

# **Instructions to Authors for Manuscript Submission in Science issues and Engineering issues of *COMMUNIQUE*.**

## **1. General Style of Manuscript**

In general, the manuscript should have the following sections, unless otherwise mentioned—

- i. Title,
- ii. Author(s) (Correspondence to be marked with asterisk in superscript; joint first authors to be marked with similar symbol in superscript; Authors of same institute should have same Arabic numeral as superscript),
- iii. Affiliation(s) of the authors (Should be preceded by the Arabic numeral at superscript of name of Author),
- iv. Key words,
- v. Abstract (may be graphical),
- vi. Abbreviations,
- vii. Text of manuscript, to include the following in mentioned order - Introduction, Materials and Methods, Results, Discussion (Results and Discussion may be combined),
- viii. Acknowledgements,
- ix. Statement of conflict of interest,
- x. References,
- xi. Tables,
- xii. Legends to figures,
- xiii. Figures

**Original research** papers should not exceed 10 printed pages including references, tables and figures (one printed page = approx. 600 words), or a maximum of 7000 words. A manuscript for an original research article should follow the “General Style of Manuscript”, mentioned above.

**Review papers** should not exceed 20 pages of printed text, including references, tables and figures or a maximum of 12000 words. A manuscript for a review article should follow the “General Style of Manuscript”, mentioned above. But the text of the manuscript would not mandatorily be fractionated into Materials and Methods and Results; instead, the fractionation of the manuscript would be dependent upon the discretion of the authors.

**Short Communication/ Rapid communication** should not exceed 4 printed pages including references, tables and figures or a maximum of 2000 words. A manuscript for a review article should follow the “General Style of Manuscript”, mentioned above. But the text of the manuscript would not mandatorily be fractionated into Materials and Methods and Results; instead, the fractionation of the manuscript would be dependent upon the discretion of the authors. 4 Figures will be allowed in such communications.

A **Protocol** paper would be considered only if it - (i) describes a significant advancement over previously available method (ii) be of potential interest and applicability to a broad range of readers and (iii) the described methodology is well validated. Protocol manuscripts should be limited to 1500 words and two illustrations (Tables or Figures) added to the schematic summary and the troubleshooting table and with maximum 20 references.

## **2. Manuscript Submission**

***Manuscript Submission:*** Submission of a manuscript implies: that the work described is novel and has not been published before; nor is it under consideration for publication anywhere else. The manuscript has been approved by all co-authors and the responsible authorities at the institute where the work has

been carried out. The publisher will not be held legally responsible should there be any claims for compensation. All the pages and lines of the text in the manuscript should be numbered.

*Permissions:* Authors wishing to include published materials in their manuscript, are required to obtain permission from the copyright owner(s) for both the print and online format and to provide evidence that such permission has been granted, when submitting their papers.

*Source Files:* All relevant editable source files should be provided at every submission and revision. The manuscript text should always be submitted in common word processing format such as .docx. Failing to submit a complete set of editable source files will result in your article not being considered for review.

### **3. Title Page**

The title page should contain the following information -

*Title:* Should be concise and informative.

#### **Author information**

- The name(s) of the author(s)
- The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- E-mail address of the corresponding author
- If available, the 16-digit ORCID of the author(s)

*Abstract:* Abstract should consist of 150 to 250 words. Should not contain any undefined abbreviations or any references. Abstract may be fractionated into background, methods, results and outcome. A simple graphical abstract with proper labeling may also be presented.

*Keywords:* A set of 4 to 6 keywords is to be provided, which can be used for indexing purposes.

### **4. Manuscript Text**

*Text Formatting:* Manuscripts should be submitted in Word.

- Regular font (e.g., 12-point Times Roman) for text.
- Italics for emphasizing key words.
- Automatic page numbering function to number the pages, and all the lines of the pages.
- Tab stops to be used for indents, not the space bar.
- Save the file in docx format (Word 2007 or higher) or doc format (older Word versions).
- Internationally accepted signs and symbols for units (SI units) are to be used.

Headings: Maximum three levels of displayed headings are to be used. The Headings and sub-headings should be marked as 1>> 1.1>> 1.1.1 (eg. 1. Material and Methods, 1.5 Southern Hybridization, 1.5.2 Labeling of Probe)

Abbreviations: Abbreviations should be defined at the beginning of the text and used consistently thereafter.

Footnotes: Footnotes to the text are numbered consecutively; those to tables are to be indicated by superscript lower-case Arabic numerals (or asterisks for significance values of statistical data). Footnotes may include the citation of a reference included in the reference list but should not consist solely of a reference citation. They should not contain bibliographic details. Footnotes should be preferred over using endnotes.

Acknowledgments: Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations and their funding sanction numbers with dates should be mentioned in full.

Text for protocols: Abstract is limited to 100 words, which briefly describe the protocol itself summarizing its stages, how these compare with other protocols, and results expected. Introduction explains the protocol background, aims, existing literature and why it was needed.

The Methods section should include the following:

- (1) The design and setting of the study;
- (2) Description of all materials and processes; if materials are present in repository, then detailed information including specimen number, repository name etc. to be provided.
- (3) Generic names to be used; if proprietary brands are used give brand names in brackets;
- (4) Statistical Program packages if used then mention the details as within text references as well as in reference list.
- (5) A comparative analysis with alternative methods, stating advantages and disadvantages of the protocol;
- (6) Highlight critical steps and discuss controls necessary for the protocol. Include a schematic summary of methods developed (as a figure) and, if possible, timelines;
- (7) Expertise needed and potential limitations to implement the protocol and the hazards involved (if any).

The Results section should briefly report the findings of the study and, if appropriate, statistical analyses (included as supplementary material). Troubleshooting of the most likely problems users may encounter with the protocol should be provided as a table with column headings 'step', 'problem', 'possible reason', and 'solution'.

The Discussion section should comment on the study implications in the context of existing research and highlight its limitations. It should include the main conclusions and explain the relevance of the study.

### Quotations

In text quotes: Single quotation marks should be used

Quotes within quotes: Use double quotation marks

## Spellings

Use American spelling instead of British spelling. However, do not change the spelling in case of references and quotations.

## **5. Statements & Declarations**

The following statements must be included in the submitted manuscript under the heading 'Statements and Declarations'. This is to be placed after the References section.

*Funding*: Please describe any sources of funding that have supported the work. The statement should include details of any grants received (please give the name of the funding agency and grant number).

Example statements: *“This work was supported by [...] (Grant numbers [...] and [...]). Author A.B. has received research support from Company A.”*

*Competing Interests*: Authors are required to disclose financial or non-financial interests that are directly or indirectly related to the work submitted for publication. Interests within the last 3 years of beginning the work (conducting the research and preparing the work for submission) should be reported. Interests outside the 3-year time frame must be disclosed if they could reasonably be perceived as influencing the submitted work.

Example statements: *“Financial interests: Author A and B declare they have no financial interests. Author C has received speaker and consultant honoraria from Company M. Dr. C has received speaker honorarium and research funding from Company M and Company N. Author D has received travel support from Company O. Non-financial interests: Author D has served on advisory boards for Company M and Company N.”*

*“The authors have no relevant financial or non-financial interests to disclose.”*

*Author Contributions*: A short description of the contributions made by each listed author (only initials) is to be provided, which would be published in a separate section before the Acknowledgments. Changes to the list of authors are not possible after final acceptance of the manuscript.

Example statement: *“All authors contributed to the study conception and design. Material preparation, data collection and analysis were performed by [initials], [initials] and [initials]. The first draft of the manuscript was written by [initials] and all authors commented on previous versions of the manuscript. All authors read and approved the final manuscript.”*

## **6. Reference style**

**References** should be numbered in the order that they **first** appear in text and listed in numerical sequence on a separate sheet. References should be cited in full in the reference list, including the title and the first and last page numbers. Abbreviations for the titles of journals should follow the standard system used by the *International Serials Catalogue*, 1978 edition and supplements.

***Text:*** Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

Examples: "..... as demonstrated [2,8]; McCarthy and Lewis [8] obtained a different result ...."

***List:*** The references (numbers in square brackets) are to be numbered in the list at the end of the text, in the order in which they appear in the text.

***Examples of different types of references:***

Reference to a journal publication:

[1] S. Saha, T. Ghosh, S. Sen, The art of biolistic transformation, J. Sci. Commun. 168 (2002) 51-59.

Reference to a book:

[2] W. Strunk Jr., S. K. Sen, The Mahatma, third ed., Macmillan, New York, 1979.

Reference to a chapter in an edited book:

[3] G.R. Malcom, L.B. Anderson, How to prepare chemically prepare competent cells, in: B.S. Jones, R.Z. Smith (Eds.), Introduction to the Bacterial transformation, E-Publishing Inc., New York, 1999, pp. 281-304.

Reference to a research article (online first) with DOI

[4] J. G. Antonio, A. H. Luis, H. Recio, L. Angel, "Cross-talk among plants", J.Plant Sci. (2022), <https://doi.org/10.1016/j.jpolmod.2021.12.001>

## **7. Tables**

- Tables should be submitted as editable text and not as images.
- Tables should be provided in Microsoft Word (DOC or DOCX), and should not be repetitions of what has been already mentioned in the text.
- Tables are to be numbered using Arabic numerals.
- They should always be cited in text in consecutive numerical order.
- For each table, a table caption (title) explaining the components of the table are to be mentioned.
- In case there is any previously published material in the table, then the original source should be given in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript Arabic numerals (or asterisks for significance values and other statistical data) and included beneath the table body.

## **8. Artwork**

- ***Image manipulation***  
Manipulation of original image for the purpose of clarity enhancement is acceptable, but for the purpose of deception or fraud will be seen as scientific ethical abuse and will be dealt with accordingly. For graphical images, no specific feature within an image may be enhanced, obscured, moved, removed, or introduced. Adjustments of brightness, contrast, or color balance are acceptable if and as long as they do not obscure or eliminate any information present in the original.

- ***Electronic artwork***

*General points*

- Uniform lettering and sizing of original artwork is to be maintained.
- Using the following fonts in the illustrations is recommended: Arial, Courier, Times New Roman.
- Number the illustrations according to their sequence in the text.
- Provide captions to illustrations separately.
- Sizing of the illustrations should be close to the desired dimensions of the published version. Line drawings if any should have lines thickness not less than 0.3 pt.
- Submit each illustration as a separate file.

- Additional guidelines:

*Formats*

In case the electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then the 'as is' native document format is to be supplied.

The images are to be saved in 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: Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

- TIFF: Color or grayscale collages (halftones), keep to a minimum of 600 dpi.
- TIFF: Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1200 dpi.

**Please do not:**

- 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, EPS (or PDF), or MS Office files) and with the correct resolution.

- ***Figure captions***

It is to be ensured 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. Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type. No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.

- ***Figure Numbering:*** All figures are to be numbered using Arabic numerals. Figures should always be cited in text in consecutive numerical order eg. Fig 1, Fig 2, ... Figure parts should be denoted by lowercase letters (a, b, c, etc.). If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text.
- ***Permissions:*** If figures that have already been published elsewhere are to be included, then one must obtain permission from the copyright owner(s) for both the print and online format. If that is not available, then in such cases, material from other sources should be used.

## **9. Supplementary Information (SI)**

COMMUNIQUE accepts supplementary files to be published online along with an article or a book chapter. This feature can add dimension to the author's article, as all the information cannot be printed.

### ***Submission of Text and Presentations***

- Supply all supplementary materials as a single PDF file with a maximum file size of 5 MB.

- Please include in each page of the PDF, the following information: article title, journal name, author names; affiliation and e-mail address of the corresponding author.
- Submit the material in PDF format only; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures with similar / related information may also be combined in a PDF file.

### ***Submission of Spreadsheets and Files of Specialized Formats***

- Spreadsheets should be submitted as .csv or .xlsx files (MS Excel).
- Specialized format such as .pdb (chemical), .vrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

### ***Collecting Multiple Files***

- It is possible to collect multiple files in a .zip file.

### ***Numbering***

- If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.
- Refer to the supplementary files as “Supplementary Information”, e.g., "... as shown in the image (Supplementary Information 3)", "... additional data are given in Supplementary Information 4”.
- Name the files consecutively, e.g. SI1, SI2, SI3....

### ***Captions***

- For each supplementary material, please supply a concise caption describing the content of the file.

### ***Processing of supplementary files***

- Supplementary Information (SI) will be published as received from the author without any conversion, editing, or reformatting.