

Notes to Authors

FEMS Immunology and Medical Microbiology

AIMS AND SCOPE

The Editors aim to ensure efficient publication of high quality, original Research Articles and MiniReviews dealing with immunology and medical microbiology, and especially the interface between the two. The journal focuses on correlates of infection and protection, mechanisms of pathogenesis and host-pathogen interactions of medically relevant viruses, bacteria, fungi and protozoa.

Main subject areas are:

- a) Interactions between the pathogen and the host, including the nature of microbial factors responsible for pathogenesis and disease manifestation.
- b) Basic innate and acquired immune mechanisms that are involved in the protection of the host from infectious diseases, e.g. antigen processing, immune recognition, lymphokine or interleukin action, humoral and cell-mediated immune responses and antibodies, genetics of immune responses to microorganisms.
- c) Characterisation of microbial candidate antigens, their isolation by genetic modification techniques and their uses in laboratory vaccine studies and ability to trigger protective, host immune responses.
- d) The journal covers most aspects of diagnostic medical microbiology, especially the molecular identification and epidemiological analysis of medically important microorganisms.
- e) The journal will consider any paper that exploits post-genomic approaches (functional genomics) in addressing biological problems in all areas.

Papers should be complete in themselves and be supported by experimental detail; they should not be preliminary versions of communications to be published elsewhere. Descriptions of new methods are acceptable, and the Editors are also prepared to consider papers that put forward new hypotheses. However, papers that describe straightforward epidemiological studies or merely provide confirmatory evidence will not be accepted unless there are strong reasons for doing so. Papers outside the scope of the journal will usually be rejected with an immediate decision by the editor. If in doubt authors may consult one of the Editors.

MINIREVIEWS

MiniReviews are concise articles covering topics of current interest or controversial aspects of subjects within the scope of the journal. The style for MiniReviews is the same as for the rest of the journal with the following amendments: the maximum length of the text is about 12 printed pages (7000 words); a combined total of six figures and tables is allowed. The number of references should normally not exceed 50. Colour figures or diagrams are encouraged and will be printed in the journal free of charge providing the Editor believes that the use of colour adds value to the MiniReview. There is no rigid format for MiniReviews but they should generally include an Abstract and a brief Introduction in which the background to the article is presented. It is then helpful if the remainder of the text is arranged under a single, or a maximum two levels of subheading, finishing with a Conclusion or Outlook section. MiniReviews are normally invited, but prospective authors are encouraged to contact the MiniReviews Editor to discuss possible contributions.

An account for online submission will be created for authors invited to write a MiniReview.

SUBMISSION PROCEDURES

Manuscripts should be submitted through Manuscript Central[®] <http://mc.manuscriptcentral.com/fems>, which is a web-based manuscript submission, reviewing and tracking system used by FEMS. Manuscript Central shortens the time needed for processing and peer reviewing manuscripts and so leads to an improved service to authors.

First-time users should generate a user account. Please also fill in your telephone and fax number in the account fields. Select *FEMS Immunology and Medical Microbiology* when logging-in.

To submit a manuscript, go to the Submitting Author Center. From there you can click on the **Submit a Manuscript** link in the Menu Bar, which takes you to step one of the seven-step process of submitting a manuscript. The progress bar on the left of the screen will help you navigate the process.

Fill in the boxes in each step with the appropriate information (required fields (req) are indicated). Use the “Next” button to move from step to step, backtrack to correct errors with the “previous” button or use the progress bar on the left of the screen. You can copy and paste large amounts of text such as the title or abstract to save time.

Authors are encouraged to specify preferred or non-preferred reviewers and preferred Editors for their manuscript. Journal Editors, when assigning reviewers for your manuscript, take preferred and non-preferred reviewers into consideration.

If the submitting (contact) author is not the same as the formal corresponding author, this can be indicated in step 5. Please be sure to have this correctly stated on the title page.

After uploading your manuscript files you will get to the last submission step (Review & Submit). Here you must check that the manuscript has been accurately converted to a PDF and HTML (view pdf or html proof) before clicking the “Submit” button to complete the submission. **If you do not receive e-mail confirmation of your submission within 24 hours contact femsim@fems-microbiology.org.** The e-mail confirmation will include a manuscript number, which you should refer to in all correspondence.

More instructions on the submission procedure can be found in the “[FEMS Submission Instructions](#)”, which can be reached via the “Instructions and Forms” button at the top right of all Manuscript Central pages.

Members of the Editorial board and other appropriate experts will referee the papers. Editors handling papers will independently make decisions on acceptance, revision or rejection based on the referees’ reports.

PREPARATION OF MANUSCRIPTS

A recent issue of *FEMS Immunology and Medical Microbiology* should be consulted for format and style. Please download sample copy from <http://www.elsevier.com/locate/femsim>. Up-to-date Notes to Authors are also available the Journals page of the FEMS Website (<http://www.fems-microbiology.org/>).

1. Language

Papers should be in English (consistent either British or American spelling). Authors who are unsure of correct English usage should have their manuscripts checked by someone proficient in the language; manuscripts that are deficient in this respect may be returned to the author for revision before peer review.

English language help service: Upon request, Elsevier will direct authors to an agent who can check and improve the English of their paper (before submission). Please contact authorsupport@elsevier.com for further information.

2. Presentation of manuscripts; preferred format

FEMS Immunology and Medical Microbiology strongly recommends that you compile your manuscript in MS Word and save it as a DOC file, using the following lay-out.

- a) Start with the title page, followed by the abstract, main text and references.
- b) Next add the tables within the same document, starting each new table on a separate page.
- c) Follow the tables with the figure legends.
- d) Finally add the figures, putting each figure on a separate page ensuring that the figure is at least the size it will be in the final printed document (try not to resize). Add the figure number (e.g. Fig. 1) to each page well outside the boundary of the space occupied by the figure. Check that the incorporated figures can be printed as close as possible to the original resolution of the figures in the package in which they were generated. If you wish to

upload separate figure files, Manuscript Central will combine your manuscript main body and figure files into one PDF file. Please ensure that you upload the figures only once, i.e. either embedded at the end of the text document or as separate files.

- e) It is essential that both page and line numbering are both active in the submitted document.
- f) The right-hand margin justification should be switched off. Artificial word breaks at the end of lines must be avoided. The manuscript should be double-spaced (including references, tables and legends for figures) with wide margins. The beginning of each new paragraph must be clearly indicated by indentation.
- g) If you do not use MS Word then save in MS Word format in the word processor that you use. Rich text (.rtf) format may also be used.
- h) Please use standard fonts (Arial, Times New Roman, Symbol, Helvetica, Times) otherwise symbols might alter unpredictably. In your Word document, on the Tools menu, click Options, select the Embed TrueType fonts check box and then click the Save tab. Manuscripts must not be submitted with fonts that are not in standard Microsoft UK/US use (fonts that are part of other packages (e.g. Japanese, Chinese or Korean language packages) may block PDF conversion.

3. Length

There is no maximum length for papers, but the length should be justified with the content and authors are urged to be concise. Excessively long reference lists should be avoided. Repetition of information in the text and illustrations should not occur. Very short papers may be published in *FEMS Immunology and Medical Microbiology* occasionally, if they offer a significant, though small, increase in knowledge or understanding of the field.

4. Revision

Manuscripts may be returned to authors for modification of the scientific content and/or for shortening and language corrections. Revised versions must be submitted online through Manuscript Central. In “manuscripts with decisions”, click on the “create a revision link” that you will find alongside the previous version. At this stage we require a source file of your text and tables (DOC or RTF format, but not PDF). You must clearly indicate the changes that have been made. Figures should be uploaded in separate files and at sufficient resolution (see section 8). Files of the previous version should be deleted from the revised manuscript.

If a paper that is returned to the authors for amendment is not resubmitted within two months it will be regarded as withdrawn. Any revised version received subsequently will be treated as a newly submitted manuscript and the date of receipt will be altered accordingly. Authors who feel that there are substantial grounds for disagreement with an Editor’s decision should contact the Chief Editor, whose decision will be final. Authors who wish to withdraw their manuscript (at any stage of the process) should contact the editor.

5. Title, authors and keywords

The paper should not form part of a numbered series but should be headed by a concise, informative title. Authors are reminded that titles are widely used in information-retrieval systems.

The title should be followed by the name(s) of the author(s) (with first or middle names in full and including all initials) and by the name(s) and address(es) of the institute(s) where they worked during the study. For multiple authors with different affiliations, please indicate the relevant affiliations. The name and full postal address, telephone and fax numbers, as well as the email address of one corresponding author should be provided in a footnote.

A list of three to six keywords must be included on the first page. Authors are requested to consult the subject indices of *FEMS Immunology and Medical Microbiology* or the list of subject headings from *Index Medicus* for preferred synonyms and standard abbreviations. Plural terms should be avoided. The title is not used for preparing the index, so important words and phrases may appear in both the title and keywords. General terms, such as ‘Vaccine’, ‘Interleukin’, ‘Toxin’, should not be used unless qualified, e.g. ‘Hepatitis vaccine’, ‘Interleukin 4’, ‘Pertussis toxin’.

6. General arrangement of papers

Papers should be written mainly in the past tense, but the present tense can be used to convey authors’ ideas and generally accepted information. Hence, *Materials and methods* and *Results* are normally written in the past tense and the present tense is occasionally used in the *Introduction* and *Discussion*.

- a) *Abstract*. Limit the abstract to one paragraph not exceeding about 100 words. Some abstracting services use authors’ summaries without modification so this section must be able to be intelligible without reference to the full paper. References must not be cited in the abstract and abbreviations should be eliminated.

- b) *Abbreviations* should be avoided, but if they have to be used, they must be defined the first time they are used in the main text. Do not abbreviate genus in the title, keywords, or at first use in the abstract and introduction.
- c) *Introduction*. This should state the objectives but should not contain a summary of the results. Sufficient information should be given to explain the background to non-specialists but there is usually no need for a comprehensive literature survey.
- d) *Materials and methods*. Sufficient detail must be provided to allow the work to be independently repeated and verified. Suppliers and manufacturers of materials and their brief address should be included.
- e) *Results* (the presentation of data is given below).
- f) *Discussion*. This should not simply recapitulate the Results. A combined results and discussion section is also encouraged.
- g) *Acknowledgements* can be made to funding agencies, colleagues and members of a laboratory who provided unpublished data or assisted with the review, etc.
- h) *References* (the style and format are given below).

7. Preparation of supplementary data

Elsevier now accepts electronic supplementary material to support and enhance your scientific paper. Supplementary files offer the author additional possibilities to publish supporting applications, movies, animation sequences, high-resolution images, background datasets, sound clips and more. Supplementary files will be published online alongside the electronic version of your article in Elsevier web products, including ScienceDirect: <http://www.sciencedirect.com>. To ensure that your submitted material is directly usable, please provide it in one of Elsevier's recommended file formats (<http://authors.elsevier.com>). Authors should submit the material in electronic format together with the article. Select "Supporting Documentation" or "MultiMedia" for your file designation when uploading the file through the online submission system. Upload a separate DOC file listing concise and descriptive captions of each file uploaded as supplementary data. Please also indicate that you have uploaded these files in your cover letter. For detailed instructions please visit Elsevier's Author Gateway at <http://authors.elsevier.com>.

8. Presentation of data

Do not tabulate or illustrate points that can be adequately and concisely described in the text. Do not repeat information in both tables and figures. Figures and tables, along with their legend (and/or footnote), should be understandable in their own right without having to refer to the main text.

- (a) *Tables*. Tables and legends should be typed double-spaced. Explanatory footnotes should be related to the legend or table using superscript, lower-case letters. All abbreviations should be defined after the footnotes below the table or by reference to a previous table in the same paper.

Table 1

Growth rates of *R. palustris* strains on BA, 3-, 2-, and 4-CBA as the sole carbon source under anoxic conditions in the light

Strain ^a	Maximum specific growth rate (h ⁻¹) on ^b :			
	Parental strain		Variant	
	BA	3-CBA	2-CBA	4-CBA
API	0.060	0.029	0.005	0.003
KD1	0.074	0.019	(0.002) ^c	NG ^d
BIS10	0.039	0.020	0.005	0.002
WS17	0.062	0.020	0.008	0.002
NCIB8288	0.073	0.018	0.011	0.003
NCIMB8252	0.032	0.006	0.005	NG

^a All parental strains were only able to degrade 3- and 2-CBA when BA (1 mM) was present as a co-substrate.

^b BA was used at 2 mM final concentration and 3-, 2-, and 4-CBA were used at 1 mM final concentration. The data shown are mean values of duplicate measurements.

^c Growth started only after 5 weeks of incubation.

^d NG, no growth (OD_{660 nm} < 0.1).

(b) *Line art* is an artwork type commonly used for graphs and charts containing scientific data as well as hand-drawn images. Figures should be designed for maximum clarity, to economise on space and to take account of the dimensions of the printed column or page. Columns are 8.5 cm wide and pages are 17.8 cm wide. Line art must be drawn following these specifications:

- Figures should be 17 cm in width (twice their final size) with wide margins.
- All lines should be drawn at 1.5 point (0.5 mm wide), broken line styles may be used to differentiate multiple plot lines if desired.
- Letters and numbers should be 16 point (capitals 4 mm high) non-serif.
- Symbols should be 3 mm in diameter; the following are preferred: ○, ●, □, ■, △, ▲, ▽, ▼, Lines drawn to accompany the points should not go through hollow symbols.
- Grid lines should not be used.
- Numbers used as axis labels should have minimum significant figures; amounts less than unity must carry a preceding zero (e.g. 0.5 not .5).
- The use of concise explanatory labels (e.g. black square, white circle, grey line) aids interpretation and so is encouraged instead of incorporating symbols in the typed legend printed below the figure or as a separate drawn legend within the figure.
- Larger composite figures may be designed to occupy 2 columns when this can achieve an overall saving in space. The character, line and symbol sizes should be adjusted accordingly to achieve the same sizes on the printed page. For example, with a 24 cm-wide figure, the sizes would be: characters, 12 point, capitals, 3 mm high; lines, 1 point, 0.35 mm; symbols, 2.3 mm in diameter.

(c) *Half-tone and colour figures.* Half-tone illustrations should be very sharp with maximum contrast. Magnification should be indicated where appropriate by inclusion of a bar marker. Non-essential areas of photographs should be cut off. Photographs of electropherograms, etc., in which there is poor contrast may be better replaced by line drawings, but in this case the photographs should be submitted for scrutiny by the Editor. If photographs have been digitally processed to enhance their quality, this should be stated. **Colour illustrations will be published free of charge provided colour is essential for their understanding.** Authors of MiniReviews are encouraged to make optimal use of the free-colour feature. If, together with your accepted article, you submit usable colour figures then Elsevier will ensure, at no additional charge, that these figures will appear in colour on the web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in colour in the printed version. For colour reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article. For further information on the preparation of electronic artwork, please see <http://authors.elsevier.com/artwork>. Contributions of colour pictures (and black and white figures of course) serving as cover illustrations for the journal are also welcome.

(d) *Electronic submission of figures.* High-quality figures are required when the final version of the manuscript is submitted through Manuscript Central, and should be prepared using the following guidelines.

- Please use quality graphic programs such as Adobe Photoshop or Adobe Illustrator. When using other applications, such as Corel Draw or Freehand, please export to TIFF (see also <http://authors.elsevier.com/artwork>, application guideline box, bottom left corner).
- Please make sure your electronic figure is at the desired size for the printed article.
- For halftones you need a minimum of 300 dpi; combination artwork a minimum of 500 dpi; and for line figures preferably 1000 dpi to 1200 dpi.
- Combination artwork (artwork containing half-tone and line art elements, e.g. electrophoresis gels or Southern blots with lane and fragment sizes labeled) must be in EPS. In case the combination artwork is scanned the preferred format is TIFF with a resolution of minimal 500 dpi using LZW compression.
- The following figure formats are acceptable for our Publisher (provided they are created with the instructions given above):
 - TIFF and EPS (please make sure to embed all used fonts)
 - Word (DOC), Excel (XLS) or PowerPoint (PPT)
 - Illustrator (AI) or Photoshop files (PSD)
- For each figure one file must be submitted

You will find helpful and simplified guidelines by clicking the “[FEMS Revision Instructions, including figures](#)” icon, which can be reached via the “Instructions and Forms” button at the top right of all Manuscript Central pages. Detailed information can be found at <http://authors.elsevier.com/artwork>.

In principle the electronic files will be used for producing the final publication, but the Publisher may request a set of high-quality print-outs of your figures for production purposes.

e) *Figure legends.* Legends for both line-drawings and half-tones must be given on a separate page in the main text. The legends should consist of a preliminary sentence constituting a title, followed by a brief description of the way the particular experiment was carried out (but not repeating the Materials and methods section), and any other necessary description of symbols or lines. All abbreviations must be defined.

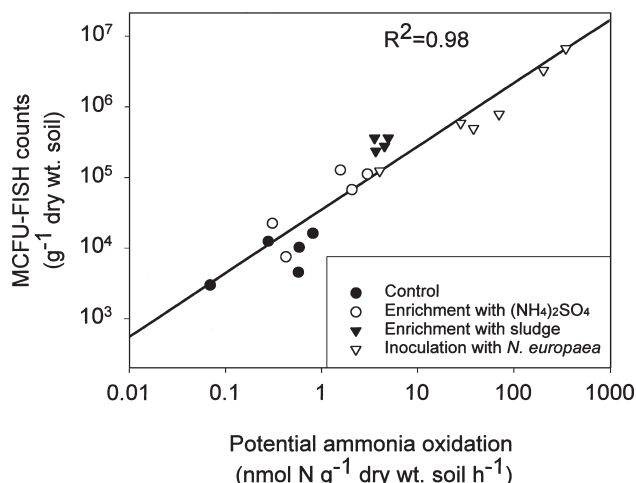


Fig. 4. Correlation between potential ammonia oxidation and MCFU-FISH counts of AOB in the bacterial fractions extracted after various soil treatments. Each point represents mean values for MCFU-FISH and potential ammonia oxidation after the same treatment and incubation time.

9. Reproducibility of results and statistical tests

Authors should state how many times experiments were repeated and whether mean or representative results are shown. Variability should be indicated statistically wherever possible as part of, but not in place of, a proper statistical analysis. If results are expressed as percentages, the absolute value corresponding to 100% must be stated. Avoid values with unjustified numbers of significant figures; in most cases three significant figures is consistent with the accuracy attained in microbiological experiments.

Results of statistical tests should be presented wherever possible as evidence for conclusions. Such information must be presented concisely to illuminate the results, but not to dominate them. The tests used should be briefly described in the Materials and methods section. Details of the diagnostic checks made for the assumptions of the statistical tests and for the validity of any transformations used should be stated clearly. Further information can be found in the following references: (a) Sokal, R.R. and Rohlf, F.J. (1981). *Biometry*. W.H. Freeman, San Francisco; (b) Fry, J.C. (1993). *Biological Data Analysis: A Practical Approach*. IRL Press, Oxford.

10. Nomenclature, abbreviations and units

Authors should follow internationally accepted rules and conventions. Authors should provide evidence for thorough identification of new isolates and use the most recent acceptable name.

Microorganisms. The spelling of bacterial names should follow the Approved Lists of Bacterial Names <http://www.bacterio.cict.fr/>. If there is a reason to use a name that does not have standing in nomenclature, the name should be enclosed in quotation marks and an appropriate statement concerning the nomenclatural status of the name should be made in the text (for an example, see *Int. J. Syst. Bacteriol.* (1980) 30, 547–556).

Viruses. Names used for viruses should be those approved by the International Committee on Taxonomy of Viruses (ICTV) <http://www.ncbi.nlm.nih.gov/ICTV/>. If desired, synonyms may be added parenthetically when the name is first mentioned. Approved generic (or group) and family names may also be used.

Enzymes. For enzymes, use the recommended (trivial) name assigned by the Nomenclature Committee of the International Union of Biochemistry and Molecular Biology as described in *Enzyme Nomenclature* <http://www.chem.qmw.ac.uk/iubmb/enzyme/>.

Genes. Genetic nomenclature should essentially follow the recommendations of Demerec et al. (*Genetics* (1966) 54, 61–76), and those given in the instructions to authors of the *Journal of Bacteriology* and *Molecular and Cellular Biology* (January issues).

Biochemical compounds. Consult the *European Journal of Biochemistry* or the Nomenclature Committee of the International Union of Biochemistry and Molecular Biology (<http://www.chem.qmw.ac.uk/iubmb/>).

Abbreviations. Abbreviations should only be used as an aid to the general reader and their use should be strictly limited. 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)’. Eliminate abbreviations that are not used at least six times in the manuscript.

In addition to abbreviations to the international system of units of measurements, other common units (e.g., bp, kb, Da), chemical symbols for the elements, and the standard biochemical abbreviations (see *Eur. J. Biochem.*) should be used without definition.

It is often possible to use pronouns or to paraphrase a long word after its first use (e.g. ‘the drug’, ‘the substrate’). Standard chemical symbols and trivial names or their symbols (folate, Ala, Leu, etc.) may be used for terms that appear in full in the neighbouring text.

Abbreviations other than those recommended by the IUPAC-IUB (Biochemical Nomenclature and related Documents, 1978) should be used only when a case can be made for necessity, such as in tables and figures.

Reporting numerical data. The international system of units (SI) should be used; ml is acceptable in place of cm³ for liquid measures. The form for units is µg ml⁻¹ and not µg/ml; parentheses should be used to improve clarity, e.g. ml (g dry wt soil)⁻¹ h⁻¹. Multiplication of numbers should be indicated by a multiplication sign with spaces either side (e.g. 6.2 × 10⁸) and of units by a space (e.g. mg l⁻¹).

The prefixes k, m, µ, n, and p should be used in combination with the standard units for reporting length, weight, volume and molarity for 10⁻³, 10⁻⁶, 10⁻⁹, and 10⁻¹², respectively. Use µg ml⁻¹ or µg g⁻¹ instead of the ambiguous ppm. Units of temperature are presented as follows: 37°C or 324 K.

11. References

These should be numbered sequentially in the order of their citation in the text and inserted between square brackets, e.g. [1], [16–21]. The list of references should follow the order of their citation and should be double-spaced. References to journals should contain the names and initials of all authors, year of publication in parentheses, title of the paper, and the abbreviation of the title of the periodical according to *Index Medicus*. These should be followed by the volume number and first and last page numbers. References should not be given to work ‘in press’ unless it has been accepted for publication and if so, then journal name and year of publication should be provided. References to books should include the title of the book, the year of publication, the publishing company and the place of publication.

Examples:

- [1] McCoubrey, J. and Poxton, I.R. (2001) Variation in the surface layer proteins of *Clostridium difficile*. FEMS Immunol Med. Microbiol. 131–136.
- [2] Dinter, Z. and van Morein, B. (1990) Virus Infections in Ruminants, 592 pp. Elsevier, Amsterdam.
- [3] McCarthy, A.J. (1989) Thermomonospora. In: Bergey’s Manual of Systematic Bacteriology (Williams, S.T., Sharpe, M.E. and Holt, J.G., Eds.), Vol. 4, pp. 2552–2572. Williams and Wilkins, Baltimore, MD.

Unpublished results and personal communications may be mentioned in the main text provided that (a) the names and initials of all the persons involved are listed, and (b) they have all granted permission for the citation. Unpublished accession numbers for nucleotide sequences and similar information must be accompanied by sufficient details to allow the relevant information to be retrieved.

12. Nucleotide and amino acid sequences

Any newly determined nucleotide and amino acid sequences must be deposited in an appropriate data bank. Authors are encouraged to use the EMBL Data Library but can also use other archives, such as GenBank. **An accession number must be obtained before submission to the Editor and this fact should be mentioned in the cover letter.** The accession number should be included in the main text at the end of the Materials and methods section. Authors should also include the accession number in the appropriate figure legend or refer to the Materials and methods section. The sequence data should be released to the public no later than the online publication date. Authors wishing to enable other scientists to use the accession numbers cited in their papers via links to these sources should type this information in the following manner:

For each and every accession number cited in an article, authors should type the accession number in **bold, underlined text**. Letters in the accession number should always be capitalised (see example). This combination of letters and format will enable Elsevier’s typesetters to recognise the relevant texts as accession numbers and add the required link. **Example:** GenBank accession nos. **AI631510**, **AI631511**, **AI632198**, and **BF223228**, a B-cell tumor from a chronic lymphatic leukemia (GenBank accession no. **BE675048**), and a T-cell lymphoma (GenBank accession no. **AA361117**”). Authors are advised to check accession numbers used very carefully. **An error in a letter or number can result in a dead link.** In the final version of the **printed article**, the accession number text will not appear bold or underlined. In the final version of the **electronic copy**, the accession number text will be linked to the appropriate source in the NCBI databases enabling readers to go directly to that source from the article.

Nucleic acid and amino acid sequences submitted as figures should be as sharp and clear as possible and retain perfect legibility after reproduction. There should be no confusion between G and C. The width should be (close to) that of the typesetting area (i.e., 178 mm) or column width (85 mm). Any additional markings should be clearly added in black ink or with a computer drawing package.

13. Careful checking

Manuscripts should be checked carefully before submission since substantial alterations made at the ‘proof’ stage may be charged for by the Publisher.

14. Enquiries and alterations

Queries will be referred back by email to the corresponding author. The Editors reserve the right to make minor alterations to the text without altering the scientific content.

PROOFS

A manuscript received by the Publisher is considered to be in its final form. One set of page proofs in PDF format will be sent by e-mail to the corresponding author, to be checked for typesetting/editing. A form with queries from the copyeditor may accompany the proof. It is important to ensure that all corrections are sent back to Elsevier in one communication, as subsequent corrections will not be possible. The Publisher reserves the right to proceed with publication if corrections are not communicated within two working days.

OFFPRINTS

The corresponding author will receive, upon acceptance of an article by the Publisher, a Copyright Transfer form (or Licence Agreement) and an Offprint Order form. On the Offprint Order form one can indicate the address to which the free offprints are to be sent and additional offprints may be ordered. **Twenty-five free** offprints are available for each paper.

NO PAGE CHARGES

There is no page charge for publication in any of the FEMS publications.

ETHICAL AND RELATED ASPECTS

The Editors expect that new and variant organisms, viruses and vectors described in FEMS journals will be made available, under written request and for their own use, to all qualified members of the scientific community. If delays in strain or vector distribution are anticipated or if they are available from sources other than the authors, this should be indicated. The Editors encourage authors to deposit important strains in publicly accessible culture collections and to refer to the collections and strain numbers in the text. In the case of materials that have been distributed by individuals, authors should indicate the laboratory strain designations and name and address of the donor as well as the original culture collection identification number, if any.

Papers describing experimental work with humans must include a statement that the Ethical Committee of the institution in which the work was done has approved it, and that the subjects gave informed consent to the work. Experiments with animals or with genetically manipulated organisms must have been done in accordance with the legal requirements of the relevant local or national authority. Procedures should be such that experimental animals do not suffer unnecessarily.

Submission of a manuscript implies that the work described has not been published before (except in the form of an abstract or as part of a published lecture, review or academic thesis, in which case reference should be made in a footnote to the title) and that it is not under consideration for publication elsewhere. **The corresponding author must ensure that its publication has been approved by all co-authors and tacitly or explicitly by the responsible authorities in the laboratories where the work was carried out and that all persons entitled to authorship have been named.** If accepted, the article must not be published elsewhere in the same form in either the same or another language, without the consent of the Editors and Publisher. Each named author must be responsible for at least the part describing his or her contribution and must have seen the entire final text before submission and any substantial subsequent revisions. The Editors must be notified in writing by the corresponding author of any deviation from these rules. The articles published in *FEMS Immunology and Medical Microbiology* represent the scientific findings and opinions of the authors.

Whilst the Editors and publishers make every effort to ensure the accuracy of all published matter, they can accept no responsibility or liability, collectively or individually, for any erroneous, misleading or unintentionally damaging statements, which may appear in the journal. Authors must draw attention to chemical or biological hazards that may be involved in materials and methods used in experiments.

REQUESTS FOR PERMISSION TO REPRODUCE MATERIAL FROM PUBLISHED ARTICLES

Individuals wishing to reproduce figures, tables and excerpts of text (not exceeding 250 words) from articles published in *FEMS Immunology and Medical Microbiology* for non-commercial purposes may do so providing the original publication is acknowledged accordingly and the authors' approval is obtained, and in this case no special permission is needed from the Publisher. Authors may also include the article in a thesis without special permission. In all other cases, permissions may be sought directly from Elsevier's Rights Department in Oxford, UK: phone (+44) 1865 843830, fax (+44) 1865 853333, e-mail permissions@elsevier.com. Requests may also be completed on-line via the Elsevier homepage (<http://www.elsevier.com/locate/permissions>).

INFORMATION FOR AUTHORS AND READERS

The Editors and Publisher are always willing to hear from authors and readers and consider their views sympathetically. Please note the following contact details:

- For helpful and simplified guidelines on the submission of high-quality figures for the final version of your manuscript, please refer to “[FEMS Revision Instructions, including figures](#)” icon, which can always be reached via the “Instructions and Forms” button at the top right of all Manuscript Central pages. Further detailed information on figures can be found at <http://authors.elsevier.com/artwork>
- Queries related to submission: email femsim@fems-microbiology.org
- Manuscripts under review: consult the Submitting Author Center at <http://mc.manuscriptcentral.com/femsim>
- Status of accepted articles: consult the Author Gateway from Elsevier at <http://authors.elsevier.com>
- Questions arising after acceptance of an article: e-mail authorsupport@elsevier.com