

**AUTHOR'S QUICK CHECKLIST FOR PREPARING MANUSCRIPTS FOR SUBMISSION TO
ANTONIE VAN LEEUWENHOEK**

A copy of this checklist, appropriately checked and signed, should accompany each submitted manuscript. Failure to comply with these instructions will delay assessment of your work and is likely to result in your manuscript being rejected without review.

Your manuscript must follow the advice given in our **Instructions for Authors** at:

<http://www.springer.com/life+sciences/microbiology/journal/10482>

Note that **Descriptions of New Microbial Taxa** are subject to specific guidelines and formatting requirements – please check the relevant guidelines on the journal website.

Please do not tick the following boxes until you have complied with the instructions indicated.

- All authors have seen a copy of the manuscript AND have approved its submission.
- Please indicate the corresponding author of the manuscript. NOTE: only one person should be nominated. This is to avoid confusion.
- The English language usage has been checked by a fluent English speaker and/or a professional language editing service.
- All text, **including** Abstract, tables, references, footnotes and figure legends, is printed in **double-spacing** and uses a full-page width on the equivalent of an A4 sheet.
- All pages (including references, tables, figure legends, figures and any Supplementary Data) are numbered sequentially. Tables should precede Figures.
- Lines on each page are numbered sequentially and continuously **throughout** the manuscript.
- Antonie van Leeuwenhoek* uses European spellings (e.g. 'characterised' not 'characterized', 'analysed' not 'analyzed' 'hydrolysed' not 'hydrolyzed' etc.)
- The title should be informative and clear. **A running title is not used.** Do not use unspecified, non-standard abbreviations in the title.
- Please ensure that the biological origin (e.g. microbial species) of the system under investigation is clearly given in the title.
- Key words or phrases (but not abbreviations) are given in **alphabetical order** after the Abstract. Up to 7 can be used.
- Abstract is clear and concise and gives quantitative values of key results.
- Sub-headings in all sections are clearly indicated but are **NOT** numbered.
- All non-standard abbreviations should be kept to a minimum but need to be defined **at first mention** in the text including tables and figure legends.
- Ensure you follow the Journal style and give correct abbreviations of standard units (for example: ml, l, g, kg, h, min, s, kDa etc. Concentrations are given as 10 g glucose l⁻¹ **NOT** 10 g l⁻¹ glucose. Centrifugal force (*g*) is used and not rpm.

- Tables, each on a separate sheet, are suitable either for single (7.5 cm) or double column (16 cm) printing. Titles of tables are included with the table and appear above the table itself.
- Values in text and tables **MUST NOT** exaggerate the accuracy of the methods used. Rarely can values given to 2 or more decimal places be justified. For example, % composition of fatty acids in a cell profile should only be given to 1 decimal place (e.g. 12.3%). Likewise values for DNA G+C content.
- Figures, each on a separate sheet, are suitable for printing at 7.5 cm width or exceptionally 16 cm. All symbols are clear, all lines are of adequate thickness and equal blackness, labelling is accurate and clear. Large areas of blank spaces should be avoided. Each figure is numbered on the page.
- Legends to figures are grouped together on a separate sheet(s) which precedes the figures themselves.
- Micrographs must have a clear scale bar on the photograph with its size given in the legend.
- References agree between text and list. (Please cross-check carefully.) References in the text and list conform to the Journal style i.e. **Harvard** format. For citation of references in the list, please do not give issue numbers of journal volumes.
- ALL binomial microbial species names should be given in full at first usage and thereafter the genus name abbreviated (e.g. *Escherichia coli*, then *E. coli*). Where abbreviations may cause confusion, choose an appropriate 3 letter abbreviation (e.g. in a manuscript on both staphylococci and streptococci, abbreviate to *Sta.* and *Str.*; a guide to 3 letter abbreviations is given at LPSN: <http://www.bacterio.net/-abbreviations.html>).

Descriptions of new microbial taxonomy only

- Certificates confirming deposition of the novel type strain in two different culture collections are included with the submission. If the novel type strain has been deposited in MTCC, confirmation of deposit in a third culture collection is required.