

Submission checklist

It is hoped that this list will be useful during the final checking of an article prior to sending it to the journal's editor for review. Please consult this Guide for Authors for further details of any item. **Ensure that the following items are present:**

- One author designated as corresponding author:
- E-mail address
- Full postal address
- Telephone and fax numbers
- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been "spellchecked"
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)
- Colour figures are clearly marked as being intended for colour reproduction or to be reproduced in black-and-white

For any further information please contact the Author Support Department at authorsupport@elsevier.com.

1 Submission of articles

1.1 General

1.1.1 It is essential to give a fax number and e-mail address when submitting a manuscript.

1.1.2 Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher.

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1.1.4 Short Communications: Where the subject matter does not warrant a full paper, a Short Communication is more likely to be acceptable for publication. Communications should be restricted in length to no more than the equivalent of two printed pages of *Fish and Shellfish Immunology*, that total length to include references and normally no more than one illustration and one short table. No abstract will be required, nor should a communication necessarily have subheadings or be subdivided as are full papers, but an introductory sentence or sentences must make its purport clear. In other respects submitted manuscripts should comply with the instructions given above. A Short Communication may be concerned with any subject within the scope of *Fish and Shellfish Immunology* but should be confined to a single point or issue of progress, and to such as an unusual occurrence, an interesting observation or a topical and timely finding.

1.1.5 Short Sequence Reports: Where the reporting of a novel fish or shellfish sequence with limited functional analysis does not warrant a full paper, a Short Sequence Report is more likely to be acceptable for publication. Communications should be restricted in length as for Short Communications (see 1.1.4). No abstract or subheadings are required but an introductory sentence or sentences must make it clear why the sequence is novel and the approach used to obtain the gene. In other respects the submitted manuscripts should comply with the instructions given above, and be within the subject scope of the journal. Accepted reports will undergo rapid publication

1.2 Submission to the journal prior to acceptance

1.2.1 Authors should submit their papers electronically via *Fish & Shellfish Immunology's* online submission website: <http://ees.elsevier.com/fsim>. This electronic version will be used for the review process and all correspondence will be by e-mail, with no paper correspondence necessary.

1.2.2 We accept most wordprocessing formats, but Word, WordPerfect or LaTeX is preferred. Always keep a backup copy of the electronic file for reference and safety. No changes to the accepted version are permissible without the explicit approval of the Editor.

2 Preparation of Text

2.1 Presentation of Manuscript

2.1.1 Please write your text in good English (Only British usage is accepted). Authors who are unsure of correct English usage should have their manuscript checked by someone proficient in the language. Manuscripts in which the English is difficult to understand may be returned to the author for revision before scientific review. The following external services are offered here for your consideration only:

Italics are not to be used for expressions of Latin origin, for example, *in vivo*, *et al.*, *per se*. Use decimal points (not commas); use a space for thousands (10 000 and above). Names of fish and shellfish should be given in full, i.e. common name and Latin name with authority. Italics are required for species names which are written in full the first time they appear in the text (e.g. *Cyprinus carpio* L.) but abbreviated at subsequent mention (e.g. *C. carpio*).

- 2.1.2 Please use double spacing and wide (3 cm) margins. (Avoid full justification, i.e., do not use a constant right-hand margin.) Ensure that each new paragraph is clearly indicated. Present tables and figure legends on separate pages at the end of the manuscript. If possible, consult a recent issue of the journal to become familiar with layout and conventions. Number all pages consecutively.
 - 2.1.3 Provide the following data on the title page (in the order given).
 - 2.1.4 **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
 - 2.1.5 **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
 - 2.1.6 **Corresponding author.** Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.**
 - 2.1.7 **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.
 - 2.1.8 **Abstract.** A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone.
 - 2.1.9 **Keywords.** Immediately after the abstract, provide 5-10 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.
 - 2.1.10 **Subdivision of the article.** Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, . . .), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.
 - 2.1.11 **Footnotes.** Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Many wordprocessors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves on a separate sheet at the end of the article. Do not include footnotes in the Reference list.
 - 2.1.12 **Tables.** Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.
 - 2.1.13 **Nomenclature and units.** Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI.
 - 2.1.14 **DNA sequences and GenBank Accession numbers.** Many Elsevier journals cite "gene accession numbers" in their running text and footnotes. Gene accession numbers refer to genes or DNA sequences about which further information can be found in the databases at the National Center for Biotechnical Information (NCBI) at the National Library of Medicine. Elsevier 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:

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 - 2.3 **Policy and ethics.** The authors must state that their work adheres to the appropriate national ethical review procedures.

3 References

Please use the Vancouver reference system as shown by the examples below. In the text references should be numbered consecutively within square brackets (e.g. [1]). If you cite a reference more than once in the text, please use the same number each time. References in the reference list should accord with the system in uniform requirements for manuscripts submitted to biomedical journals (N Engl J Med 1991;34:424-428). Please ensure that references are complete and that all references that appear in the text also appear in the list, and vice versa.

Examples:

Reference to a journal publication:

[1] Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. J Sci Commun 2000;163:51-9.

Reference to a book:

[2] Strunk Jr W, White EB. The elements of style. 3rd ed. New York: Macmillan; 1979.

Reference to a chapter in an edited book:

[3] Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. Introduction to the electronic age, New York: E-Publishing Inc; 1999, p. 281-304.

Note shortened form for last page number. e.g., 51-9, and that for more than 6 authors the first 6 should be listed followed by 'et al'. For further details you are referred to "Uniform Requirements for Manuscripts submitted to Biomedical Journals" (J Am Med Assoc 1997;277:927-934) (see also <http://www.nejm.org/general/text/requirements/1.htm>).

4 Preparation of Illustrations

- 4.1 Submitting your artwork in an electronic format helps us to produce your work to the best possible standards, ensuring accuracy, clarity and a high level of detail.

General points

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- Save text in illustrations as "graphics" or enclose the font.
- Only use the following fonts in your illustrations: Arial, Courier, Helvetica, Times, Symbol.
- Number the illustrations according to their sequence in the text.
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- Provide captions to illustrations separately.
- Produce images near to the desired size of the printed version.

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- 4.3 Captions: Ensure that each illustration has a caption. Supply captions on a separate sheet, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

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5 Proofs

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