



eLS Author Guidelines

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1. GENERAL INFORMATION

1.1 Introduction

Please see our original invitation and your contributor agreement for information on article length and number of figures. The article length is approximate; though if you feel it should be significantly extended please contact us at els@wiley.com.

1.2 Article Levels

eLS articles are written at three different levels:

- Introductory articles are aimed at undergraduates and should also be accessible to some non-science professionals.
- Advanced articles are aimed at advanced undergraduates, graduate students, postgraduates and researchers reading outside their field of expertise.
- Keynote articles are written from a personal viewpoint and discuss unique and often controversial topics of special interest in the life sciences.

2. ARTICLE STRUCTURE

Please include a title page containing the following information:

- Title of publication (eLS)
- Article title and its unique identifying number (subsequently referred to as 'unique ID' in this document)
- Details for each author:



Your name typed as for an index i.e. Smith, John A

Your full name i.e. John A Smith

Name of your institute/company

Town/city of your institute/company (+ state in USA, Canada or Australia)

Country of your institute/company

Articles should contain the following elements in the order given:

2.1. Article title

The article titles have been drawn up by specialist editors, and the complete list of titles has been carefully edited to ensure consistent coverage and to remove unnecessary overlap. We need to keep any amendments to article titles to a minimum. If you would like to modify the title of your article, please e-mail els@wiley.com

2.2. Abstract

Please include an abstract of 120-150 words (for biography articles, the abstract may be 80-150 words). Briefly explain the necessary background, the key points of the article, and encapsulate the salient message for a non-specialist readership. The abstract should be a concise summary and should not contain phrases such as 'This article discusses ...', 'Here we review'. Do not include references to other articles or urls.

2.3. Key words

Please include five to ten key words, to be used for indexing and linking.

2.4. Key concepts

Please include up to ten key concepts in your manuscript. Key concepts should sum up the essential ideas in the manuscript, rather than listing the article contents. Key concepts should not be confused with key words (which are for indexing purposes) or glossary. Key concepts should be described in a short sentence, e.g.

- Animal behaviourists must participate in conservation planning to protect the future of biodiversity.
- Lipid bilayers provide the fundamental architecture of biological membranes.

Key concepts are not required for biographies.

2.5. Introduction

This should be background information to introduce the reader to the topic, bearing in mind the level of the article.

2.6. Main Text

Please introduce headings and sub-headings where necessary. Please include figures and tables where possible. Up to five figures may be included; there is no limit on the number of tables.



2.7. References

All articles, except biographies, should contain a list of cited (in-text) References.

Please provide **no more than 50** cited references. Refer to the source material in the text by citing author surname and year, in brackets, e.g. (Smith and Jones, 1996). For references with more than two authors, use *et al.*, e.g. (Brown *et al.*, 1997).

The References list at the end of your article should take the following form:

For journal papers:

Name and initials of author(s), inverted; Year of publication; Title of paper; Title of journal (in full); Volume number; Page numbers (first and last). Example:

Wang CC, Yim KW, Poon TC *et al.* (2007) Innate immune response by ficolin binding in apoptotic placenta is associated with the clinical syndrome of preeclampsia. *Clinical Chemistry* **53**(1): 42–52.

For book chapters (and proceedings):

Name and initials of author(s), inverted; Year of publication; Chapter title; Book title; Editor(s) if any; Page numbers (first and last); Place of publication ; Publisher. Example:

Fields BN, Knipe DM, Howley PM *et al.* (1996) *Fields Virology*, 3rd edn. Philadelphia: Lippincott-Raven.

2.8. Further Reading list

All articles should also contain a Further Reading list of **up to 10 items**. These items should be listed at the end of the manuscript after your References, but must not be cited in the text. They may be journal review papers, book chapters or whole books. They should be listed in the same format as References.

2.9. Glossary

Please include a list of 6-10 terms used in the article that require definition for the target audience, assuming Advanced article readers have a greater level of knowledge. Your list may be edited by the publishers to ensure consistency, and to remove unnecessary overlap. The inclusion of Glossary terms is advised for all scientific articles but is not required for biographies.

2.10. Illustrations

It is important to highlight your article with figures and tables. All illustrations (i.e. all figures, tables and any standalone structures/schemes) should be submitted in electronic format. We cannot accept hard copy.

To facilitate peer review, please insert all your figures and tables, clearly numbered, **at the bottom of your manuscript document**. Please do not embed them in the body text of your article. Our typesetters will take responsibility for inserting each figure or table as close as possible to your text citation (eg. "See Figure 1.." "as seen in Table 2"). Please ensure that you cite all figures and tables in the text.

Figures (not tables) must additionally be supplied in separate, high-resolution, editable



files. Each figure file must contain only one figure, though if the figure is a composite figure (Figure 1(a), 1(b), 1(c) etc), all parts of the figure should be supplied in one file.

We recommend EPS files for line illustrations. PDF, PPT, DOC, AI, CDR, WMF and INDD files can also be used; provided they are in vector format (i.e. still editable). TIFF files should only be used for unlabelled, unedited photographs.

Line illustrations supplied electronically should not have a resolution less than 600 dpi. Tone illustrations (black and white and colour photographs for instance) should have a resolution of around 300 dpi. Please do NOT supply 'thumbnails' or low resolution images.

In order to ensure that the figure sizing is consistent across all eLS articles (whether originally created for print or for online publication) we ask that you should submit correctly sized illustrations. This means that illustrations should fit either a single column width (80 mm) or a double column width (160 mm). Figures should not exceed 180 mm in height. Labels and legends on figures should not be less than 8 pt and rules/lines should not be narrower than 0.5 pt.

The Publisher reserves the right to reprocess any/all figures in the interests of establishing consistency across the work.

A legend should be provided for each figure. Parts of composite figures should be clearly identified as (a), (b) etc. The caption for a composite figure should comprise a short description for the overall content of the figure and then a short description of each part.

Permission for illustrations

Please note that it is your responsibility to secure written permission to reproduce in eLS **any** illustration, which you wish to re-use from a previously published work. Please see Section 5.3 below.

2.11. Tables

Authors are encouraged to present information in tabular form. Each table should be cited in the text and all should be numbered in sequence using Arabic numerals.

Each table should be presented double spaced on a separate page at the end of the manuscript (although tables will appear near their citation in the final work. A brief title (caption) should be included above the table. Any explanatory material essential to the understanding of the table should be placed in footnotes to the table. Please keep the format of the tables as simple as possible.

2.12. Cross-references to other eLS articles

Your eLS article should contain cross-references to other eLS articles, an intrinsic strength of the eLS format. In order to create a cross-reference please cite the other article's unique DOI and place it at the **end** of the relevant paragraph. As shown in the following example:

"The reversal potential defines the potential at which the net movement of charged ions into and out of the channel is zero, and for glutamate-activated channels is approximately 0 mV, whereas that for GABA-activated channels it is typically around -70 mV. See also: [DOI: 10.1002/9780470015902.a0005907](https://doi.org/10.1002/9780470015902.a0005907)"

To identify appropriate eLS articles to cross-reference, go to www.els.net where abstracts, key concepts, keywords and figures for eLS articles are open to all browsers for quick reference. You can browse by topic and narrow by sub-topic, or enter text searches to track down related articles.



To find an article's DOI and build it in to your manuscript as a cross-reference, click on the article title. On the article landing page, the DOI is listed under the title and author information in the top left of the screen.

As eLS is continually growing, authors writing update articles should browse the more recently published content for new cross-reference opportunities.

3. GENERAL STYLE POINTS

3.1 Headings

Use a consistent system in which the levels of headings are clearly discernible. Headings will only be differentiated typographically.

3.2 Spelling

We will be using British English spelling (Oxford) throughout. The Collins English Dictionary will be used as a guide, and we will use -ise endings rather than -ize endings, -yse not -yze, and aetio not etio.

3.3 Acronyms and abbreviations

In the text, use abbreviations and acronyms sparingly, spelling out in full for the first mention, with the abbreviation in brackets, including letters used in gene names.

3.4 Mathematical expressions

If possible, key these using standard word processing symbols (for example please use the Word Equation Editor). If it is absolutely necessary to handwrite mathematical expressions, identify all characters and symbols when first used. In handwritten maths please distinguish between the number 1 and the letter l, zero and the letter O, lower case omega (ω) and the letter w, lower case nu (ν) and the letter v, etc. Subscripts and superscripts should be easily identifiable. Indicate italic, bold and sans serif characters in a consistent manner and provide a key for this marking.

3.5 Structural and reaction formulae

If numbered and cited these should be centred on the page and numbered in sequence of mention with Arabic numerals. In the text they should be referred to by these numerals.

3.6 Units

Abbreviate units when they are preceded by a definite quantity; spell out units when they are used generally in the text. No full stops or periods should be used with unit abbreviations and there should be a space between numerals and units.

Physical parameters should be expressed in SI units. Physiological concentrations should be expressed in g (mg or μ g) per litre.

3.7 Biological nomenclature



Organism nomenclature

eLS adheres to the International Code of Nomenclature of Bacteria (ICNB).

Use initial capitals in biological nomenclature for all divisions higher than species, i.e. for genera, families, orders, classes, phyla (e.g. **Corvus corone**, the genus ***Streptococcus***, the order **Odonata**). Use lower-case for common names (e.g. **carrion crow**, **streptococci**, **dragonflies**).

Italicize genus and species names only. Species name should be defined in full on first citation [*Mycobacterium leprae* and *Mycobacterium tuberculosis* (even if from same genus)] and thereafter abbreviated (*M. leprae* and *M. tuberculosis*). (Also define in tables, figures and boxes.) Adjectival forms are lower-case roman (e.g. **streptococcal infection**).

Generally, the term bacteria should be used instead of prokaryotes. When used in the classic sense, authors should substitute the term prokaryotes with "bacteria and the archaea".

Gene and protein nomenclature

Human gene symbols should be in uppercase and italicized (e.g. *CFTR* gene)

Non-human gene symbols should be in lowercase and italicized (e.g. *mdx* gene)

Protein symbols should be identical to the gene symbol in uppercase and not italicized

3.8 Readability

Please ensure your manuscript is read by a fluent English speaker before submission.

4. WRITING WELL FOR SEARCH ENGINES

Many researchers, students and lectures look for information online with the aid of search engines such as Google. By optimizing your article to appeal to search engines, you will increase the chance of it being found, read and cited in another work. Citation indexes already figure in many disciplines as a measure of an article's value; there is evidence that article views/downloads are also beginning to count in the same way.

The key area for optimization is the abstract and title, which are readily available online. The following guidelines will enable you to maximize the web-friendliness of the most public part of your article, benefiting both you and the reader.

4.1 Understanding search engines:

Search Engine Optimisation is a highly dynamic area; different search engines have their own algorithms for ranking sites and the elements that search engines favour change frequently. It is imperative to use a range of techniques such as the inclusion of keyword phrases, highlighting the relevancy of content, and links to and from other quality web pages, indicating that the page is valued.

4.2 Reiterate and balance key phrases

The text of the abstract is very important. This is where you should reiterate the keyword phrases used in the title. You know the key phrases for your subject area. However, unnecessary, unnatural repetition will result in the page being rejected by search engines so take care not to overdo it.

4.3 Remember:



People tend to search for specifics, not just one word e.g. “molecular evolution” not “evolution”.

- Ensure that the abstract contains the key terms that relate to the topic. – see above
- These keyword phrases should make sense and flow naturally.
- Focus on a maximum of three or four different keyword phrases in an abstract, rather than try to get across too many points.

Always check that the abstract reads well, remember the primary audience is still the reader not search engines.

5. SUBMISSION INFORMATION

5.1 Saving your article

Please save your article file using the unique ID number

5.2 Form of submission

Please submit your manuscript electronically, as a Word document. It should be emailed to:
els@wiley.com

5.3 Permissions

When submitting your manuscript, you should confirm which of your figures and tables **have not** been published elsewhere. You should also apply, as early as possible, for permission to reproduce those that have been published elsewhere.

It is your responsibility to obtain permission in writing (including email) to reproduce material protected by copyright (i.e. which has been published elsewhere). This might include quotations of substantial length, illustrations, photographs or tables.

Please note that, for journals, many publishers have an online permission requesting system which will generally provide the most quick and efficient means of obtaining permission. To check this we recommend you navigate to the abstract of the article from which the figure was taken online. There will usually be a link on the abstract page called 'Rights and permissions'. If you click this link it will take you to the 'Rightslink' form.

For those that do not offer this service, and for other types of publications, a sample letter you may use in obtaining permissions is attached at the end of these instructions. You should send the letter to the copyright holder (usually the original **publisher** of the material) and you should submit this document, signed by the publisher, to us when you submit your manuscript. It is vitally important that you identify on the completed permissions letter the figure or table in your eLS article to which it refers. You must ensure that you obtain both **print** and **electronic** rights. We need 'all rights in all media'.

Acknowledgment to the source of the material should be made in the **figure caption** using the standard wording given below in bold, for example:

'J. Bloggs, et al 1991. **Reproduced by permission of** Academic Press'

unless the original copyright holder specifies that the acknowledgement should contain a different



form of words.

6. OVERVIEW OF THE EDITORIAL AND PRODUCTION PROCESSES

The following stages will take place once you have submitted your manuscript:

- **Scientific peer review**

All manuscripts are sent to a scientific editor for review. We will notify you if the reviewer feels that amendments or revisions are necessary.

- **Revision**

If suggested by the reviewer.

- **Copy editing**

This will be carried out by technical copy editors who will edit for style and consistency. If any further queries arise, you will be consulted.

- **Production of galley proofs**

Galley proofs will be sent out in PDF format, via email to the main author. Please note that they will not resemble the finished pages. All data is held electronically and will not be made into pages until just before publication. Illustrations and tables will be proofed at the end of the text, with their position indicated in the text.

- **Alterations at proof stage**

Corrections at proof stage are costly and time-consuming and must be kept to a minimum (i.e. correction of typographic and scientific errors only).



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