
INSTRUCTIONS TO AUTHORS

EDITORIAL POLICY

Acta virologica aims to publish papers reporting original results of fundamental and applied research mainly on human, animal and plant viruses at cellular and molecular level. As a matter of tradition, also rickettsiae are included. Areas of interest are virus structure and morphology, molecular biology of virus-cell interactions, molecular genetics of viruses, pathogenesis of viral diseases, viral immunology, vaccines, antiviral drugs and viral diagnostics. Papers describing new methods without application to research are not accepted. Furthermore, papers with preliminary or inconclusive data or with data only slightly differing from previously published ones are not accepted too. The submission of a manuscript to *Acta virologica* implies that (i) it has not been published elsewhere except in abstract form, (ii) it is not being submitted for publication elsewhere, and (iii) its submission for publication has been approved by all authors.

SUBMISSION OF PAPERS

Manuscript (MS) including the text, tables and figures should be submitted in electronic form to the Editorial Office. The first or corresponding author („the author“) should give his full present postal address, E-mail address, and fax number.

Electronic form of MS can be submitted as E-mail attachment or CD-ROM. The optimal type of file for the text inclusive of tables is the *Microsoft Word document*, for photographs the *jpg* format, and for graphics the *gif* format. A fast save format should not be used. The page should have standard form (double spacing, 2.5 cm margins, left alignment, letter size 12).

TYPES OF PAPERS

Standard full-length paper should be divided into these sections: Summary, Key words, Abbreviations, Introduction, Materials and Methods, Results, Discussion (or Results and Discussion), Acknowledgements, References, Tables, and Legends to figures. A typical standard paper contains 15–25 pages (without figures).

Short communication should not exceed 10 pages (without figures). It may have either a structured form of standard paper or a non-structured form containing just Summary, Key Words, Abbreviations, the core of the paper, Acknowledgements, References, Tables, and Legends to figures. It should report a completed work but not preliminary findings.

Letter-to-the-Editor represents the most rapid form of publication of very original results. It should not exceed 5 pages inclusive of one table or figure without numbering and title. It is not divided into sections. The description of materials and methods should be kept at minimum. Only essential references should be cited in the text by serial numbers, and listed in References in an abbreviated form, e.g. without titles of papers.

Review or minireview should cover a topical field interesting for wide spectrum of readers. While a review should not exceed 25–50 pages, a minireview may have 10–25 pages. It is usually divided into Summary, an optimal number of topical sections and subsections, and References. Use of tables and figures is recommended. The standard system of citation and listing of references should be employed. The references may have a complete or abbreviated form (without titles of papers).

DETAILS OF FORMAT

General. In writing a paper, intending authors should observe *Instructions to Authors* published in the first issue of each volume of *Acta virologica* and available at <http://www.elis.sk>. The simple past tense in relation to the results of the

paper, the present perfect tense in relation to the papers published in the past, and the simple present tense for generally accepted views are recommended. In general, SI units should be used. Standard abbreviations (PFU, LD₅₀ etc.) can be used without definition. Non-standard abbreviations should be defined on first appearance and listed in *Abbreviations*.

Title page should contain full title of paper, running title, name(s) of author(s) (the name of the corresponding author should be marked with an asterisk), name(s) and address(es) of institution(s) in which the work has been performed, full postal address of the author, *Summary* or its first part, and a footnote with E-mail address and fax number of the author, present address of the author if different from that given above, and *Abbreviations* (an alphabetical list of non-standard abbreviations).

Summary limited to 250 words should concisely summarize all important results of the paper without excessive methodical and experimental details. Non-documented results (*data not shown*) should not be included. If it is essential to include a reference, it should be given without the article title.

Key words. Up to six key words characterizing the paper should be given.

Introduction should give a concise background and provide the rationale to the presented study. It should not be an exhaustive review of the topic under study or contain irrelevant data.

Materials and Methods should give sufficient information to allow others to repeat the work. It should consist of paragraphs with individual methods. In detail may be described only the procedures of not yet published methods or modified parts of established methods. Established methods should be just cited.

Results should describe the rationale and design of the experiments and their results. It may be divided into subsections with appropriate titles.

Discussion should not merely repeat parts of *Introduction* or *Results*. It should relate the obtained results to those of previous own and/or other studies and present interpretations and conclusions. It can outline working hypotheses, theories, and applications. A combined section of *Results and Discussion* is optional.

Acknowledgements. This optional section contains acknowledgements of personal and/or financial assistance.

References should be listed in alphabetical order. In the text, they should be referred to by name(s) (two names in case of two authors, and the name of the first author in case of more authors) and year. Several papers from the same author(s) in the same year must be distinguished by letters *a, b, c* etc., placed after the year of publication. All listed references should be cited in the text. The label *in press* may be used only for a paper accepted for publication in the indicated journal. *Unpublished data* and *personal communications* may be cited in the text but not listed in *References*. Papers *in preparation* or *submitted for publication* should not appear either in the text or *References*. In *References*, journal names should be abbreviated according to the latest issue of *BIOSIS Serial Sources*, Biosis, Philadelphia, USA. The style of writing references derived from various sources (periodicals, monographs, abstracts of conferences etc.) is as follows.

Biswal N, McCain B, Benyesh-Melnick M (1971): The DNA of murine sarcoma-leukemia virus. *Virology* **45**, 697–706.
Burton K (1968): Determination of DNA concentration with diphenylamine. In Grossman L, Moldave K (Eds): *Methods in Enzymology*. Vol. 12, Part B. Academic Press, New York-London, pp. 163–166.
Howard CR, Zuckerman AJ (1986): *Arenaviruses*. Elsevier, Amsterdam, pp. 120–134.
Johnson AB (1990): Chemotherapy of AIDS. *Proc. VI. Int. Conf. AIDS*. San Francisco, pp. 45–50.
Zorba TG: A new antiviral compound. *Acta Virol.* (in press).

Tables should be numbered consecutively with Arabic numerals and have short descriptive titles. They should contain only horizontal lines. Legends and footnotes (marked with *a, b, c* etc.) placed below tables are optional.

Titles and legends to figures should be cumulatively listed.

Figures with numbers but without titles and legends should form a separate file. Reproduction of photographs in color is possible following an extra payment specified by the Editorial Office (about 100 USD per page).

Nucleotide and amino acid sequences. As a rule, complete sequences of genes or proteins (polypeptides) are not reproduced. They are referred to only by their accession numbers in databases. Partial computer-generated sequences are reproduced in justified cases. One page line may contain optimally 80–120 nucleotides or amino acids in single-letter code with a space between blocks of ten symbols and position numbering.

Chemical and biochemical nomenclature should be in accord with *Chemical Abstracts Service Index* (1985), *Biochemical Nomenclature and Related Documents* (1978) and *Instructions to Authors* of the *Journal of Biological Chemistry*. It is recommended to define the size of nucleic acids by the number of bases (b, kb) or base pairs (bp, kbp), and that of proteins by *relative molecular mass* (M_r , unitless, i.e. without Daltons).

Nomenclature of restriction endonucleases should conform with standard usage (e.g. Bukhari *et al.* (Eds): *DNA Insertion Elements, Plasmids, and Episomes*. Cold Spring Harbor Laboratory, Cold Spring Harbor, 1977, pp. 757–768).

Isotopically labeled compounds should be written according to the conventions described in *Instructions to Authors* of the *Journal of Biological Chemistry* and illustrated below.

[¹⁴C]urea SV40[³²P]DNA
[2,3-³H]serine UDP-[U-¹⁴C]glucose
[gamma-³²P]ATP fructose 1,6-[1-³²P]biphosphate

Virus nomenclature approved by the International Committee on Taxonomy of Viruses (Fauquet CM, Mayo MA, Maniloff J, Desselberger U, Ball LA (Eds) (2005): *Virus Taxonomy. Eighth Report of the International Committee on Taxonomy of Viruses*. Elsevier-Academic Press, Amsterdam) should be used (<http://www.ncbi.nlm.nih.gov/ICTVdb/Ictv/ICTVindex.htm>). Vernacular names of viruses (not italicized and not capitalized) may be used in case the viruses had been first correctly taxonomically identified or are generally known. All virus taxons should be italicized and capitalized. Nomenclature of bacteria should use binary names in full (e.g. *Escherichia coli*) or abbreviated form (e.g. *E. coli*).

Genetic nomenclature should conform to standard usage (e.g. Demerec *et al.* (*Genetics* **54**, 61–76 (1966))).

PROCESSING OF PAPERS

First, each MS is subjected to a preliminary examination by the Editor-in-Chief to establish that it fits the scope of the Journal. In positive case, the MS is reviewed by two independent referees and, on the basis of their critical remarks, the Editor-in-Chief decides to accept the MS as suitable for editing, to return the MS to the author for revision with specified critical remarks or to reject it. As a rule, the receipt of the MS by the Editorial Office, the outcome of the reviewing formulated by the Editor-in-Chief, and the acceptance of the MS are communicated to the author by E-mail. The Journal editors maintain the right to edit the accepted MS to the extent necessary to achieve clarity and precision in expression and conformity with English usage and the Journal's conventions. The edited version of the MS is mailed to the author for checking, approving or correcting. No substantial changes can be made by the author at this stage. The checked and/or corrected edited version with all changes in bold should be returned within 3 days by E-mail. The MS is accepted for publication after closing the editing. The galley proofs of the MS are mailed to the author in a pdf format. After checking and correcting they should be returned within 2 days by E-mail. Finally, the article in pdf format exactly matching the printed version is mailed to the author.