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Preparing Your Initial Manuscript

The following paragraphs outline the proper manuscript layout and format for an initial submission to *Science*, and provide instructions for using our [Web submission form](#). *We strongly recommend submission via the Web*. We will of course receive submissions by mail, but please include a disk containing files that follow the directions on this page. We accept files on all 3.5-inch, Zip, and Jaz disks and CDs formatted for a Macintosh or PC.

Important note: *Science* cannot at present accept files in Word 2007's .docx format. Please see our [instructions for Word 2007 users](#) before submitting.

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Setting Up Your Manuscript

Information on acceptable lengths of papers in various categories can be found on our [general information for authors](#) page. One page in the journal contains approximately 1000 words and one small figure. Use double-spacing throughout the text, references and notes, tables, and figure legends; leave margins of at least 1.25 inches (~3 cm). Electronic files should be formatted for standard U.S. letter paper (8.5" × 11").

Here are some things to keep in mind in crafting a manuscript for a typical *Science* Research Article, Report, or Review submission:

- **Titles** should be no more than 90 characters.
- **One-sentence summaries** capturing the most important point should be submitted for all papers.
- **Authors and their affiliated institutions**, linked by superscript numbers, should be listed beneath the title on the opening page of the manuscript.
- **Subheadings** are used only in Research Articles, Reviews, and invited special-issue articles. Use descriptive clauses, not full sentences. Two levels of subheadings may be used if warranted; please distinguish them clearly.
- **Abstracts** explain to the general reader why the research was done and why the results are important. The abstract should be 100 words or less, convey the paper's main point, and outline the results or conclusions.

- **Text** starts with a brief introduction describing the paper's significance, which should be intelligible to readers in various disciplines. Technical terms should be defined. Symbols, abbreviations, and acronyms should be defined the first time they are used. All tables and figures should be cited in numerical order.
- **References and notes** (see examples of [Science reference style](#)) are numbered in the order in which they are cited, first through the text and then through the references and the table and figure legends. Each reference should have a unique number; do not combine references or embed references in notes (this is a change from previous *Science* style). Any references to in-press manuscripts or personal communications should be given a number in the text and placed, in correct sequence, in the references and notes. **Such references should not, however, be used to support claims or conclusions.** We do not allow references to unpublished data in support of claims or conclusions; necessary data should be included in the manuscript, its Supporting Online Material, or an approved archival database. Do not use *op. cit.* or *ibid* in references.
- **Acknowledgments**, including all funding information, accession numbers, and any clarification regarding conflicts of interest of the authors, should be gathered into a brief statement at the end of the references and notes.
- **Tables** should be included after the references and should supplement, not duplicate, the text. Each table should be presented with its legend double-spaced above the table. The first sentence of the legend should be a brief descriptive title. Every vertical column should have a heading consisting of a title with the unit of measure in parentheses. Units should not change within a column.
- **Figure legends** should be double-spaced in numerical order. No single legend should be longer than about 200 words. Nomenclature, abbreviations, symbols, and units used in a figure should match those used in the text. The figure title should be given as the first line of the

legend. Any individually labeled figure parts or panels (A, B, etc.) should be specifically described by part name within the legend.

- **Schemes** (e.g., structural chemical formulas) can have very brief legends or no legend at all. Schemes should be sequentially numbered in the same fashion as figures.
- **Supporting online material** is posted permanently on *ScienceOnline*, is linked to the manuscript, and is freely available. Supporting online material includes materials and methods, plus extra text, figures, tables, and references that are important for the integrity of the paper. Online sound files, video clips, and more complex data may also be acceptable, as described in our detailed [instructions for preparing and submitting supporting online material](#).
- **Figures** should be submitted electronically as part of the [manuscript file upload](#). For initial submission, figures may be embedded directly in the manuscript file; allowable formats for manuscript files are .pdf, .ps, .eps, .prn, .doc, .wpd, as [discussed below](#). Do *not* send irreplaceable artwork; we will not return submitted figures or disks. Authors submitting revised manuscripts after peer review will receive [more specific information](#) about electronic submission of art for publication; at the initial-submission stage, we ask that authors consult our [tips for preparing efficient figures](#) to assure a smooth manuscript upload.

Most figures will not be relabeled by *Science*. The size of figures, when printed, will usually be 5.5 cm (2.25 inches or 1 column) or 12.0 cm (4.75 inches or 2 columns) in width. Bar graphs, simple line graphs, and gels may be reduced to a smaller width. Symbols and lettering should be large enough to be legible after reduction. Avoid wide variation in type size within a single figure. In the printed version of the figure, letters should be about 7 points (2 mm) high. High-resolution images can be included as

supporting online material.

Science does not allow certain electronic enhancements or manipulations of micrographs, gels, or other digital images. Figures assembled from multiple photographs or images must indicate the separate parts with lines between them. Linear adjustment of contrast, brightness, or color must be applied to an entire image or plate equally. Nonlinear adjustments must be specified in the figure legend. Selective enhancement or alteration of one part of an image is not acceptable. In addition, *Science* may ask authors of papers returned for revision to provide additional documentation of their primary data.

If possible, use scale bars in place of, or in addition to, magnification numbers; the scale bar units should be specified in the figure legend. In gels, the lanes should be numbered and identified by number in the figure legend.

- **Graphs** should be labeled on the ordinate and abscissa with the parameter or variable being measured, the units of measure, and the scale. Scales with large or small numbers should be presented as powers of 10. Definitions of symbols should usually appear in the figure legend and not in the figure. Simple solid or open symbols (●, ○, ■, □, ▲, △, ◆, and ◇) reproduce well. *Avoid the use of light lines and screen shading.* Instead, use black-and-white, hatched, and cross-hatched designs for emphasis. Use heavy lines or boxes for emphasizing or marking off areas of the figure. Additional design guidelines can be found in our [tips for preparing efficient figures](#).
- **Composite figures** should be labeled A, B, C, etc.
- **Digital color art** should be submitted as CMYK (Cyan, Magenta, Yellow, Black) rather than RGB (Red, Green, Blue). Composite figures should be labeled A, B, C, etc. Authors are charged \$650 for publication of the first color figure and \$450 for each additional color figure. There is an additional charge for color

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- **Lettering** in Helvetica font is preferable for figures. Use boldface type for axis labels and for part labels (A, B, etc.) in composite figures; use italic type only as it would be used in the text (e.g., for variables and genes). The first letter of each entry should be uppercase; otherwise, use uppercase letters as they would be used in the text (e.g., for acronyms).
- **Sequences** may be reduced considerably, so the typeface in the original should be clear. There should be about 130 characters and spaces per line for a sequence occupying the full width of the printed page and about 84 characters and spaces per line for a sequence occupying two columns.
- **Units** should be metric and follow SI convention.

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Submitting Your Manuscript

General Guidelines

Please submit your manuscript or letter to the editor, plus the information, below through our electronic submission site, www.submit2science.org. Before submitting manuscripts, please carefully read the information in the sections below on preparing your electronic files, appropriate file formats, file naming conventions, and the upload process. We no longer accept submissions by mail or email for manuscripts or letters.

Include with your submission a cover letter containing:

- the title of the paper and a statement of its main point;
- any information needed to ensure a fair review process;
- names of colleagues who have reviewed the paper.

Also required for submission are the following:

- Names, telephone, and e-mail addresses for all authors.
- A statement that none of the material has been published or is under consideration elsewhere, including the Internet.
- Names, affiliations, and e-mail addresses of five potential referees.
- For investigations on humans, a statement indicating that informed consent was

obtained after the nature and possible consequences of the studies were explained.

- For authors using experimental animals, a statement that the animals' care was in accordance with institutional guidelines.
- Copies of any paper by you or your coauthors that is in press or under consideration elsewhere that relates to the work submitted to *Science*, or of any paper that is cited in your paper as in press. These materials should be sent as attached PDF files in an email to science_editors@aaas.org or on a CD by mail, with the WWW submission ID of your main manuscript upload included for reference. For more information, please see instructions on [supplemental information](#), below.
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Format all pages to 8.5" × 11" (standard U.S. letter-sized paper) with at least 1.25-inch or 3-cm margins. This can be done using the "Page Setup" command in most word processors and graphics programs. Please reformat pages from A4 to this size with these margins. PostScript files should be formatted for standard U.S. letter-sized paper. This will ensure that if we need to print a hard copy of your paper, it is formatted correctly.

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- For best conversion, we recommend use of Times and Symbol fonts only.

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- For initial submission, it is acceptable to

embed graphic files into the text file in any of the allowed formats, and we encourage submission of one complete manuscript file containing text, tables, and all figures (including figures intended as supporting online material). In general, line drawings and simple graphics can be pasted into a Microsoft Word or WordPerfect file without loss of resolution. This is not the case for halftones or complicated graphics, and these files should be sent separately.

- Please either include *all* figures as part of the text file (if it can be done within the 6 MB manuscript size limit) or do not include *any* figures with the text -- i.e., do not include some figures for a given manuscript as part of the text file and others as separate files.
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- Each figure should be complete and contain all of the figure parts. If this is not possible, rework figure parts as complete figures. Reports should generally have no more than four complete figures; Research Articles, no more than six; Reviews, no more than five.
- Please include an identifying number (e. g., "Fig. 1") on the same page that includes the figure.
- Photoshop files should be saved as .ps, .eps, or .pdf files.
- Adobe Illustrator also supports export to PDF format in version 7.0.
- Authors assembling new manuscripts for initial submission are encouraged to review our [tips for preparing efficient figures](#).



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We now convert most submissions including hard copies to PDF files for initial evaluation and review (and use hard copies where necessary). To ensure accurate conversion of manuscripts, we are able to accept only the following formats:

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- .eps (Encapsulated PostScript)
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- .doc (Microsoft Word, version 6.0 and higher) -- **note that we *cannot* accept files in Word 2007 (.docx) format, as explained [here](#).**
- .wpd (WordPerfect, version 7.0 and higher)

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- For Microsoft Word and WordPerfect, you can cut and paste graphics into the files. For initial submission, we can accept Microsoft Word or WordPerfect files with embedded graphics; alternatively, you can

convert these to .pdf or .prn files as indicated above. Embedding the figures usually works fine for most line drawings and diagrams. In some figures with detailed shading or color, this process will degrade the quality of the figures in the .pdf files created from these files. Thus, these graphics should be kept as separate files. If your paper is accepted, we'll need you to submit the manuscript again *without* figures embedded.

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 smithtext (*all files should end in a file extension*)
- We have put a limit of 6 MB on file uploads for initial submissions, so collectively the text and figure files should all be less than this limit. If your manuscript requires larger file sizes, please complete the online submission, upload the text, and send the figure files separately on a CD or DVD directly to *Science*.

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2. Provide contact information for corresponding author (if different from the first author).
3. Provide contact information for all other authors (order is not important).
4. Indicate the type of manuscript submitted (e.g., Report), enter or paste a text version of the title and abstract, and paste or enter general information regarding the review and submission of your paper that are typically included in the cover letter (such as a statement of the main point and relation of the paper to prior work and a list of colleagues who have reviewed the paper).
5. Provide contact information (name, department, phone, and email) for up to five suggested reviewers.
6. Upload the manuscript, figure, and supporting online material files.
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