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# 3 BIOTECH – Specific Instructions for Authors

(updated 19 August 2019)

## 1. JOURNAL OVERVIEW

3 BIOTECH is a peer-reviewed e-journal and all accepted manuscripts will be published online at the journal's website with volume and article numbers shortly after receipt of authors corrected galley proofs. The manuscripts will be published under **Continuous Article Publishing (CAP)**. CAP aims to speed up the process from acceptance of articles to final online publication without the need for articles to be placed in a waiting line. This ensures that all new articles in 3 BIOTECH are immediately available for researchers in relevant indexing and abstracting databases.

### 1.1 Aims and Scope:

3 BIOTECH publishes papers related to the study of the Environment and Biodiversity with application in biotechnology in the three life sciences disciplines: (i) Medical and Biomedical Sciences, (ii) Agricultural Sciences and (iii) Environment, and hence the title of the journal.

3 BIOTECH recognises that the Biotechnology of these three life science sectors relies heavily on the use of complex scientific tools. Therefore, 3BIOTECH aims to present information on techniques and methods used in biotechnology and to address problems and benefits associated with such tools, methods and techniques as applied to particular biotechnology applications. 3 BIOTECH will appeal to scientists and engineers in both academia and industry focused on the safe and efficient application of Biotechnology to Medicine, Agriculture and the Environment.

Papers in all areas of prokaryotic and eukaryotic biotechnology are welcome. Examples of areas covered by 3 BIOTECH, but not limited to, include genomics, metagenomics, metabolomics and transcriptomics, proteomics, secondary metabolites, biosynthetic pathway modulations in tissue culture and demonstration of their functional role in plants, cancer and stem cell research, nanotechnology, genetic engineering and cloning, bioremediation and biodegradation, bioinformatics and system biology, biomarkers and biosensors, biodiversity, biofuels, biodiscovery and taxonomy, engineered / novel enzyme with high end biotechnological applications, biorobotics and biotoxins, analytical biotechnology, infectious diseases and vaccines, immunology, structural biology, synthetic biology and natural medicines.

### 1.2 Exclusions to the scope:

Submissions that are considered to be routine reports or contain limited, research-specific content, will not be accepted. Some typical examples of manuscripts with limited scope include the following:

*Bioactive natural products:* Manuscripts describing bioactive products from chemically characterized extracts from medicinal plants, animals or microbes, and in the formulation and delivery systems of natural products, are welcome. Manuscripts should include *in vitro* and *in vivo* cytotoxic studies. However, manuscripts describing uncharacterised extracts or partially characterised extracts with studies of general activities e. g. antioxidant properties, antimicrobial activities etc will not be considered.

*Plant tissue / cell culture:* Manuscripts describing original/novel research on application of plant cell, tissue, and organ culture for germplasm conservation (cryopreservation), genetic transformation, protoplast culture, somatic hybridization, hairy root culture, *in vitro* polyploidization and mutation, as well as for enhanced production of bioactive compounds / secondary metabolites are welcome. However, simple/routine protocols *in vitro* propagation or description of the effect of plant growth regulators on micro-propagation will not be considered.

*Molecular Modelling:* Manuscripts describing *in silico* bioinformatic analysis without supporting experimental data will only be considered if complex issue(s) are solved and knowledge in this area is significantly advanced.

*Statistical Approaches in Designing Experiments:* Manuscripts which are based entirely on the use of statistical methods e.g. Response Surface Methodology (RSM) to optimise growth, increase production etc. will not be considered.

*Enzymes:* Manuscripts describing enzymes that have not been demonstrably purified to homogeneity and which have not been molecularly and functionally characterised will not be considered.

*Genomes:* Bioinformatics *in silico* analysis without experimental evidence of the biotechnological potential of the organism will not be accepted.

*Basic scientific data and analysis:* Manuscripts that contain basic scientific information but without experimentally demonstrated evidence of a biotechnological application(s) will not be considered.

*Examples of Routine reports with limited research content include:*

- Report on isolation and characterization of microbe without any biotechnological applications.
- Report on identification of microbes using only phenotypic/biochemical-physiological traits.
- Synthesis of metal nanoparticle using plant/microbial extract and production optimization.
- Physio-chemical and biological characterization of environmental samples.

*Molecular marker-assisted breeding:* Routine genetic diversity assessment involving a small number of accessions / genotypes / populations of local / limited interest and use of routine molecular markers such as RAPD, ISSR, ISR etc. will not be considered.

## **2. EDITORIAL PROCESS**

3 BIOTECH accepts biotechnology-related papers which are original, unpublished and not under simultaneous consideration by another journal.

### **2.1 Internal Editorial Review:**

3 BIOTECH receives a large volume of submissions and to avoid unnecessary delays and to assist in providing authors with a timely response on their manuscripts, each manuscript undergoes a stringent editorial quality and format assessment using a set of criteria by members of the Editorial Board. A list of the assessment criteria for which a decision is usually reached within 3 weeks is provided below:

- Compliance of the journal's scope
- Plagiarism
- Compliance of the journal's format and style
- Quality of the abstract
- Relevance of the work to biotechnology: Demonstration of the potential benefit of the bioproduct / microbe in a practical situation (proof of concept).
- A high standard of presentation: Overall presentation such as clarity, readability (flow) of the manuscript, appropriate use of the English language, and extent of typographical errors.
- Appropriateness of the design and methodology and whether the description is adequate for others to replicate the work.
- The quality of the data and the presentation of the data.
- The quality of the figures and the description of the figure legends. All legends should have enough description for a reader to understand the figure without readers having to refer back to the main text of the manuscript.

- The conclusions are reliable and significant
- Creation of new knowledge or extension / improvement in knowledge when compared to other peer-reviewed published works in the same research area; demonstration of novelty
- New versions of previously rejected papers is not permitted unless indicated otherwise in the journal's decision letter.

## **2.2 External Peer Review:**

If the manuscript meets the journal's preliminary standards described above then it is forwarded to an experienced member of the Editorial Board. The Editor will invite a minimum of two qualified external reviewers for the review of the manuscript. Reviewers are selected from a database of experts and may also include reviewers nominated by the authors. The member of the Editorial Board advises the EiC on the reviewers' reports and a final decision to accept or reject a manuscript is then made. The journal's rejection rate for the period 2012 to 2018 has varied between 70 – 76%.

The peer review is a double-blind review process in which the authors and reviewers identities are not revealed to each other during the review process. This process is different to the traditional single blind process, in which the reviewer's identity is not revealed to the authors.

**Final Decision:** We attempt to reach a final decision on peer reviewed manuscripts within 8 – 10 weeks after submission. If an offer of publication is made which is subject to revision, then the authors are asked to submit a revised version of the manuscript within 4 weeks. A second round of evaluation starts after re-submission. Articles are usually published online within 4 weeks after acceptance.

## **3. EDITORIAL POLICIES**

### **3.1 General:**

In the event the required information is not provided, the manuscript will be returned to the authors for correction and this may lead to significant delays in reviewing the manuscript.

All files should be prepared using a word processor (.doc, .docx or .rtf format) and not as pdf files.

All text should be 12-point font size (Times New Roman, Arial, or Courier) with double spaced lines and 2.0 cm margins.

### **3.2 Language:**

Manuscripts should be in English (consistent with either British or American spelling). Authors are strongly advised to ensure that the manuscript is written in clear and concise language, is intelligible to a broad readership and is of a publishable standard prior to submission. Manuscripts that are deficient in this respect may be rejected and returned to the author without peer review.

To help authors avoid receiving negative comments from referees or editors about the poor use of the English language in their manuscripts, and for authors who are unsure of correct English usage, at least one of the following steps should be considered:

- Have the manuscript reviewed for clarity by a colleague whose native language is English or by a colleague who has a good command of the English language
- Use one of the many English language-editing services, preferably with experience in editing scientific manuscripts, that are available. The names of some editing services are listed below:
  - Inter-Biotec (<http://www.inter-biotec.com/>)
  - Inter-Biotec also provides a free online writing course (<http://www.inter-biotec.com/biowc/biowc.html>) to help biomedical scientists whose first language is not English to write and publish their papers in English-language journals.
  - SPI Professional Editing Services (<http://www.prof-editing.com/>)

- Write Science Right (<http://www.writescienceright.com/>)

Authors should note that the use of an editing service is at the author's own expense and in no way implies that the article will be accepted by 3 BIOTECH. The decision of accepting a manuscript by 3 BIOTECH is based on the quality and suitability of a manuscript and is independent of whether that manuscript has been professionally edited with regard to the English language. 3 BIOTECH accepts no responsibility for the interactions between the author and the service provider or for the quality of the work performed.

### **3.3 Use of Human and / or Animal Subjects:**

The corresponding author must confirm that all research studies conducted using either vertebrates or higher invertebrates were performed in accordance with the relevant government's regulatory guidelines and regulations, and must include at an appropriate place in the article, a statement which includes details of the authority approving the experiments. In addition, for experiments involving human subjects, authors must state the committee approving the experiments, and include in their submission a statement confirming that informed consent was obtained from all subjects.

### **3.4 Conflict of Interest (COI) and Author Contributions:**

All listed authors in the manuscript are required to include a statement on Conflict Of interest (COI) and Author Contribution as described below under sections 3.4.1 and 3.4.2 respectively. Both these sections must be included in the manuscript after the section “Acknowledgement”.

**3.4.1 Conflict Of interest (COI):** A conflict of interest (COI) is defined as a competing financial interest which could have the potential to influence behaviour, content or perception and undermine the objectivity, integrity or value of a publication. Public knowledge of such work after it has been published would cause embarrassment. Some examples of COI include stocks or shares in companies that may gain or lose financially through publication; consultation fees or other forms of remuneration from organisations that may gain or lose financially; patents or patent applications whose value may be affected by publication.

3 BIOTECH takes the issue of COI seriously and therefore the authors are required to declare in their manuscript with either one of the following statements:

- The authors declare that they have no conflict of interest in the publication
- The authors declare that they have a conflict of interest [in which the case authors should supply an appropriate statement describing the conflict of interest].

**3.4.2 Author Contributions:** Submission of a paper implies that all authors have seen and approved the manuscript and its contents, and that they are aware of the responsibilities connected to the authorship. Consequently, all listed authors are required to include a statement of their contributions in this section.

### **3.5 Changes to the list or order of authors names:**

Submission of a manuscript implies that all authors have seen and approved the manuscript and its contents, and that they are aware of the responsibilities connected to the authorship. Therefore all authors are advised to carefully check the list and order of authors before submission of the manuscript. Changes to the authors names or the order can only be requested during the revision and acceptance stages of the review process by submitting a “Change of authorship request form” citing sufficient justification. However, there can be no guarantee that the requested changes will be accepted. A change in the list or the order of the authors in the list will not be accepted at the galley proof stage or after publication of the manuscript. Requests for a change of the corresponding author will not be accepted at any stage after submission of the manuscript.

### **3.6 Scientific Integrity – Plagiarism, use of 3<sup>rd</sup> Party Images & Image Manipulation:**

The members of the Editorial Board are committed to maintaining a very high standard of scientific integrity of published scientific reports in the journal and authors are reminded of their responsibility to avoid all misrepresentations in the reports of their work. The credibility of a research project is determined by promoting objectivity and avoiding misrepresentation in written component of the manuscript and in the assignment of credit to the researchers involved in the project.

The journal will investigate suspected cases that violate research ethics and instances of scientific fraud and misrepresentations, inappropriate manipulation of graphics files, redundant publications, and plagiarism. Depending on the outcomes of these investigations, the journal may decide to publish errata or corrigenda and, in cases of serious scientific misconduct, ask authors to retract their paper, or impose a retraction on them.

**3.6.1 Plagiarism:** CrossCheck is a multi-publisher initiative to screen submitted content for originality. 3 BIOTECH uses CrossCheck to detect instances of plagiarism, overlapping and similar text in submitted manuscripts and published work. To find out more about CrossCheck visit <http://www.crossref.org/crosscheck.html>. 3 BIOTECH is a member of the Committee on Publication Ethics (<http://publicationethics.org/>). COPE provides a forum for publishers and Editors.

**3.6.2 Third Party Images:** Usage of third party material by the authors (e.g. figures, diagrams) can only be used if prior permission of copyright have been obtained in this regard. This must be acknowledged and the acknowledgement cited at the appropriate place in the manuscript.

**3.6.3 Electronic Manipulation of Images:** If a digital image figure has been subjected to significant electronic manipulation, it can misrepresent data, present unrepresentative data or result in a loss of meaningful signals. No specific feature(s) of an image should be enhanced, obscured, moved, removed, or introduced. If images from different parts of the same gel, or from different gels, fields, or exposures have been grouped, then this must be made explicit in the text of the figure legend or in the Methods section.

Members of the Editorial Board reserve the right to request original versions of figures from the authors of a paper under consideration, or after publication, if concerns arise. If the original data cannot be produced, the acceptance of the manuscript may be withdrawn. The journal also reserves the right to retract published papers in which data has been misrepresented and / or electronic image manipulation has affected the interpretation of the data. The journal also reserves the right to bring such matters to the attention of the funding agencies and institutions to which the authors are associated.

The following publication is a good reference for acceptable practices: Rossner M, Yamada KM (2004). What's in a picture? The temptation of image manipulation. *J Cell Biol* 166: 11-15

### **3.7 Availability of Published Material**

By publishing a paper in 3 BIOTECH, the authors agree that they will make freely available any of the organisms, viruses, cells, nucleic acids, antibodies, reagents, data and associated protocols that were used in the reported research that are not available commercially, to colleagues for academic research without preconditions.

### **3.8 Submission to Public Databases**

3 BIOTECH will only review and publish manuscripts if the authors agree that all data which cannot be published in the journal (e.g. nucleotide sequences, structural data, or data from large-

scale experiments) will be freely available in one of the public databases. The sequence data, separate from the manuscript, must be submitted to a Public Database and the data released for review. The reference to the data e.g. gene sequence, metagenome / genome sequence data, crystal structure data etc must be included under a separate heading “Accession Numbers” before the “Acknowledgements” section. Examples of some databases are given below:

### 3.8.1 Sequence Data

All sequence data should be submitted in electronic form to any one of the three major collaborative databases given below:

- DNA Data Bank of Japan - DDBJ (<http://www.ddbj.nig.ac.jp>)
- European Bioinformatics Institute - EMBL (<http://www.ebi.ac.uk>)
- GenBank - (<http://www.ncbi.nlm.nih.gov>).

The data must be released before submission to 3 BIOTECH so that the data can be reviewed by members of the Editorial Board and reviewers.

3.8.2 Structural Data: 3BIOTECH accepts and follows the recommendations of the International Union of Crystallography (IUCr) with regard to the deposition and release of macromolecular structural data. These guidelines are set out in the article by the IUCr Commission on Biological Macromolecules in *Acta Crystallographica* (2000), D56, 2.

Structures of biological macromolecules must be submitted to a publicly available and recognized database, such as Protein DataBank (<http://www.rcsb.org/pdb/home/home.do>), Biological Magnetic Resonance Databank (<http://www.bmrb.wisc.edu/>), NDB (<http://ndbserver.rutgers.edu>). Manuscripts reporting new three-dimensional structures of small molecules from crystallographic analysis should include a .cif file and a structural figure with probability ellipsoids for publication as Supplementary Information. These files must have been checked using the IUCR's CheckCIF routine (<http://checkcif.iucr.org/>) and a PDF copy of the output must be included at submission, together with a justification for any alerts reported. Crystallographic data for small molecules should be submitted to the Cambridge Structural Database (<http://www.ccdc.cam.ac.uk/>). In the case of low-resolution structures for which only a chain trace is reported, a set of C-alpha positions and structure-factor amplitudes may be sufficient.

3.8.3 Microarray Data: Data from microarray experiments should be submitted to either the ArrayExpress (<http://www.ebi.ac.uk/arrayexpress>) or GEO (<http://www.ncbi.nlm.nih.gov/geo>) or CIBEX (<http://cibex.nig.ac.jp/index.jsp>) databases. Microarray data should be described according to MIAME guidelines (<http://www.mged.org/Workgroups/MIAME/miame.html>).

3.8.4 Other data sets: 3BIOTECH strongly recommends deposition of other types of data sets into appropriate public repositories that are at an earlier stage of development. Examples of such repositories that facilitate sharing large data sets, some of which can offer the option of anonymous referee access to data before publication, include:

*Proteomics data:* PRIDE (<http://www.ebi.ac.uk/pride/>), PeptideAtlas (<http://www.peptideatlas.org/>), Tranche (<http://www.proteomecommons.org>)

*Protein interaction data:* IMEx consortium of databases including DIP, IntAct and MINT (<http://www.imexconsortium.org/>)

*Chemical compound screening and assay data:* PubChem (<http://pubchem.ncbi.nlm.nih.gov/>)

*Cryoelectron Microscopy:* Structures of biological macromolecules solved by electron microscopy

must be submitted to the EMDB database at <http://www.ebi.ac.uk/msd/Deposition.html>. For a brief description of the database, see Tagari et al (2002) Trends Biochem Sci 27: 589.

### **3.9 Nomenclature**

**3.9.1 Microbes:** The genus, species, and sub-species / variety names should be written in italics; strain number and culture collection numbers and sources of all strains under investigation should be given in the Methods section.

The scientific names should be given in full (e.g., *Escherichia coli*) in the title, in the abstract, and when first mentioned in the body of the manuscript. Thereafter, the appropriate abbreviation of the full generic name of the microbe should be reduced to conform with the Rules of Nomenclature (except in tables and figure legends) as suggested in the International Code of Nomenclature of Bacteria (Lapage, S.P., Sneath, P.H.A., Lessel, E.F., Skerman, V.B.D., Seeliger, H.P.R. and Clark, W.A. International code of nomenclature of bacteria (1990 Revision). American Society for Microbiology, Washington, D.C., 1992). Alternatively, use the validation lists published in the International Journal of Systematic and Evolutionary (IJSEM) and / or published in the Microbiology List of Prokaryotic names with Standing in Nomenclature at the URL <http://www.bacterio.cict.fr/>

In case of usage of symbols that do not conform to those that have previously appeared in the literature, their aliases may be obtained from the approved nomenclature in the Human Gene Nomenclature Database (Genew) [[www.gene.ucl.ac.uk/nomenclature/guidelines.html](http://www.gene.ucl.ac.uk/nomenclature/guidelines.html)] and LocusLink, to allow retrieval of all the information available for each gene.

**3.9.2 Genetics:** Genes, mutations, genotypes, and alleles should also be indicated in italics but the protein product of a gene should be in Roman type; phenotypes should not be italicized.

For human genetics nomenclature, use the HUGO database. (a) In case of usage of symbols that do not conform to those that have previously appeared in the literature, their aliases may be obtained from the approved nomenclature in the Human Gene Nomenclature Database (Genew) [[www.gene.ucl.ac.uk/nomenclature/guidelines.html](http://www.gene.ucl.ac.uk/nomenclature/guidelines.html)] and LocusLink, to allow retrieval of all the information available for each gene. (b) It is sometimes advisable to indicate the synonyms for the gene the first time it appears in the text. Gene prefixes such as those used for oncogenes or cellular localization should be shown in Roman: v-fes, c-MYC

For bacterial genetics nomenclature follow Demerec et al (1966) Genetics 54: 61-76; J Bacteriol (first issue of each year); Microbiol Mol Biol Rev (1998) 62:814-984 (*Escherichia coli* K-12); Microbiol Rev (1988) 52:485-532 (*Salmonella typhimurium*); Microbiol Rev (1985) 49:158-179 (*Bacillus subtilis*); Annu Rev Microbiol (1986) 40:79-105 (*Pseudomonas*); Microbiol Rev (1982) 46:426-570 (*Neurospora crassa*); Nature (1997) 387 (6632 Suppl):67-73 (*Saccharomyces cerevisiae*).

For plant genes follow the recommendations of the International Society for Plant Molecular Biology Commission on Plant Gene Nomenclature, which are posted regularly on the public databases and published annually in Plant Molecular Biology Reporter, starting with the December 1993 issue.

Chemistry/Biochemistry: For guidance in the use of biochemical terminology follow the recommendations issued by the International Union of Biochemistry and Molecular Biology (IUBMB; <http://www.chem.qmw.ac.uk/iubmb/>); International Union of Pure and Applied Chemistry (IUPAC; <http://www.chem.qmw.ac.uk/iupac/index.html>).

For enzyme nomenclature use Enzyme Handbook (1990) Springer, Berlin Heidelberg New York; Enzyme Nomenclature (1992) Academic Press, London New York.

### **3.10 Taxonomy**

**3.10.1 Microbes:** When a new bacterial name is proposed, an international authority on nomenclature should be contacted, and the name approved. All microbes described as taxonomical novel species and / or if the scientific content of the manuscript is essentially dependent on the strain, than the culture(s) must be deposited in an internationally recognized culture collection. Publication of an article in 3 BIOTECH is subject to the understanding that authors will distribute freely any strains, clones, or antibodies described therein for use in academic research. Genes used to identify isolates must be submitted to EMBL/GenBank/DDBJ, the data released and the accession number reported in the manuscript.

When a new fungus name is proposed, an international authority on nomenclature should be contacted, and the name approved. Mycobank numbers must be added for new species and taxonomic changes. See <http://www.mycobank.org/>

**3.10.2 Biological Material:** If the biological material (e.g. enzyme) has not been identified as to species, the manuscript will not be considered for publication unless a special protocol has been followed. Thus, a voucher specimen of the organism should be deposited with a recognized taxonomist for the particular group of organisms in question. The taxonomist should then assign to specimen an identifying number unique to the organism so that any additional collections of the same organism would bear this same number. The number will be retained until the organism is completely identified. The taxonomist should write a brief taxonomic description to be included in the manuscript, which should state how the organism relates morphologically to known species.

**Herbarium:** In a separate paragraph, experimental biological material should be reported as authenticated if cultivated or from a natural habitat, and the herbarium deposit cite and voucher number should be recorded.

Authors who purchase dried 'herbal remedies' or other materials from companies must make provision for their proper deposit in a herbarium, for access by future workers. When a commercially available extract is obtained, the extraction procedure from the organism of origin must be specified. The identification of the extract should be supported by an HPLC trace of known secondary metabolite constituents of the organism, which should be included in the manuscript.

**3.11 Phylogeny:** For phylogeny, only bootstrap values  $\geq 95$  should be included at the internodes. The accession number of the sequences should be given in brackets after the genus / species / strain number and all type culture strain numbers should be indicated by a superscript T. The full names of the abbreviations of the culture collections and the unit of the scale bar should be included in the figure legend.

### **3.12 Abbreviations**

In general, abbreviations use should be restricted to a minimum. Abbreviations should be restricted to SI symbols and those recommended by the IUPAC. Abbreviations must be defined in parentheses after their first mention in the text. Standard units of measurement and chemical symbols of elements may be used without definition in the body of the paper.

## **4. TYPES OF MANUSCRIPTS**

The following six (6) categories of manuscripts will be accepted. Authors should note that the format, word counts and page length (approximate) restrictions apply for each manuscript type as described below. Authors are also advised to peruse section 5, below, and organise their manuscripts

for submission so that it meets the requirements for the double blinded review process

#### **4.1 Original Articles:**

Original articles should describe complete research work and should not include preliminary research.

*Structure:* Full length research papers follow the AIMRAD standard structure. with the following headings: Abstract, Introduction, Methods, Results and Discussion followed by References and Acknowledgement.

- Abstract
- Manuscript Body
  - Introduction: The introduction should be on a separate page and it should be in context to the work being presented and should clearly state the purpose and objectives of the research. The introduction should be succinct and provide only the necessary background information, rather than a comprehensive treatise of the specific field. It should not contain subheadings.
  - Methods: This section should not be extensively descriptive but should contain sufficient detail so that, in conjunction with cited references, all experimental procedures can be reproduced by others. Essential technical detail or full descriptions of materials that are not of immediate importance for the understanding of the manuscript may be removed into Supplementary information, based upon the advice of peer-reviewers. Laboratory chemical and biochemical supply firms should be indicated and commercial companies and institutions who may have provided analytical services should be included in this section. Usage of statistical tools in experimental design is highly encouraged.
  - Results & Discussion: Results and Discussion can be presented under separate headings or as a combined heading. This can be further divided into sub-headings. The presentation of experimental detail in the Results & Discussion section(s) should be kept to a minimum. Reiteration of information that is made obvious in tables, figures, or reaction schemes should be avoided. Within the discussion, brief speculation on the implications of the reported findings may be included if appropriate. Discussion should be in depth and should be written in such way that it should prominently highlight the novelty or new advancement in the present knowledge based on framed objectives or research questions.
  - Conclusions: If an optional conclusion section is used, its content should not substantially duplicate the abstract.
- Accession numbers
- Acknowledgements
- Conflict of Interest and Author Contributions.
- References
- Tables and Figures

#### **4.2 Review Articles:**

Review papers are normally invited, but prospective authors are encouraged to contact the members of the Editorial Board to discuss possible contributions. Review papers will describe particular topics of current interest or controversy within the scope of 3 BIOTECH. Review papers should be a critique / critical evaluation of the topic and not a mere regurgitation of information.

*Structure:* The review should include the following headings but should not include an “Experimental” section:

- Abstract
- Main text arranged under subheadings

- Should end with a Conclusion section.
- Acknowledgements
- Author contributions and conflict of interest statement
- References
- Tables and Figures

#### **4.3 Short Research Reports:**

Short Research Reports should describe important preliminary findings from innovative research that deserve immediate dissemination. Research reports should be of high scientific quality and should not present poorly elaborated research and basic scientific data.

*Structure:* Short Research Reports should contain the following headings only:

- Abstract
- Main text consisting of introduction, methods, results and discussion without any headings
- Accession numbers
- Acknowledgements
- Author contributions and conflict of interest.
- References
- Tables / Figures

#### **4.4 Protocols & Methods:**

Protocols submitted to the journal are proven experimental procedures that authors have successfully used in their laboratories and reported as part of their research work in a peer-reviewed journal. The submitted protocol should not be in press or under consideration by any other journal. As protocols are constantly evolving, subsequent modifications made by the authors to improve the protocol are acceptable for submission as long as there is no direct repetition of text between this protocol and previous publications of the method, as this would constitute plagiarism.

*Structure:* Protocols should contain the following headings only:

- Abstract
- Main text consisting of introduction, methods, results and discussion without any headings which must include a detailed protocol and the description must be detailed so that it can be easily reproduced.
- Accession numbers (if relevant)
- Acknowledgements
- Author contributions and conflict of interest statement.
- References
- Tables / Figures

#### **4.5 Genome / Metagenome Research Reports:**

Genome Reports are short research reports describing (a) high-quality draft (< 70 contigs) and completely assembled and annotated genome sequences of microorganisms and viruses or metagenomes of significance / relevance to biotechnology, in the fields of agriculture, the environment, or human health AND (b) the genome sequence data / analysis is supported by relevant biotechnological experimental evidence using whole cells or biomolecules.

*Structure:* Genome Research Reports should include the following seven (7) sectional headings

- Title Page:
- Abstract:
- Genome Reports do not have any sub-headings,
  - Brief introduction
  - Methods, Results, Discussion and Conclusion should be combined into one. For this,

it is preferable that an experimental method is described and is then followed by the results of this method. A second method is described which is then followed by the results of the second method and so on. The last paragraph(s) is reserved for discussions and conclusions.

- A MixS Table is compulsory: Authors should comply with community metadata standards the “Minimal Information about any (X) Sequence” (MixS) when submitting their sequence data to GenBank, ENA or DDBJ. A MixS checklist can be found at <http://gensc.org/projects/mixs-gsc-project/> and MIxS standard information can be found at <http://www.ebi.ac.uk/ena/submit/mixs-checklists>. A MIxS table has to be included in the manuscript.
- Accession Number(s): The assembled genome and all relevant sequences must be deposited in NCBI's GenBank, ENA or DDBJ and all accession numbers for the data obtained must be provided. This data must be made publicly accessible at the time of submission to 3 BIOTECH.
- Acknowledgements
- Author contributions and Conflict of Interest statement
- References:

#### **4.6 New Research Reports:**

The New Research Reports category

- should be original and novel.
- Will focus only on new diseases and new diagnostic molecular markers & methods of plant, humans, insects and animals.
- will be a repository of research records that will support researchers, field workers and diagnostic personnel undertaking work related to biotechnology.
- is not intended to be an interim / preliminary report prior to publication of a full length report.

*Structure:*

- The words “First Report” must be included in the manuscript title.
- No sub-headings should be used
- An Abstract is not required
- A maximum of 800 words (up to 2 pages) is allowed.
- Accession numbers (if relevant)
- Acknowledgements
- Author contributions and conflict of interest statement
- References (maximum of up to 6 is allowed)
- Tables and Figures (A combined total of up to 2 is allowed)

### **5. ORGANISING MANUSCRIPTS FOR SUBMISSION**

The journal uses a double-blind review process in which both the author(s) and reviewer(s) identities are not revealed to each other during the review process and this requires that author anonymity remains when preparing a manuscript for submission. For the authors identity to remain anonymous, the following seven (7) files must be prepared and submitted in the same order via the online Editorial Manager at <https://www.editorialmanager.com/bitc/default.aspx>.

The contents of each file is described below:

- File 1: Anonymity File which contains 6 sections (6 to 7 pages)
- File 2: Abstract & Keywords (1 pages)
- File 3: Body of manuscript (continuous text, multi-page file)
- File 4: Table (each table is on a new page, multi-page file)
- File 5: Figure (each figure is on a new page, multi-page file)

File 6: Legend to Figures (one to two page file)

File 7: Supplementary Data (multi-page file)

**File 1 Anonymity File:** This file contains six (6) sections: 1. Manuscript Title and Author information, 2. Accession numbers, 3. Acknowledgments, 4. Statements (Conflict of Interest and Author Contributions), 5. A list of 6 reviewers and 6. A mandatory cover letter. Further description is given below:

**1. Manuscript Title and Author Information:** This section contains three parts: Title of the manuscript, (part A), Author names and affiliations (part B) and Running Title (part C).

A. The title of the manuscript:

- should be concise (no more than 30 words) and accurately reflect the content of the manuscript.
- non-standard abbreviations are not allowed
- should be typed with all words in boldface capitals, double spaced and centered.
- serial titles are not acceptable.

B. Author names and affiliations: All authors who have contributed to the work should be listed below the manuscript title. For each author the following information is required.

- The full name of the authors with first name, initial(s) and surname / family name. The corresponding author's names must be asterisked.
- The full department / institute addresses with country of residence. Superscript numbers should be used to indicate the department, institution, city with postal code and country where the work was carried out, for each author.
- A valid INSTITUTE email address, an ORCID or Scopus ID, or a web link e.g. Research Gate, Google Scholar, must be provided as a means of verification.
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C. Running Title: A short title of the manuscript should be written

**2. Accession Numbers:**

The molecular data accession numbers for 16S rRNA gene, other rRNA genes, ITS, WGS, SRA etc) or culture collection numbers for new taxa should be reported here.

**3. Acknowledgements:**

Funding source(s), acknowledging the assistance of colleagues should be reported here.

**4. Statements:**

The following statements should be included on a single page:

*Conflict of interest statement:* Please include one of the following statements:

The authors declare that they have no conflict of interest in the publication

**OR**

The authors declare that they have a conflict of interest [in which the case authors should supply an appropriate statement describing the conflict of interest].

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spectroscopic, analytical or crystallographic services who are not co-authors, and any financial support that has been received. Editors and referees should not be acknowledged.

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##### *Selection Criteria:*

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- Experience & Expertise: All reviewers must have expertise in the relevant category of the manuscript.
  - At least three (3) author nominated reviewers are experts in the field of the research described in the manuscript AND
  - at least two (2) nominated reviewers are international experts and are not from the home country of any of the author(s) AND
  - one author nominated reviewer has experience / expertise in the broad field of biotechnology

##### *Reviewer Information:*

- The name and title of the reviewer
- The reviewers Department, full name of the Institute, city and country
- The valid institutional email address
- Verification of the reviewer's expertise using their ORCID or Scopus ID, or a web link to their publication record.
- At least five (5) Keywords that describe the experience and expertise of the reviewers

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**File 2. Abstract & Keywords:** The file is limited to only one single page and should include an abstract and key words:

- The abstract should be a summary of the scope of the work and the findings in no more than the words specified for each manuscript category described above.
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- The abstract must exclude an introduction and must provide enough information that will allow a reader to understand the key findings of the research without the reader having to refer back to the main text.
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- Depend on the type of manuscript selected for submission, the content of the file would include introduction. Methods, Results and Conclusions.
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- All tables should be numbered.
- Tables should be cited in the text in consecutive numerical order.
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- Each figure or each panel of figures must be on a separate page
- All figures must be numbered as reflected in the main body of the manuscript.

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- All figure legends should be numbered according to the figure numbers
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- Experimental details should, where possible, be given in the Methods section, and not in

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