

AUTHOR'S QUICK CHECKLIST FOR PREPARING MANUSCRIPTS FOR SUBMISSION

A copy of this, appropriately checked and signed, should accompany each submitted paper.

Your paper must follow the advice given in our **Instructions for Authors** and **Guidance Notes** that are available online (<http://www.springer.com/life+sciences/microbiology/journal/10529>). If you are uncertain about the relevancy of your paper for publication in this Journal, please read our **Aims and Scope** that is also available online.

Authors are strongly advised to consult some recent issues of this journal to familiarize themselves with the style used.

Papers that have not been correctly prepared or written to a high standard of English will be returned to the authors for revision without scientific evaluation.

Authors whose first language is not English and may be inexperienced in writing for an international journal are urged to have their manuscript thoroughly checked before submission. The use of a professional paper writing agency is strongly recommended for those authors who are doubtful of their command of the English language.

We normally allow incorrectly presented papers to be resubmitted on one occasion only.

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

- ☐ All authors have seen a copy of the paper AND have approved its submission.
- ☐ Any animal experiments, including those involving humans, must have been approved by the correct ethics agency. A statement to this effect should be given in the text at the appropriate place.
- ☐ Experiments involving plants or microorganisms taken from outside the authors' country should have been with the correct authorization.
- ☐ Authors must indicate in which section of the Journal they would like their papers to appear.
- ☐ Please indicate the corresponding author of the paper. NOTE: To avoid possible confusion, only one person should be nominated.
- ☐ All text, including Abstract, tables, references, footnotes and figure legends, is in double-spacing (**NOT 1½ spacing**). The typing must be 15 cm width. The font size should be such that there are 22-25 lines per page.
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- ☐ The title should be informative and clear. (A running title is not used.) Do not use unspecified, non-standard abbreviations in the title. Please do not begin the title of your paper with expressions such as "The effect of..." or "A study of...". Please ensure that the biological origin of the system under investigation is given in the title.
- ☐ Key words or phrases (but not abbreviations) are given in **alphabetical order** after the Abstract. Up to seven can be used.
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- ☐ 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 each section** including tables and figure legends.
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- ☐ Tables and figures are to be self-explanatory so that they can be understood without recourse to the text. Key details of procedures should be given in the legend or footnotes. 100% relative values **MUST** be given as the actual (absolute) values in the legend or footnote. It is recommended that procedures used only once should be detailed in the legends to figures or footnotes to tables rather than being placed in the **Methods** section.
- ☐ 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 tables and text **MUST NOT** exaggerate the accuracy of the methods used. Rarely can values given to four or more significant figures be justified. Please also do not use non-significant zeros: e.g. 15.00 is given as 15.
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- ☐ Legends to figures are grouped together on a separate sheet(s) which precede the figures themselves.
- ☐ Position for each table and figure should be indicated in the text by a marginal note or a clear note between paragraphs in the text.
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- ☐ A list of mathematical notations, if used, appears before the Introduction.

❑ **Supporting information.** Results supplied in the form of supplementary tables or figures, or as additional methods, should be listed as a separate section after the Acknowledgements and before the list of references. Citation of this information should be given in the text at the appropriate place using “Supplementary Table 1”, “Supplementary Figure 1” etc. There is no limit to the amount of information that can be given in this way though its usefulness for readers must be evident. The supplementary tables and figures etc. are placed at the very end of the paper. Please only give a simple but clear title of the table or figure in the list of Supporting Information.

For submission of your manuscript the following order should be observed:

- Title page giving the section in which the paper is to be considered, the title plus list of all authors plus affiliations with corresponding author (one only) indicated.
- Abstract
- Key words
- Mathematical notations (if used)
- Introduction
- Materials and methods
- Results
- Discussion (the latter two may be combined)
- Conclusions (optional)
- Acknowledgements
- Supporting information – titles only of tables, figures etc.
- List of references
- Tables
- Figure legends
- Figures
- Supplementary material as headlined in Supporting Information