

Submission Manuscript CHECKLIST

(Last update January 15, 2013)

At the initial submission stage prepare your manuscript as a single PDF document (<16Mb) including text, tables and illustrations. Send your cover letter as a separate document. Once the manuscript has been accepted specific file formats for text, illustrations, etc. will be requested by our Editorial Office.

A.- COVER LETTER TO THE EDITOR

The cover letter which accompanies the manuscript should contain the following statements and be signed by all authors:

- *The present version of this paper has met with the approval of all authors who have examined both the text and illustrations in detail.*
- *The authors declare that this manuscript has not been submitted simultaneously for publication in any other journal, nor have the findings been partially disclosed in any other publication.*

NOTE: In the event of an author not being able to sign the cover letter (due to geographical reasons etc.), this author should indicate his/her consent by e-mail to the IJDB Editorial Office (ijdb@ehu.es).

B.- COVER PAGE OF THE MANUSCRIPT

Containing:

1. *Title* of article with no more than 120 characters.
2. *Full names* of authors (including first names).
3. *Institutional affiliation* of all authors (without detailed postal addresses).
4. *Short running title* with no more than 50 characters.
5. *Key words* (up to five).
6. *List of frequently used Abbreviations and symbols* in the text of the article in alphabetical order and with their full explanation (only very frequent ones, like *DNA*, *RNA*, *mg*, etc. can be excluded).
7. Complete postal address, e-mail address, web page, fax and telephone numbers of the *Corresponding author*.
8. E-mail addresses of all the other authors.

C.- ABSTRACT

All research papers must include a structured abstract which will be published in PubMed and other databases. This must include the following sections: *Background*, *Methods*, *Results*, *Conclusions* and should not exceed 250 words.

D.- TEXT OF THE ARTICLE

- **Article types:** Papers must be submitted as one of the following article types with the indicated principal headings:

Original Article: Abstract, Introduction, Results, Discussion, Materials & Methods, Acknowledgements, References, Tables and Figure Legends (max. 8,000 words including figure legends and 30 bibliographic references).

Review: Abstract, Text, Acknowledgements, References, Tables and Figure Legends (max. 10,000 words including figure legends and 100 references).

Short Communication: Same format as Original Article, but presenting preliminary results with potentially outstanding relevance. Should not exceed 4 journal pages (approx. 800 words per page including illustrations and 20 references maximum).

Developmental Expression Pattern: Must present concise descriptions of relevant genes or proteins and discussing their potential relevance for the interpretation of the mechanisms of development. DNA and amino acid sequences and corresponding accession numbers should be provided (max. 4,000 words including figure legends and 20 references).

Technical Article: Abstract, Introduction, Experimental Protocols, Results & Discussion, Acknowledgements, References, Tables and Figure Legends (max. 5,000 words including figure legends and 20 bibliographic references).

Essay, Special Contribution, Developmental Perspective or Meeting Report: There are no structural restrictions, but an Abstract must be provided. Essays typically include theoretical considerations, whereas Special Contributions are devoted, for instance, to the update of tables of development of different organisms.

Interview: Introduction (biographical sketch and relevance of the personality of the interviewee in Developmental Biology), Questions and Answers, Acknowledgements and References and/or Selected Bibliography (max. 8.000 words including figure legends).

- **In-text Cites:** Must be "last name-date" cites (e.g. Gonzalez, 2009), use *et al.*, for more than two authors and separate cites by semicolons (e.g. Gimlich 1988; Ackerman *et al.* 2003). For publications by the same authors in successive years, specify them in chronological order, separated by commas (i.e.: Jamrich *et al.* 1985, 1986). If more than one paper by the same authors in the same year, is cited, use lower case letters in alphabetical sequence (Gurdon 1990 a,b).
- **List of References:** Should include all and only works cited in the text, and must be listed in alphabetical order. Use capital letters for authors and italics for journal name abbreviations and book titles. Examples:

- **Journal papers:**

ARIIZUMI T, ASASHIMA M (2001). In vitro induction systems for analyses of amphibian organogenesis and body patterning. *Int J Dev Biol* 45: 273-279.

Please, pay attention at the following: **Names of Journals must be abbreviated**, without dots, in accordance with the style of *Journal Medline Abbreviations* (Index Medicus, PubMed, etc.). FULL page numbering must be specified (i.e.: do not write 273-9 instead of 273-279).

- **Articles quoted from a book or monographic series:**

WOLFFE A P (1995). Epigenetic inheritance: the chromatin connection. In *Genomic imprinting, causes and consequences* (Eds R Ohlsson, K Hall and M Ritzen). Cambridge University Press, Cambridge, pp. 49-70.

GOSDEN J J and WEST J D (1993). Prospects for Preimplantation Diagnosis of Genetic Diseases. In *Genes in Mammalian Reproduction* (Ed. R.B.L Gwatkin). Modern Cell Biology, Vol. 12. Willey-Liss, Inc., New York, pp. 73-130.

- **Books or monographs:**

CHUONG C M (Ed.) (1998). *Molecular Basis of Epithelial Appendage Morphogenesis*. R.G. Landes company, Austin.

- **Abstracts:**

ZÁKÁNY Z, KMITA M, DE LA POMPA J L and DUBOULE, D (2001). Cyclic transcription of Hox genes suggests a link between patterning and the segmentation clock. *Int J Dev Biol* 45 (Suppl.): S23 (Abstr.)

LEWIS E B (1999). The homeobox complex - its history and message. *2nd Congress of the Spanish Society of Developmental Biology*. Publicacions Universitat de Barcelona, pp. 23 (Abstr.).

- **Publications in press:**

MALLO M, VINAGRE T and CARAPUÇO M (in press). The road to the vertebral formula. *Int J Dev Biol* DOI: 10.1387/ijdb. 072276mm

NOTE: Please, only cite "publications in press" if they have a DOI (Digital Object Identifier) code assigned.

- **Figure Legends:** Each Figure must have a title. If a figure contains various illustrations (A,B,C...), then indicate each in bold in the legend. See example below:

Fig. 2. Pattern of expression of GluR3 in a 17 day old kitten. In situ hybridization to **(A)** the visual cortex and **(B)** the superior colliculus. Transcripts are localized in few cells located principally in cortical layers II/III. Scale bar, 100 μ m.

NOTES: The essential meaning of the result being portrayed should be clearly explained in the corresponding legend. It is now advisable to explicitly refer to colors in legends, since these can be altered during the printing process (e.g. red may become more orange). To avoid this problem, it is thus recommended to use a color key to indicate features in your figures.

See, for example: Fig. 6 in FERNÁNDEZ-TERÁN and ROS M A (2008) The apical ectodermal ridge: morphological aspects and signaling pathways. *Int J Dev Biol* 52: 857-871. (<http://dx.doi.org/10.1387/ijdb.072416mf>)

E.- TABLES

They should also be included in the initial submission PDF manuscript. Once the manuscript has been accepted, the tables will be required in Word format.

Tables should not be tab or space delineated. Preferably use the *Microsoft Word* table function. Word Tables should include a concise title, footnotes and/or legend. Tables not created using *Microsoft Word* application will need to be revised by the author.

F.- ILLUSTRATIONS

As mentioned above, they should also be included in the initial submission PDF manuscript. These general considerations should be taken into account when preparing them:

- Always take the primary photographs with maximal resolution (for digital cameras, set the resolution option to maximum).
- If scanning photos, do so with a resolution between 300 – 600 dpi.

Once the manuscript has been accepted, the original image formats will be requested by Editorial Office. As a general guideline please follow these indications:

- Manipulate images as little as possible, so as to avoid losing resolution. You should send us the original file, produced by the software used to compose the image (e.g. *PowerPoint*, *PhotoShop*, *CorelDraw*, etc.). Do not send files exported to other formats such as *JPG* or *EPS*, since this kind of procedure may cause loss of information. If exporting images to other applications, ensure that you export at a maximal resolution (e.g. 300dpi, not at 72 dpi!).
- If the image has several layers, include them all, without merging them.
- If precise reproduction of colors is necessary, you should submit a set of good, photographic quality hard copies of your artwork with the final version of the accepted paper.
- Feel free to consult our Editorial Office at ijdb@ehu.es, if any queries arise during the preparation of the digital version of your illustrations.

IMPORTANT.- Do not forget that the final reproduction of your illustrations, as they appear in the Journal, depends on the quality with which you send them to us. *If poor resolution figures are sent... poor quality images are reproduced!*

G.- SUPPLEMENTARY TEXT AND ILLUSTRATIONS

Supplementary data are items which are pertinent to the results or Conclusions of the paper, but not of sufficient importance to appear in the print edition of the journal. Supplementary files (text, movies, databases, tables, etc.) will be published only on *Internet*.

H.- PODCASTS

Do consider submitting an audio file with your submission (e.g. *MP3* format) for free publication on our web. This *podcast* should briefly explain the purpose of your study, keeping a wider audience in mind,

and how your results have contributed to “the bigger picture”. It should be aimed at younger scientists and those from other fields and be didactic in nature. The speaker should be heard loud and clearly and the file should be accompanied by the text of the speech. A maximum size of around 5 Mb is recommended.

For an example, see a *PodCast link* at: <http://dx.doi.org/10.1387/ijdb.062249ep>

I.- FINAL NOTES

- It is only necessary to send paper copies of your manuscript and figures to our Editorial Office, if
 - a) precise reproduction of colors is necessary (we can evaluate reproduction by comparing with the paper copy you send us) or
 - b) your paper contains non-standard fonts (unusual symbols etc.).
- When submitting a final version, please accompany it with the corresponding complete PDF, to contrast with other files if necessary.
- Your revised manuscript must be correctly formatted in order to ensure more easy and rapid publication.