

Guidelines for Authors

GENERAL RULES

Actae Naturae publishes experimental articles and reviews, as well as articles on problematic issues, mini reviews, and short reports on the subject of basic and applied life sciences and biotechnology.

It is published by the Park Media publishing house in both Russian and English.

The editors of *Actae Naturae* ask the authors to observe certain guidelines listed below. Articles which do not conform to these guidelines will be rejected without review.

The maximum size of a review together with tables and references may be no larger than 60 000 symbols (approximately 40 pages, A4 format, 1.5 spacing, Times New Roman font, size 12) and have no more than 16 figures.

Experimental articles should be no larger than 30 000 symbols (20 pages in A4 format, including tables and references). There should be no more than ten figures. Longer articles can only be accepted with the preliminary consent of the editors.

A short report must include the study rationale, experimental material, and conclusions. A short report should be no longer than 12 000 symbols (8 pages in A4 format including no more than 12 references). There should be no more than four figures.

The manuscript should be sent as a series of files: the text itself, an abstract, references, figure captions, and tables, all of which should be in Windows Microsoft Word 2003 format, and the figures, which should be in JPG or TIF format with each image in a separate file.

The manuscript should be sent to the editors in electronic form. A CD-ROM can be used as an electronic medium.

MANUSCRIPT FORMATTING

The manuscript should be formatted in the following manner.

A universal decimal classification (UDC) code number should be placed in the top left corner, font size 9.

Article title: The title should not be too long or too short and must be informative. It should reflect the major result, the essence, and uniqueness of the work.

Names and initials of the authors: The corresponding author, who will also be working with the proofs, should be marked with a footnote. His or her e-mail should be listed at the bottom of the first page of the manuscript.

Full name of the scientific organization and its departmental affiliation.

Abstract: The structure of the abstract should be very clear and must reflect the following: it should introduce the reader to the main issue and describe the experimental approach, the possibility of practical use, and the possibility of further research in the field. The average size for the abstract is 20 lines.

Keywords: These should include the field of research, methods, experimental subject, and the specifics of this work.

List of abbreviations.

Title of the article in English.

The last names and initials of the authors in English transcription with footnotes listing the organizations in which these authors work.

The full name of the scientific organization and its departmental affiliation in English.

The article should include the following sections:

INTRODUCTION

EXPERIMENTAL PROCEDURES

RESULTS AND DISCUSSION

CONCLUSION

The organizations that funded the work should be listed at the end of this section with grant numbers in parenthesis.

REFERENCES

The in-text references should be in brackets, such as [1]. There should be an abstract in English, which is to be a translation of the abstract in Russian.

RECOMMENDATIONS ON THE TYPING AND FORMATTING OF THE TEXT

We recommend the use of Microsoft Word 2003 for Windows text editing software.

The Times New Roman font should be used. Standard font size is 12 and the interval between the lines is 1.5. Using more than one space between words is not recommended.

We do not accept articles with automatic referencing; automatic word hyphenation; or automatic prohibition of hyphenation, listing, automatic indentation, etc.

We recommend that tables be created using Word software options (Table → Insert Table) or MS Excel. Tables that were created manually (using lots of spaces without boxes) cannot be accepted.

Initials and last names should always have spaces between them, for example A. A. Ivanov.

Throughout the text, except for the date of acceptance, all the dates should be presented in the "day.month.year" format, for example 02.05.1991, 26.12.1874, etc.

There should be no periods after the UDC code, the title of the article, the authors names, headings and subheadings, figure captions, units (s – second, g – gram, min – minute, h – hour, d – day, deg – degree).

Periods should be used after footnotes (including those in tables), table comments, abstracts, and abbreviations (mon. – months, y. – years, m. temp. – melting temperature); however, they should not be used in subscripted indexes (T_m – melting temperature; T_{p1} – temperature of phase transition). One exception is mln – million, which should be used without a period. Decimal numbers should always use a period and not a comma (0.25 and not 0,25).

Abbreviated units in the Russian text should always use Russian lettering (мкМ, not μM ; нм, not nm).

The hyphen ("–") is surrounded by two spaces, while the "minus," "interval," or "chemical bond" symbols do not require spaces.

The only symbol used for multiplication is "x"; the "x" symbol can only be used if it has a number to its right. The "-" symbol is used for denoting complex compounds in chemical formulas and also noncovalent complexes (such as DNA-RNA, etc.).

Numeric data should be presented in tables.

Formulas must use the letter of the Latin and Greek alphabet.

Latin genera and species names should be written in italic, while the taxa of higher orders should be written in regular font. Gene names (except for yeast genes) should be italicized, while names of proteins should be written in regular font.

Names of nucleotides (A, T, G, C, U), amino acids (Arg, Ile, Val, etc.), and phosphonucleotides (ATP, AMP, etc.) should be written with Latin letters in regular font.

Numeration of bases in nucleic acids and amino acid residues should not be hyphenated (T34, Ala89).

When choosing units of measurement, SI units are to be used.

Molecular mass should be in Daltons (Da, KDa, MDa).

The number of nucleotide pairs should be abbreviated (bp, kbp).

The number of amino acids should be abbreviated to aa. Biochemical terms, such as the names of enzymes, should conform to IUPAC standards.

The number of term and name abbreviations in the text should be kept to a minimum.

Repeating the same data in the text, tables, and graphs is not allowed.

GUIDELINES FOR ILLUSTRATIONS

Figures should be supplied in separate files.

Figures should have a resolution of no less than 300 dpi for color and half-tone images and no less than 500 dpi for black-and-white illustrations.

Files should not be saved with unused Path and Alpha Channels and they should not have any additional layers.

Files in Adobe Photoshop (up to 7.0) format, TIFF is accepted.

REVIEW AND PREPARATION OF THE MANUSCRIPT FOR PRINT AND PUBLICATION

Articles are published on a first-come, first-served basis. The publication order is established by the date of

acceptance of the article for print. The members of the editorial board have the right to recommend the expedited publishing of articles which are deemed to be a priority and have received good reviews.

Articles which have been received by the editorial board are assessed by the board members and then sent for external review, if needed. The choice of reviewers is up to the editorial board. The manuscript is sent on to reviewers that are specialists in this field of research, and the editorial board makes its decisions based on the reviews of these specialists. The article may be accepted as is, sent back for improvements, or rejected.

The editorial board can decide to reject an article if it does not conform to the guidelines set above.

A manuscript which has been sent back to the authors for improvements requested by the editors and/or reviewers is reviewed again, after which the editorial board makes another decision on whether the article can be accepted for print. The published article has the submission and publication acceptance dates printed at the beginning.

The return of an article to the authors for improvement does not mean that the article has been accepted for print. After the revised text has been received, a new decision is made by the editorial board. The author must return the improved text together with the original text and responses to all the comments. The date of acceptance is the day on which the final version of the article was received by the publisher.

A revised manuscript must be sent back to the publisher a week after the authors received the comments; if it is not, the article is considered a resubmission.

E-mail is used in all the stages of communication between the author, editors, publishers, and reviewers, so it is of vital importance that the authors should monitor the address that they list in the article and inform the publisher of any changes in due time.

After the layout for the relevant issue of the journal is ready, the publisher sends out PDF files to the authors for final review.

Changes other than simple corrections in the text, figures, or tables are not allowed on the final review stage. If this is necessary, the issue is resolved by the editorial board.

FORMAT OF REFERENCES

The journal uses a numeric reference system, which means that references are denoted as numbers in the text (in brackets) which refer to the number in the reference list.

For books: the last name and initials of the author, full title of the book, location of publisher, publisher, year in which the work was published, and the volume or issue and the number of pages in the book.

For periodicals: the last name and initials of the author, title of the journal, year in which the work was published, volume, issue, first and last page of the article.

Bressanelli S., Tomei L., Roussel A., et al // Proc. Natl. Acad. Sci. USA. 1999. V. 96. P.13034–13039 (if there are more than five authors). If there are less than five authors, all the authors must be listed.

References to books which have Russian translations should be accompanied with references to the original material listing the required data.

References to doctoral thesis abstracts must include the last name and initials of the author, the title of the thesis, the location in which the work was performed, and the year of completion.

References to patents must include the last names and initials of the authors, the type of the patent document (the author's rights or patent), the patent number, the name of the country that issued the document, the international invention classification index, and the year of patent issue.

The list of references should be placed on a separate page. The tables should be placed on a separate page, and figure captions should also be placed on a separate page.

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