JOURNAL OF VIROLOGICAL METHODS

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

ISSN: 0166-0934

- **Description** **p.1**
- **Audience** **p.1**
- **Impact Factor** **p.1**
- **Abstracting and Indexing** **p.2**
- **Editorial Board** **p.2**
- **Guide for Authors** **p.3**

DESCRIPTION

The Journal of Virological Methods publishes original papers and invited reviews covering techniques on all aspects of **virology**. These include methods for studying the morphology, assembly, replication, composition, function and physiochemical properties of **viruses** and their components; the **purification** of viruses and their components; **cultivation**; properties of **viral antigens**, production of **antibodies**, and techniques for studying the **immune response** to virions, viral subunits, and components; the detection and identification of viruses and **viral infections**; **assay** of viruses and **viral infectivity** and the investigation of **transmission** and **pathogenicity**; and methods for investigating the **suppression** or **inhibition** of viral growth.

Benefits to authors
We also provide many author benefits, such as free PDFs, a liberal copyright policy, special discounts on Elsevier publications and much more. Please click here for more information on our author services .

Please see our Guide for Authors for information on article submission. If you require any further information or help, please visit our support pages: http://support.elsevier.com

AUDIENCE

All virologists

IMPACT FACTOR

2012: 1.900 © Thomson Reuters Journal Citation Reports 2013

ABSTRACTING AND INDEXING

Abstracts on Hygiene and Communicable Diseases
Elsevier BIOBASE
Current Contents/Life Sciences
MEDLINE®
Pascal et Francis (INST-CNRS)
Reference Update
Science Citation Index
Tropical Diseases Bulletin
Scopus

EDITORIAL BOARD

Editor-in-Chief:

A.J. Zuckerman, Royal Free & University College Med. School, University College London (UCL), Rowland Hill Street, London, NW3 2PF, UK, Fax: +44 207 830 2070

Editorial Assistant:

Tanya Shennan

Editorial Board

R.L. Atmar, Baylor College of Medicine, Houston, Texas, USA
J.E. Banatvala
A.D.T. Barrett, University of Texas Medical Branch, Galveston, USA
N. Boonham, The Food and Environment Research Agency, York, UK
J. Cowley, CSIRO (The Commonwealth Scientific and Industrial Research Organization), St. Lucia, Queensland, Australia
H. Cubie, UK Clinical Virology Network, Edinburgh, UK
B.R. Cullen, Duke University Medical Center, Durham, North Carolina, USA
K. De Clercq, CODA-CERVA-VAR, Ukkel, Belgium
N. Decaro, Università degli Studi di Bari, Valenzano (Bari), Italy
K. Dörries, Julius-Maximilians-Universität Würzburg, Würzburg, Germany
A.R. Fooks, Animal Health and Veterinary Laboratories Agency, Addlestone, Surrey, UK
J.R. Gentsch, Ctrs. for Disease Control and Preventation, Atlanta, Georgia, USA
J.J. Giambrone, Auburn University, Auburn, Alabama, USA
A. Hadidi
Th. Iftner, Eberhard-Karls-Universität Tübingen, Tübingen, Germany
H. Koprowski, Thomas Jefferson University, Philadelphia, Pennsylvania, USA
J. Middeldorp, Vrije Universiteit Medisch Centrum (VUMC), Amsterdam, Netherlands
I.K. Mushahwar, Isa K. Mushahwar, Grayslake, Illinois, USA
B. Roizman, University of Chicago, Chicago, Illinois, USA
A. Sanchez, Centers for Disease Control and Prevention (CDC), Atlanta, Georgia, USA
K.S. Sano, Osaka Medical College, Takatsuki, Osaka, Japan
B.D. Schoub, National Institute for Communicable Diseases, Sandringham, South Africa
T.F. Schulz, Hannover Medical School (MHH), Hannover, Germany
Y. Shao, National Center for AIDS/STD Control and Prevention, Beijing, China
D.R. Smith, Mahidol University, Nakhorn Pathom, Thailand
R.J. Whitley, University of Alabama at Birmingham, Birmingham, Alabama, USA
K. Yamanishi, National Institute of Biomedical Innovation, Ibaraki, Osaka, Japan
M. Zuckerman, King's College Hospital, London, UK

GUIDE FOR AUTHORS

INTRODUCTION

The Journal of Virological Methods publishes original papers and invited reviews covering techniques on all aspects of virology. These include methods for studying the morphology, assembly, replication, composition, function and physiochemical properties of viruses and their components; the purification of viruses and their components; cultivation; properties of viral antigens, production of antibody, and techniques for studying the immune response to virions, viral subunits, and components; the detection and identification of viruses and viral infections; assay of viruses and viral infectivity and the investigation of transmission and pathogenicity; and methods for investigating the suppression or inhibition of viral growth.

Types of paper
Research articles should generally not exceed 25 typewritten pages and should be divided into Summary (on a separate sheet and not exceeding 200 words, followed by 3-6 keywords). Introduction, Materials and Methods, Results, Discussion, Acknowledgements and References.
Short communications, approx. 12 typewritten pages, with a Summary and keywords but without section headings.
Book reviews or meeting reports will be published following invitation from, or by authors first contacting, the Editor-in-Chief, Arie J. Zuckerman:

Arie J. Zuckerman
Email: j.v.meth@medsch.ucl.ac.uk
Tel: +44 (0) 20 7830 2579
Fax: +44 (0) 20 7830 2070

Please note there are different Instructions to Authors for VIROLOGY PROTOCOLS. These are included at the end of the "Preparation" section.

BEFORE YOU BEGIN

Ethics in publishing

For information on Ethics in publishing and Ethical guidelines for journal publication see http://www.elsevier.com/publishingethics and http://www.elsevier.com/journal-authors/ethics.

Ethical Policy: human subjects and animals

The research described in papers submitted to the *Journal of Virological Methods* that involve the use of human beings, including healthy volunteers, must adhere to the principles of the Declaration of Helsinki as well as to Title 45, U.S. Code of Federal Regulations, Part 46, Protection of Human Subjects, Revised November 13, 2001, effective December 13, 2001. Research involving animals must adhere to the American Physiological Society's Guiding Principles in the Care and Use of Animals. All investigations involving humans or animals that are reported in the journal must be conducted in conformity with these principles, and that a statement of protocol approval from an * IRB or * * IACUC or equivalent is included in the methods section of the paper. Manuscripts reporting the results of experiments on human subjects, including healthy volunteers, must include a statement that informed consent was obtained.
* IRB = Institutional Review Board
* * IACUC = Institutional Animal Care and Use Committee

Conflict of interest

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. See also http://www.elsevier.com/conflictsofinterest. Further information and an example of a Conflict of Interest form can be found at: http://help.elsevier.com/app/answers/detail/a_id/286/p/7923.

Submission declaration and verification

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 or as an electronic preprint, see http://www.elsevier.com/postingpolicy), 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, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service CrossCheck http://www.elsevier.com/editors/plagdetect.

Please note that manuscripts which have been published previously in another language cannot be considered as original work and will not be accepted for publication.

Authorship

The inclusion of statements such as "these two (or more) authors contributed equally" cannot not be accommodated. Only one first author is allowed and one corresponding author.

Changes to authorship

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts:
Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure as described above. Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) publication of the accepted manuscript in an online issue is suspended until authorship has been agreed.
After the accepted manuscript is published in an online issue: Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

Copyright

This journal offers authors a choice in publishing their research: Open access and Subscription.

For subscription articles
Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (for more information on this and copyright, see http://www.elsevier.com/copyright). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.
Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations (please consult http://www.elsevier.com/permissions). If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases: please consult http://www.elsevier.com/permissions.

For open access articles
Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (for more information see http://www.elsevier.com/OAauthoragreement). Permitted reuse of open access articles is determined by the author's choice of user license (see http://www.elsevier.com/openaccesslicenses).

Retained author rights
As an author you (or your employer or institution) retain certain rights. For more information on author rights for:
Subscription articles please see http://www.elsevier.com/journal-authors/author-rights-and-responsibilities.
Open access articles please see http://www.elsevier.com/OAauthoragreement.

Role of the funding source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Funding body agreements and policies

Elsevier has established agreements and developed policies to allow authors whose articles appear in journals published by Elsevier, to comply with potential manuscript archiving requirements as specified as conditions of their grant awards. To learn more about existing agreements and policies please visit http://www.elsevier.com/fundingbodies.

Open access

This journal offers authors a choice in publishing their research:

Open access
- Articles are freely available to both subscribers and the wider public with permitted reuse
- An open access publication fee is payable by authors or their research funder

Subscription
- Articles are made available to subscribers as well as developing countries and patient groups through our access programs (http://www.elsevier.com/access)
- No open access publication fee

All articles published open access will be immediately and permanently free for everyone to read and download. Permitted reuse is defined by your choice of one of the following Creative Commons user licenses:
Creative Commons Attribution (CC BY): lets others distribute and copy the article, to create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation), to include in a collective work (such as an anthology), to text or data mine the article, even for commercial purposes, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, and do not modify the article in such a way as to damage the author's honor or reputation.
Creative Commons Attribution-NonCommercial-ShareAlike (CC BY-NC-SA): for non-commercial purposes, lets others distribute and copy the article, to create extracts, abstracts and other revised versions, adaptations or derivative works of or from an article (such as a translation), to include in a collective work (such as an anthology), to text and data mine the article, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, do not modify the article in such a way as to damage the author's honor or reputation, and license their new adaptations or creations under identical terms (CC BY-NC-SA).
Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND): for non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

To provide open access, this journal has a publication fee which needs to be met by the authors or their research funders for each article published open access.
Your publication choice will have no effect on the peer review process or acceptance of submitted articles.

The publication fee for Open Access in this journal is **$1,800**, excluding taxes. Learn more about Elsevier's pricing policy: http://www.elsevier.com/openaccesspricing.

language and language services
Please write your text in good English (American or British usage is accepted, but not a mixture of these) avoid the use of split infinitives, and do not use the first person pronoun. Authors who require information about language editing and copyediting services pre- and post-submission please visit http://www.elsevier.com/languageediting or our customer support site at http://epsupport.elsevier.com for more information.

Submission
Submission to this journal proceeds totally online and you will be guided stepwise through the creation and uploading of your files. The system automatically converts source files to a single PDF file of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF files at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail removing the need for a paper trail.

Referees
Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our Support site. Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

PREPARATION

Use of word processing software
It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier: http://www.elsevier.com/guidepublication). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.
To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Article structure
Subdivision - numbered sections
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.

Introduction
State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods
Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

Results
Results should be clear and concise.

Discussion
This should explore the significance of the results of the work, not repeat them. The Results and Discussion section must be written separately. Avoid extensive citations and discussion of published literature.

Conclusions
The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices
If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

Essential title page information
• ***Title.*** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

• ***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.
• ***Corresponding author.*** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that phone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. Contact details must be kept up to date by the corresponding author.**
• ***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.

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 separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Graphical abstract

A Graphical abstract is optional and should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership online. Authors must provide images that clearly represent the work described in the article. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. See http://www.elsevier.com/graphicalabstracts for examples.
Authors can make use of Elsevier's Illustration and Enhancement service to ensure the best presentation of their images also in accordance with all technical requirements: Illustration Service.

Highlights

Highlights are mandatory for this journal. They consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point). See http://www.elsevier.com/highlights for examples.

Keywords

Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and 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.

Abbreviations
Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article. Avoid the excessive use of abbreviations in the text and do not use unconventional acronyms.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

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.

Virus nomenclature.

Each virus should be identified at least once, preferably in the 'Introduction' or 'Materials and Methods' section, using formal family, genus, and species terms and where possible by using a precise strain designation term as developed by an internationally recognized specialty group or culture collection. Please note that the word type is not used before species designations that include a number. Formal terms used for virus families, genera, and species should be those approved by the International Committee on Taxonomy of Viruses (ICTV):Fauquet, C.M., Mayo, M.A.,Maniloff, J., Desselberger, U., and Ball, L.A.(2005) Virus Taxonomy, Classification and Nomenclature of Viruses. Eighth ICTV Report, Academic Press, an imprint of Elsevier. This volume also includes standard abbreviations for species. Once formal taxonomic names have been given in a paper, vernacular terms may be used.

Formal taxonomic nomenclature
In formal taxonomic usage, the first letters of virus order, family, subfamily, genus and species names are capitalized and the terms are printed in italics. Other words in the species names are not capitalized unless they are proper nouns or parts of nouns, for example *West Nile virus*. In formal usage, the name of the taxon should precede the term for the taxonomic unit; for example; "the family *Paramyxoviridae*," "the genus *Morbillivirus*." The following represent examples of full formal taxonomic terminology:

Order Mononegavirales, family Rhabdoviridae, genus Lyssavirus, species Rabies virus. Family Poxviridae, subfamily Chordopoxvirinae, genus Orthopoxvirus, species Vaccinia virus. Family Picornaviridae, genus Enterovirus, species Poliovirus. Family Bunyaviridae, genus Tospovirus, species Tomato spotted wilt virus.

Vernacular Taxonmic Nomenclature
In formal vernacular usage, virus order, family, subfamily, genus and species names are written in lower case Roman script: they are not capitalized, nor are they printed in italics or underlined. In informal usage, the name of the taxon should not include the formal suffix, and the name of the taxon should follow the term for the taxonomic unit; for example "the picornavirus family, the enterovirus genus." One particular source of ambiguity in vernacular nomenclature lies in the common use of the same root terms in formal family, genus or species names. Imprecision stems from not being able to easily identify in vernacular usage which hierarchical level is being cited. For example, the vernacular name "*paramyxovirus*" might refer to the family *Paramyxoviridae*, or one species in the genus *Respirovirus*, such as *Human parainfluenza virus* 1. The solution in vernacular usage is to avoid "jumping" hierarchical levels and to add taxon identification wherever needed. For example, when citing the taxonomic placement of *Human parainfluenza virus* 1, taxon identification should always be added: *Human Parainfluenza virus* 1 is a species in the genus *Respirovirus*, family *Paramyxoviridae*. In this example, as is usually the case, adding the information that this virus is also a member of the subfamily *Paramyxovirinae* and the order *Mononegavirales* is unnecessary.

It should be stressed that italics and capital initial letters need be used only if the species name refers to the taxonomic category. When the name refers to viral objects such as virions present in a preparation or seen in an electron micro

Database linking
Elsevier encourages authors to connect articles with external databases, giving their readers one-click access to relevant databases that help to build a better understanding of the described research. Please refer to relevant database identifiers using the following format in your article: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN). See http://www.elsevier.com/databaselinking for more information and a full list of supported databases.

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 separately at the end of the article. Do not include footnotes in the Reference list.
Table footnotes
Indicate each footnote in a table with a superscript lowercase letter.

Artwork

Electronic artwork
General points
• Make sure you use uniform lettering and sizing of your original artwork.
• Embed the used fonts if the application provides that option.
• Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Provide captions to illustrations separately.
• Size the illustrations close to the desired dimensions of the printed version.
• Submit each illustration as a separate file.
A detailed guide on electronic artwork is available on our website:
http://www.elsevier.com/artworkinstructions
You are urged to visit this site; some excerpts from the detailed information are given here.
Formats
If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.
Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):
EPS (or PDF): Vector drawings, embed all used fonts.
TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.
Please do not:
• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
• Supply files that are too low in resolution;
• Submit graphics that are disproportionately large for the content.

Color artwork
Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color on the Web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. **For color reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article**. Please indicate your preference for color: in print or on the Web only. For further information on the preparation of electronic artwork, please see http://www.elsevier.com/artworkinstructions.
Please note: Because of technical complications which can arise by converting color figures to 'gray scale' (for the printed version should you not opt for color in print) please submit in addition usable black and white versions of all the color illustrations.

Figure captions
Ensure that each illustration has a caption. Supply captions separately, 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.

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.

References
Citation in text
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the

journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Reference links
Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is encouraged.

Web references
As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

References in a special issue
Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

Reference formatting
There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct. If you do wish to format the references yourself they should be arranged according to the following examples:

Reference style
Text: All citations in the text should refer to:
1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication;
2. *Two authors:* both authors' names and the year of publication;
3. *Three or more authors:* first author's name followed by 'et al.' and the year of publication.
Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.
Examples: 'as demonstrated (Allan, 2000a, 2000b, 1999; Allan and Jones, 1999). Kramer et al. (2010) have recently shown ....'
List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.
Examples:
Reference to a journal publication:
Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2010. The art of writing a scientific article. J. Sci. Commun. 163, 51–59.
Reference to a book:
Strunk Jr., W., White, E.B., 2000. The Elements of Style, fourth ed. Longman, New York.
Reference to a chapter in an edited book:
Mettam, G.R., Adams, L.B., 2009. How to prepare an electronic version of your article, in: Jones, B.S., Smith , R.Z. (Eds.), Introduction to the Electronic Age. E-Publishing Inc., New York, pp. 281–304.

Journal abbreviations source
Journal names should be abbreviated according to the List of Title Word Abbreviations: http://www.issn.org/services/online-services/access-to-the-ltwa/.

Video data
Elsevier accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include links to these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly

relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the files in one of our recommended file formats with a preferred maximum size of 50 MB. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect: http://www.sciencedirect.com. Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our video instruction pages at http://www.elsevier.com/artworkinstructions. Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.

AudioSlides

The journal encourages authors to create an AudioSlides presentation with their published article. AudioSlides are brief, webinar-style presentations that are shown next to the online article on ScienceDirect. This gives authors the opportunity to summarize their research in their own words and to help readers understand what the paper is about. More information and examples are available at http://www.elsevier.com/audioslides. Authors of this journal will automatically receive an invitation e-mail to create an AudioSlides presentation after acceptance of their paper.

Supplementary data

Elsevier accepts electronic supplementary material to support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, high-resolution images, background datasets, sound clips and more. Supplementary files supplied will be published online alongside the electronic version of your article in Elsevier Web products, including ScienceDirect: http://www.sciencedirect.com. In order to ensure that your submitted material is directly usable, please provide the data in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. For more detailed instructions please visit our artwork instruction pages at http://www.elsevier.com/artworkinstructions.

Submission checklist

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address
- Phone numbers

All necessary files have been uploaded, and contain:

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been 'spell-checked' and 'grammar-checked'
- 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)
- Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print, or to be reproduced in color on the Web (free of charge) and in black-and-white in print
- If only color on the Web is required, black-and-white versions of the figures are also supplied for printing purposes

For any further information please visit our customer support site at http://support.elsevier.com.

Virology Protocols

Protocols are to be submitted in the same way as regular articles

Organization of a Protocol

Title page:

The title page should contain the following items: (i) complete title (preferably no chemical formulas or arbitrary abbreviations); (ii) full names of all authors; (iii) complete affiliations of all authors; (iv) the number of text pages of the whole manuscript (including figures and tables) and the number of figures and tables; (v) the name and complete address of the corresponding author (including telephone number, facsimile number and electronic mail address); (vi) acknowledgements.

Abstract:
This should provide a concise description of the purpose of the Protocol and should not exceed 200 words.

Keywords:
Please provide 3 - 6 keywords.

Type of research:
In this section, relevant published studies should be described concisely in list form preceded by Roman lower case numeral characters. The published studies should be appropriately cited.

Time required.
An estimation of the time required to run the protocol should be given per separate step and for the whole protocol.

M*aterials*
The materials used should be described in sufficient detail for the protocol to be replicated. Animals used should include information on breed, breeder, sex, age, weight and the maintenance conditions. Furthermore, this section should be divided into two subsections: (i) Special equipment and (ii) Chemicals and reagents. Any special equipment required should be mentioned, including details of model type/number and (international) supplier. The source or supplier of any special equipment should also be stated, in parentheses, after mentioning the equipment for the first time. A listing (preceded by dashes) of chemicals and reagents used in the protocol, should be provided, if applicable. Special chemicals and drugs with their sources or suppliers should be grouped under a separate subheading ("Chemicals" or "Drugs"). For drugs, generic names should be used; trade names may be given in brackets where the drug is first mentioned. In case of new drugs or chemicals, a full chemical description (formula) should be given. The form of the drug used should be indicated.

Detailed procedure.
This section should include an extensive, detailed and stepwise description of the procedures used. The individual steps should be described in list form preceded by Roman lower case numeral characters and correspond with the steps described under Quick procedure. All companies from which chemicals or materials were obtained should be listed with their full address.

Results.

In this section the expected results should be described clearly and concisely, and in logical order without extended discussion of their significance. Results should usually be presented descriptively and be supplemented by photographs or diagrams.

Discussion.
This section should present an assessment of the protocol, problems which may be encountered, and alternative or support protocols.This section should be divided into two parts: (i) Trouble-shooting and (ii) Alternative and Support Protocols. Troubleshooting: Problems that may have been encountered during any of the procedures should be discussed clearly and concisely, and suitable solutions suggested. Alternative methods for replacing certain steps in the protocol should be mentioned in sufficient detail, and clearly indicating at which point in the protocol they should be applied.Alternative and Support Protocols: If applicable, alternative or support protocols should be mentioned, clearly stating the advantages and disadvantages of such protocols and be accompanied by appropriate citation of the literature.

Essential literature references.
This should mention certain essential reading divided into original papers, book chapters and review papers. Do not cite the full reference, but just list the reference number. All references cited in the text should be listed at the end of the manuscript, arranged in alphabetical order of the author's surname.

Quick procedure.
This section should describe the protocol in a concise, stepwise manner. The individual steps should be described in list form preceded by roman lower case numeral characters and correspond with the steps described under Detailed procedure. This section should contain basic, essential information for the protocol to be replicated successfully.

Illustrations.
Follow the standard article guidelines for instructions on illustrations.

AFTER ACCEPTANCE

Use of the Digital Object Identifier

The Digital Object Identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they have not yet received their full bibliographic information. Example of a correctly given DOI (in URL format; here an article in the journal *Physics Letters B*):
http://dx.doi.org/10.1016/j.physletb.2010.09.059
When you use a DOI to create links to documents on the web, the DOIs are guaranteed never to change.

Online proof correction

Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors.
If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF.
We will do everything possible to get your article published quickly and accurately - please upload all of your corrections within 48 hours. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility. Note that Elsevier may proceed with the publication of your article if no response is received.

Offprints

The corresponding author, at no cost, will be provided with a PDF file of the article via e-mail (the PDF file is a watermarked version of the published article and includes a cover sheet with the journal cover image and a disclaimer outlining the terms and conditions of use). For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's WebShop (http://webshop.elsevier.com/myarticleservices/offprints). Authors requiring printed copies of multiple articles may use Elsevier WebShop's 'Create Your Own Book' service to collate multiple articles within a single cover (http://webshop.elsevier.com/myarticleservices/booklets).

AUTHOR INQUIRIES

You can track your submitted article at http://help.elsevier.com/app/answers/detail/a_id/89/p/8045/. You can track your accepted article at http://www.elsevier.com/trackarticle. You are also welcome to contact Customer Support via http://support.elsevier.com.

© Copyright 2014 Elsevier | http://www.elsevier.com