) should be used. If desired, synonyms may be added parenthetically when the name is first mentioned. Approved generic (or group) and family names may also be used.

For enzymes, use the recommended (trivial) name assigned by the Nomenclature Committee of the IUB as described in *Enzyme Nomenclature* (Academic Press, Inc., New York, NY, 1992) and its supplements and at <http://www.sbcs.qmul.ac.uk/iubmb/enzyme/>.

For nomenclature of restriction enzymes, DNA methyltransferases, homing endonucleases, and their genes, refer to the article by Roberts et al. (*Nucleic Acids Res* 31:1805–1812, 2003).

Genetic nomenclature should essentially follow the recommendations of Demerec et al. (*Genetics* 54:61–76, 1966) and those given in the Instructions to Authors of the *Journal of Bacteriology* and *Molecular and Cellular Biology*. FlyBase (<http://flybase.org/>) is the genetic nomenclature authority for *Drosophila melanogaster*. WormBase (<http://www.wormbase.org/#01-23-6>) is the genetic nomenclature authority for *Caenorhabditis elegans*. When naming genes for *Aspergillus* species, the nomenclature guidelines posted at <http://www.aspergillusgenome.org/Nomenclature.shtml> should be followed, and the *Aspergillus* Genome Database (<http://www.aspgd.org/>) should be searched to ensure that any new name is not already in use. The *Saccharomyces* Genome Database (<https://www.yeastgenome.org/>) and the *Candida* Genome Database (<http://www.candidagenome.org/>) are authorities for *Saccharomyces cerevisiae* and *Candida albicans* genetic nomenclature, respectively. To facilitate accurate communication, **it is important that standard genetic nomenclature be used whenever possible and that deviations or proposals for new naming systems be endorsed by an appropriate authoritative body.** Review and/or publication of submitted manuscripts that contain new or nonstandard nomenclature may be delayed by the editor or the Journals Department so that they may be reviewed.

### Proper Use of Locus Tags as Systematic Identifiers for Genes

Locus tags are systematic, unique identifiers that are assigned to each gene in GenBank. All genes mentioned in a manuscript should be traceable to their sequences by the reader, and locus tags may be used for this purpose in manuscripts to identify uncharacterized genes. Authors should check GenBank to make sure that they are using the correct, up-to-date format for locus tags (e.g., uppercase versus lowercase letters and the presence or absence of an underscore, etc.). Locus tag formats vary between different organisms and also may be updated for a given organism, so it is important to check GenBank at the time of manuscript preparation. To comply with recommendations from the International Nucleotide Sequence Database (INSD) Collaborators and to avoid conflicts in gene identification, researchers should implement the following two fundamental guidelines as standards for utilization of locus tags in genome analysis, annotation, submission,

reporting, and publication. (i) Locus tag prefixes are systematic gene identifiers for all of the replicons of a genome and as such should be associated with a single genome project submission. (ii) New genome projects must be registered with the INSD, and new locus tag prefixes must be assigned in cooperation with the INSD to ensure that they conform to the agreed-upon criteria.

## ILLUSTRATIONS AND TABLES

The ASM review journals have engaged a professional science illustrator who will work with the authors at the modification stage. This arrangement enhances the graphics and generates a uniform style throughout the journal. The authors must work with the illustrator to ensure that the final figures meet the criteria below.

### Illustrations

**Image manipulation.** Digital images submitted for publication may be inspected by ASM production specialists for any manipulations or electronic enhancements that may be considered to be the result of scientific misconduct based on the guidelines provided below. Any images/data found to contain manipulations of concern will be referred to the editor in chief, and authors may then be requested to provide their primary data for comparison with the submitted image file. Investigation of the concerns may delay publication and may result in revocation of acceptance and/or additional action by ASM.

Linear adjustments to contrast, brightness, and/or color are generally acceptable, as long as the measures taken are necessary to view elements that are already present in the data and the adjustments are applied to the entire image and not just specific areas. Unacceptable adjustments to images include, but are not limited to, the removal or deletion, concealment, duplication (copying and pasting), addition, selective enhancement, or repositioning of elements within the image.

Nonlinear adjustments made to images, such as changes to gamma settings, should be fully disclosed in the figure legends at the time of submission. In addition, images created by compiling multiple files, including noncontiguous portions of the same image, should clearly convey that these multiple files are not a single image. This can be done by “tooling,” or inserting thin lines, between the individual images.

**File types and formats.** Illustrations may be continuous-tone images, line drawings, or composites. Color graphics are encouraged.

On initial submission, figures may be uploaded as individual PDF files or combined and uploaded as a single PDF file. Place each legend in the text file, as well as on the same page with the corresponding figure to assist review. At the modification stage, production-quality digital files must be provided. Because the legends will be copyedited and typeset for final publication, they should appear within the main text, after the References section, and should not be included as part of the figure itself at this stage. All graphics submitted with modified manuscripts must be bitmap, grayscale, or in the RGB (preferred) or CMYK color mode. See “Color illustrations” for

more information. Halftone images (those with various densities or shades) must be grayscale, not bitmap. CMR accepts TIFF or EPS files but discourages PowerPoint for either black-and-white or color images.

For instructions on creating acceptable EPS and TIFF files, refer to the Cadmus digital art website <http://art.cadmus.com/da/index.jsp>. PowerPoint requires users to pay close attention to the fonts used in their images (see the [section on fonts](#) below). If instructions for fonts are not followed exactly, images prepared for publication are subject to missing characters, improperly converted characters, or shifting/obscuring of elements or text in the figure. For proper font use in PowerPoint images, refer to the Cadmus digital art website [http://art.cadmus.com/da/instructions/ppt\\_disclaimer.jsp](http://art.cadmus.com/da/instructions/ppt_disclaimer.jsp). Note that, due to page composition system requirements, you must verify that your PowerPoint files can be converted to PDF without any errors.

**Authors must check the acceptability of their digital images for production by running their files through Rapid Inspector**, a tool provided at the following URL: <http://rapidinspector.cadmus.com/RapidInspector/zmw/index.jsp>. Rapid Inspector is an easy-to-use, Web-based application that identifies file characteristics that may render the image unusable for production. Please note when using Rapid Inspector to check PowerPoint files that there is a known bug in the application that can occasionally fail PowerPoint Presentation (.pptx) files, even though the files meet all required production criteria. If you experience this bug, the issue can be corrected by saving the PowerPoint files as an older version, PowerPoint 97-2004 Presentation (.ppt), during the Save As process (use the drop-down format menu and select this format). Once you save your files as .ppt, they will pass Rapid Inspector if all required production criteria have been met.

If you have additional questions about using the Rapid Inspector preflighting tool, please send an e-mail inquiry to [helpdesk.digitalartsupport@cenveo.com](mailto:helpdesk.digitalartsupport@cenveo.com).

**Minimum resolution.** It is extremely important that a high enough resolution is used. All separate images that you import into a figure file must be at the correct resolution before they are placed. (For instance, placing a 72-dpi image in a 300-dpi EPS file will not result in the placed image meeting the minimum requirements for file resolution.) Note, however, that the higher the resolution, the larger the file and the longer the upload time. Publication quality will not be improved by using a resolution higher than the minimum. Minimum resolutions are as follows:

- 300 dpi for grayscale and color
- 600 dpi for combination art (lettering and images)
- 1,200 dpi for line art

**Size.** All graphics **should be submitted at their intended publication size** so that no reduction or enlargement is necessary. Resolution must be at the required level at the submitted size. Include only the significant portion of an illustration. White space must be cropped from the image, and excess space between panel labels and the image must be eliminated.

- Maximum figure width: 6.875 inches (ca. 17.4 cm)

- Maximum figure height: 9.0625 inches (23.0 cm)

**Contrast.** Illustrations must contain sufficient contrast to be viewed easily on a monitor or on the printed page.

**Labeling and assembly.** All final lettering and labeling must be incorporated into the figures. On initial submission, illustrations should be provided as PDF files, with the legends in the text file and with a legend beneath each image to assist review. At the modification stage, production-quality digital figure files (without legends) must be provided. Put the figure number well outside the boundaries of the image itself. (Numbering may need to be changed at the copyediting stage.) Each figure must be uploaded as a separate file, and any multipanel figures must be assembled into one file; i.e., rather than sending a separate file for each panel in a figure, assemble all panels in one piece and supply them as one file.

**Fonts.** To avoid font problems, set all type in one of the following fonts: Arial, Helvetica, Times Roman, European PI, Mathematical PI, or Symbol. Courier may be used but should be limited to nucleotide or amino acid sequences, where a nonproportional (monospace) font is required. All fonts other than these must be converted to paths (or outlines) in the application with which they were created.

**Color illustrations.** CMR encourages authors to submit high-quality color images with their manuscripts. There are no color charges for publication in CMR. Adherence to the following guidelines will help to ensure color reproduction that is as accurate as possible.

The final online version is considered the version of record for CMR and all other ASM journals. To maximize online reproduction, color illustrations should be supplied in the RGB color mode as either (i) RGB TIFF images with a resolution of at least 300 pixels per inch (raster files, consisting of pixels) or (ii) Illustrator-compatible EPS files with RGB color elements (vector files, consisting of lines, fonts, fills, and images). CMYK files are also accepted. Other than in color space, CMYK files must meet the same production criteria as RGB files. The RGB color space is the native color space of computer monitors and of most of the equipment and software used to capture scientific data, and it can display a wider range of colors (especially bright fluorescent hues) than the CMYK (cyan, magenta, yellow, black) color space used by print devices that put ink (or toner) on paper. For reprints, ASM's print provider will automatically create CMYK versions of color illustrations from the supplied RGB versions. Color in reprints may not match that in the online journal of record because of the smaller range of colors capable of being reproduced by CMYK inks on a printing press. For additional information on RGB versus CMYK color, refer to the Cadmus digital art site, [http://art.cadmus.com/da/guidelines\\_rgb.jsp](http://art.cadmus.com/da/guidelines_rgb.jsp).

## Drawings

Submit graphs, charts, complicated chemical or mathematical formulas, diagrams, and other drawings as finished products not requiring additional artwork or typesetting. All ele-

ments, including letters, numbers, and symbols, must be easily readable, and both axes of a graph must be labeled.

When creating line art, please use the following guidelines:

(i) **All art must be submitted at its intended publication size.** For acceptable dimensions, see “Size” above.

(ii) **Avoid using screens (i.e., shading) in line art.** It can be difficult and time-consuming to reproduce these images without moiré patterns. Various pattern backgrounds are preferable to screens as long as the patterns are not imported from another application. If you must use images containing screens,

- (a) Generate the image at line screens of 85 lines per inch or less.
- (b) When applying multiple shades of gray, differentiate the gray levels by at least 20%.
- (c) Never use levels of gray below 5% or above 95% as they are likely to fade out or become totally black when output.
- (iii) Use thick, solid lines that are no finer than 1 point in thickness.
- (iv) Use type that is no smaller than 6 points at the final publication size.
- (v) Avoid layering type directly over shaded or textured areas.
- (vi) Avoid the use of reversed type (white lettering on a black background).
- (vii) Avoid heavy letters, which tend to close up, and unusual symbols, which the printer may not be able to reproduce in the legend.
- (viii) If colors are used, avoid using similar shades of the same color and avoid very light colors.

In figure ordinate and abscissa scales (as well as table column headings), avoid the ambiguous use of numbers with exponents. Usually, it is preferable to use the Système International d’Unités (SI) symbols ( $\mu$  for  $10^{-6}$ , m for  $10^{-3}$ , k for  $10^3$ , and M for  $10^6$ , etc.). Thus, a representation of 20,000 cpm on a figure ordinate is to be made by the number 20 accompanied by the label kcpm. A complete listing of SI symbols can be found in the International Union of Pure and Applied Chemistry (IUPAC) publication *Quantities, Units and Symbols in Physical Chemistry*, 3rd ed. (RSC Publishing, Cambridge, United Kingdom, 2007), and at <https://www.nist.gov/physical-measurement-laboratory/special-publication-811>.

When powers of 10 must be used, the journal requires that the exponent power be associated with the number shown. In representing 20,000 cells per ml, the numeral on the ordinate should be “2” and the label should be “ $10^4$  cells per ml” (not “cells per ml  $\times 10^{-4}$ ”). Likewise, an enzyme activity of 0.06 U/ml might be shown

TABLE 1 Distribution of protein and ATPase in fractions of dialyzed membranes<sup>a</sup>

Membrane	Fraction	ATPase	
		U/mg of protein	Total U
Control	Depleted membrane	0.036	2.3
	Concentrated supernatant	0.134	4.82
E1 treated	Depleted membrane	0.034	1.98
	Concentrated supernatant	0.11	4.6

<sup>a</sup> Specific activities of ATPase of nondepleted membranes from control and treated bacteria were 0.21 and 0.20, respectively.

as 6 accompanied by the label  $10^{-2}$  U/ml. The preferred designation is 60 mU/ml (milliunits per milliliter).

## Tables

Tables that contain artwork, chemical structures, or complex shading must be submitted as illustrations in an acceptable format at the modification stage. The preferred format for regular tables is Microsoft Word; however, WordPerfect and Acrobat PDF are also acceptable. Note that a straight Excel file is not currently an acceptable format. Excel files must be either embedded in a Word or WordPerfect document or converted to PDF before being uploaded.

Tables should be formatted as follows. Arrange the data so that **columns of like material read down, not across**. The headings should be sufficiently clear so that the meaning of the data is understandable without reference to the text. See the “Abbreviations” section of these Instructions for those that should be used in tables. Explanatory footnotes are acceptable, but more-extensive table “legends” are not. Footnotes should not include detailed descriptions of the experiment. Tables must include enough information to warrant table format; those with fewer than six pieces of data will be incorporated into the text by the copy editor. Table 1 is an example of a well-constructed table.

## Presentation of Nucleic Acid Sequences

Long nucleic acid sequences must be presented as figures in the following format to conserve space. Print the sequence in lines of approximately 100 to 120 nucleotides in a nonproportional (monospace) font that is easily legible when published with a line length of 6 inches (ca. 15.2 cm). If possible, lines of nucleic acid sequence should be further subdivided into blocks of 10 or 20 nucleotides by spaces within the sequence or by marks above it. Uppercase and lowercase letters may be used to designate the exon-intron structure or transcribed regions, etc., if the lowercase letters remain legible at a 6-inch (ca. 15.2-cm) line length. Number the sequence line by line; place numerals, representing the first base of each line, to the left of the lines. Minimize spacing between lines of sequence, leaving room only for annotation of the sequence. Annotation may include boldface, underlining, brackets, and boxes, etc. Encoded amino acid sequences may be presented, if necessary, immediately above or below the first nucleotide of each codon, by using the single-letter amino acid symbols. Comparisons of multiple nucleic acid sequences should conform as nearly as possible to the same format.