Molecular Biology of the Cell
Instructions for Authors

Updated February 27, 2017

Molecular Biology of the Cell (*MBoC*) is an online journal published twice monthly and owned by the American Society for Cell Biology (ASCB). Unredacted accepted manuscripts are freely accessible immediately through *MBoC In Press.* Final published versions are freely accessible two months after publication at www.molbiolcell.org. *MBoC* is also available online through PubMed Central, sponsored by the U.S. National Library of Medicine. Access earlier than two months is available through subscription or membership in the ASCB.

All manuscript submissions are peer-reviewed before being accepted for publication. In submitting a manuscript to *MBoC*, authors affirm that the manuscript is not being submitted elsewhere, that it contains new and unpublished information, and that all authors have read and approved the manuscript. Previously published material will not be considered. The following activities prior to submission of a manuscript to *MBoC* do not constitute prior publication and do not preclude consideration of the manuscript by *MBoC*: publication of a short abstract; presentation of data at a scientific meeting or in a Webcast of such a meeting; or posting of a manuscript on an author's personal website, in an online institutional repository, or on a freely accessible preprint server such as arXiv or bioRxiv. Publication of a paper in the proceedings of a scientific meeting generally does constitute prior publication. Authors should include copies of all closely related publications with their submission to *MBoC*. A closely related publication is one that is in press or has been submitted elsewhere and includes some or all of the data presented in the manuscript submitted to *MBoC.*

Authors are required to submit manuscripts electronically through *MBoC*'s Web-based submission site at http://www.mbcpapers.org. *MBoC* assesses publication charges to authors of accepted manuscripts to offset a portion of the publication costs. The ASCB will consider a partial waiver of publication charges to member authors who have no source of funding for publication.

Scope of MBoC

MBoC publishes research articles that report the results of original research and present conceptual advances of broad interest and significance within all areas of cell biology, genetics, and developmental biology. Submission of manuscripts whose scope bridges several areas of cell and developmental biology is particularly encouraged.

MBoC does not, in general, publish articles that are narrow in scope and better suited to more specialized journals, merely confirmatory or preliminary reports of partially completed or incompletely documented research, findings of as yet uncertain significance, or reports that simply document well-known processes in organisms or cell types not previously studied. Manuscripts dealing principally with describing behavior or modification of specific transcription factors, or analysis of the promoter elements through which they interact, will not generally be considered unless accompanied by information supporting in vivo relevance or broad significance.

Submissions that report novel methodologies are encouraged, particularly when the technology will be widely useful, when it will significantly accelerate progress within the field, or when it reveals a new result of biological significance. Given the scope of *MBoC*, relevant methodologies include (but are not limited to) those based on imaging, biochemistry, computational biology, and recombinant DNA technology.

Authors should include with their manuscript submissions all previously unpublished data and methods essential to support the conclusions drawn.

Formats for Research Findings

MBoC publishes research findings in two formats:

Brief Reports are short articles on findings that represent a conceptual advance for the field or that enable or stimulate progress in the field. After the initial peer review and the submission of a revised manuscript by the

authors, the Monitoring Editor will decide whether to accept or reject the manuscript without again consulting the reviewers.

Brief Reports are expected to meet these criteria:

- 1. Display items: limited to five (figures and tables)
- 2. Length: The total length of a Brief Report is limited to 20,000 characters (not counting spaces). The character count applies to all sections of the manuscript except the Materials and Methods and References. The number of characters should be listed on the title page.
- 3. Supplementary Material: limited to four display items (figures, tables, and videos).
- 4. Organization: Title Page, Abstract, Introduction, Results and Discussion (combined into one section), Materials and Methods, Acknowledgements, References, Figure Legends, and Tables.

Articles are more extensive reports of research findings that describe substantial research progress in full. *MBoC* places a premium on Articles that present conceptual advances of wide interest or deep mechanistic understanding of important cellular processes.

Although authors of Articles are encouraged to write clearly and concisely, there is no formal limit on the length of the text, the number of figures and tables, or the amount of supplemental material.

For both Brief Reports and Articles, authors are asked to include as many references as appropriate and are encouraged to cite primary literature in favor of reviews to give credit to the group(s) who first reported a finding.

ASCB Policy on Research Misconduct by Authors

By submitting a paper to *MBoC,* an author acknowledges that he or she is subject to the ASCB Policy on Research Misconduct by Authors. The policy is posted at http://www.ascb.org/files/research_misconduct.pdf.

MBoC Guidelines to Promote Research Reproducibility

The *MBoC* Editorial Board has developed a checklist http://www.ascb.org/files/mboc-checklist.pdf that authors, reviewers, and editors can use to promote reproducibility by ensuring that work submitted to the journal is carefully conceived, analyzed, and presented. (See the Editorial in the September 15, 2016, issue for more information.) During the submission process, authors will be asked to confirm that their article conforms to recommendations on the checklist or, if it does not, to provide an explanation.

Preparing a Manuscript for Initial Submission

For initial submission, manuscripts may be in any reasonable journal format. They should include a methods section and references but need not be organized like MBoC articles. However, Brief Reports must conform from the outset to the limits on length and number of display items, both in the text and as supplementary material (1–3 in the list in "Formats for Research Findings," above)

For initial submissions, figures should appear on single pages together with their figure legends. The manuscript and figures can be compiled into a single PDF or the manuscript and figures can be uploaded in individual files.

Preparing a Revised Manuscript for Submission

Because they are more likely than initial submissions to be accepted without change, revised manuscripts must be submitted in the format described here.

General Instructions
All manuscripts submitted to *MBoC* should be written in clear, concise, and proper English. Every effort should be made to be brief; however, all essential data and methods should be presented. Each section of a manuscript serves a different purpose and authors should avoid repetition between sections (e.g., results should not be summarized in the *Introduction* nor repeated in the *Discussion*). Manuscripts are subject to editing to ensure conformity to editorial standards and journal style. Consult the Council of Science Editors' style manual, *Scientific Style and Format,* 7th ed., for general manuscript guidelines, along with recent issues of the journal for specific style and format.

Organizing the Manuscript
The manuscript should be organized into the following sections: *Title Page, Abstract, Introduction, Results, Discussion, Materials and Methods, Acknowledgments, References, Tables, Figure Legends,* and *Figures*. For Brief Reports, *Results and Discussion* should be combined into one section. Authors are encouraged to be succinct and to avoid repetition between sections (e.g., summarizing findings in Introduction, repeating results in Discussion). If authors feel strongly that their paper is best presented in a different, they should explain in their cover letter.

Title Page. Include the following information:

Title. Provide an informative and concise title that describes the topic of the manuscript in terms understandable to a broad readership.

Authors. Provide full names of authors. Use lowercase letter footnotes to denote affiliations. Use footnote symbols to denote affiliations, current mailing addresses, and other relevant information. Footnote symbols appear immediately after the last name and before the comma when authors are listed in a series. Use only the following footnote symbols in this order: *, †, ‡, §, ||, ¶, #, and @.

Affiliations. Provide complete addresses of all affiliations. Map affiliations to authors with footnote symbols (see above).

Running Head. Provide a running head fewer than 40 characters.

Abbreviations.List only nonstandard abbreviations that are used three or more times in the text.

Abstract. State the problem, summarize the key findings, and state interpretations and conclusions in 200 words or less.

Introduction. Summarize briefly the relevant background, the specific issue or question to be approached, and the experimental tactics. This section should not summarize the findings.

Results. Present, in a logical order, the experiments and data that support the conclusions to be elaborated in the *Discussion*. All essential data should be presented. References to "data not shown" are strongly discouraged. Rather, supportive data that is not critical to the major finding can be published online as *Supplemental Material*. Particular care should be taken to report findings without extensive interpretations, extended lines of inference, arguments, or speculations.

Discussion (1,800 words). Propose interpretation of the results and place the findings in a larger context. Some degree of speculation, provided it is supported by the data or the published literature, is the prerogative of the authors.

Materials and Methods. Describe in detail any new experimental protocols and indicate the origin of any unusual or special materials, tissue, cell lines, or organisms; genotypes should here be given in full. It is appropriate in this section to include most of the technical details and to provide data to support the identity or purity of reagents (e.g., specificity of an antibody preparation), the reliability of methods (e.g., linearity of an assay), the sensitivity of an instrument, or the essential features of a genotype. For standard procedures, the original references should be cited and any modifications to these published procedures indicated. Interested readers should be able to reproduce the experiments relying solely on the manuscript and cited publications.

These websites may provide useful cell, antibody, and reagent information and resources: Antibodypedia (http://www.antibodypedia.com), 1DegreeBio (http://1degreebio.org), ICLAC (http://iclac.org), NCBI Biosample (http://www.ncbi.nlm.nih.gov/biosample/).

The *Results,Discussion,* and *Materials and Methods* sections may be subdivided further if subheadings give the manuscript more clarity.

Acknowledgments. Acknowledge dedications, contributions from others, and funding sources.

References. Only articles published or in press should be listed in the *References* section. Preprints on BioRxiv, ArXiv, or a similar site may be listed. Because preprints can be updated at any time, the author should indicate which version he or she is citing (e.g., by including the date and time). Also, when submitting a revised version of a manuscript in which a preprint is cited, an author should check for a more recent version of the preprint (or a version that has been published in a journal) and update the citation after confirming that it is still appropriate to reference that work. References should contain complete titles and inclusive page numbers and should be listed in alphabetical order. For references with 10 authors or fewer, list all authors. For references with more than 10 authors, list first author followed by "*et al*." Abbreviate journal titles according to the National Library of Medicine (http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals) or the most recent issue of *BIOSIS Serial Sources*. Unpublished results, including personal communications and submitted manuscripts, should be cited as such in the text. Personal communications may be quoted only with the agreement of the person cited.

Because *MBoC* seeks to promote thorough documentation and scholarship and has no page limits, authors are strongly encouraged to cite primary sources rather than review articles. Citations to review articles should generally be reserved for topics that are tangential to the main topic of the manuscript or for review articles that introduced important new concepts.

Samples:

Journal Article:

> Rottner K, Hall A, Small JV (1999). Interplay between Rac and Rho in the control of substrate contact dynamics. Curr Biol 9, 640–648.

Book:

> Ferry JD (1980).Viscoelastic Properties of Polymers, New York : John Wiley & Sons.

Book Chapter:

> Smith M, Croft S (1991).Embedding and thin section preparation. In: Electron Microscopy in Biology, ed. J. R. Harris, New York: Oxford University Press, 17–37.

Web Site:

> Agatep R, Kirkpatrick RD, Parchaliuk DL, Woods RA, Gietz RD (1998).Transformation of *Saccharomycescerevisiae* by the lithium acetate/single-stranded carrier D.N.A/polyethylene glycol (LiAc/ss-D.N.A/P.E.G) protocol.Technical Tips Online. Available at: http://research.bmn.com/tto. Search for "lithium acetate" from the opening page. Accessed May 2, 2003

Reference Callouts in Text. Cite in the text by name and date and arrange multiple callouts chronologically.

Samples:

(Beckerle*et al.*, 1987)

(Smith *et al.*, 1987; Nagafuchi and Takeichi, 1989).

Identifying Co-first Authors in References. There is growing concern in the scientific community that researchers who contribute equally to a paper and are identified as "co-first authors" do not always receive recognition for their contributions beyond being identified with a footnote in the published article. For example, their equal contributions are not typically noted when their papers are cited. To help address this problem, *MBoC* has introduced a method for identifying co-first authors in citations. Authors of paper published in *MBoC* are encouraged to voluntarily mark co-first authors in the References sections of their manuscripts. This should be done by setting the appropriate names in boldface in the final version of the manuscript. The names will appear in boldface in the published article together with a footnote to alert the reader to the significance of the boldface names. In addition, names of all first authors (there can be more than two) should be included in in-text citations (e.g., Smith, Jones, *et al.*, 2010, instead of Smith *et al.*, 2010).

In addition to its effort to identify co-first authors in References, *MBoC* will highlight co-first authors of articles it publishes by listing all first authors in the running foot on the PDF version of their article and on the copyright line.

Tables. Tables should be separate from the text and self-explanatory. Do not use vertical rules. Label each table at the top with an Arabic numeral followed by the table title. Insert explanatory material and footnotes below the table. Supply units of measure in the heads of columns.

Table Callouts in Text. Tables should be called out in numerical order. Capitalize "Table" when called out in text. Cite tables using Arabic numerals.

Figure Legends. Figure legends should provide a general overview of the figure, followed by explanations of specific parts, if necessary. Begin the legend with "Figure" and the figure's Arabic numeral in bold. Do not indent. Type the legend in regular, not bold, text. Use uppercase letters to identify parts in the legend and in the figure.

Sample:

Figure 6. Dynamics of SR1/atSRp34-YFP during mitosis in living root epidermal cells. (A) A cell (arrow) just before nuclear envelope breakdown. (B and C) In prophase, as the nuclear envelope breaks down, the splicing factors enter the cytoplasm. (D) In metaphase, splicing factors are diffusely distributed in the cytoplasm. (E–J) Splicing factors are reentering into daughter nuclei. Newly forming speckles are observed in telophase nuclei (arrows in F–I). Bar, 5 μm.

Figure Callouts in Text. Figures should be called out in numerical order. Capitalize and spell out "Figure" when called out in text. Cite figures using Arabic numerals. Use uppercase letters for multiple parts of a single figure.

Samples:

Figure 1; Figures 1–3; Figure 1, A and B; Figures 2A and 3C; Figure 3, A–D

Preparing Figures for Publication in MBoC

General Information

The data shown in figures should satisfy the following conditions:

- The data were obtained and processed according to the field's best practice and are presented to reflect the results of the experiments in an accurate and unbiased manner.
- Figure panels include only data points, measurements or observations that can be compared to each other in a scientifically meaningful way.
- Graphs include clearly labeled error bars for independent experiments and sample sizes. Unless justified, error bars should not be shown for technical replicates.

- If n less than 5, the individual data points from each experiment should be plotted and any statistical test employed should be justified
- Source Data should be included to report the data underlying graphs.

All figures must be prepared digitally and conform to the specifications described under *Resolution of Digital Figures*. Multiple panels in a figure should be laid out and appear together on a single page. For initial submission, the figures should be combined into a single, merged PDF document with the manuscript text. Where possible, the figure legend should be placed on the same page as the figure. However, for submission of a revised manuscript each figure must be uploaded as a separate file. Before a manuscript is officially accepted for publication, figures will be evaluated by *MBoC* publications staff for compliance to *MBoC* standards. These suggestions provide the easiest way for authors to submit publication-quality figures successfully to *MBoC*. Authors will be asked to modify figures that do not follow the standards.

For review, figure resolution needs to be no greater than 150 dpi.

RGB Mode Color Figures. Because *MBoC* is an online journal, authors are requested to prepare color digital artwork in RGB mode rather than CMYK mode.

Software for Preparing Digital Art. Because the quality of artwork reproduction is important, *MBoC* requires that all artwork be prepared using professional graphic art software. Word processing and presentation software packages (such as Word and PowerPoint) are inadequate for preparing high-quality digital artwork. A digital image (gel, autoradiograph, micrograph, etc.) should not be manipulated to enhance one part of the image relative to another or to remove any potentially relevant features. Brightness, contrast, or color may be uniformly (not selectively) adjusted as long as no potentially important information is obscured.

Figure File Types. For revised manuscripts, figure files should be in .tif, .eps, or .pdf format. Files in .eps or .pdf formats must have their fonts embedded, and the images in them must meet the resolution requirements below.

Figure Size. Prepare figures at the size they are to be published.

Up to 1 column wide: Figure width should be 4.23–8.47 cm

1 to 1.5 columns wide: Figure width should be 10.16–11.43 cm

2 columns wide: Figure width should be 14.39–17.57 cm

The figure height must be ≤ 23.5 cm.

Color Mode. Save all color figures in RGB mode at 8 bits/channel.

File Size. Be mindful of file sizes:

1. Crop out all extraneous white space.
2. Use RGB color mode for color images only; use Grayscale for images not containing color.
3. Avoid excessive use of imbedded color.
4. Select the LZW compression option when saving tif files in Photoshop; this is a lossless compression mechanism.

Locants and Labels. Locants and labels can be between 1.5 and 2 mm high. Use uppercase locants. Wherever possible, place locants and labels within the figures.

Line Images. Prepare line drawings at one-column width (≤ 8.47 cm) or less if the graph or histogram is relatively simple. Symbols should be at least 1 mm high and large enough to be distinguishable from the lines connecting them.

Gels. Reduce each gel image to a lane width of between 4 and 5 mm. Prepare images of gels at the size they are to be published.

1 to 5 lanes 4.23 cm

6 to 15 lanes ≤ 8.47 cm

>15 lanes 10.16–17.57 cm

Gel labels should be at least 1.5 to 2 mm high after preparation at the appropriate column width. Labeling should be sufficiently compact to avoid large blank spaces around gel lanes. Separate groups of lanes should be separated by no more than 3 mm.

Authors may delete or crop irrelevant parts of a gel image (such as blank lanes) but should explicitly describe such manipulations in the figure legend and should add lines to the image to show where sections have been deleted.

Figure Parts. Figure parts should be separated by no more than 3 mm.

Micrographs. Micrographs should be carefully cropped to emphasize the main point of the image. Blank background areas and irrelevant or repetitive material should be cropped out. Micrographs or groups of micrographs must show scale bars. Define scale bars in the figure legend.

Use of Color
Although there is no charge for color figures, authors should be judicious in their use of color. Color should not be used when data can be clearly presented in black and white.

When color must be used, authors are encouraged to present color figures in a manner that will allow the data to be interpreted by colorblind readers. In particular, many colorblind readers are unable to interpret dual-labeled micrographs presented in green and red because the red is hard to distinguish from the black background and the yellow that represents the merge is impossible to distinguish from the green signal. *MBoC* suggests that authors present dual-labeled images in green and magenta rather than in green and red so that the merge will be represented by white and the colors will be easily distinguished by most colorblind readers. Green/magenta images can be generated from green/red images in Photoshop by copying the red channel into the blue channel. Alternatively, authors may wish to consider showing the red and green panels in grayscale, which can both assist colorblind readers and provide better contrast resolution for all readers. See the website of the Jfly data depository for *Drosophila* researchers (http://jfly.iam.u-tokyo.ac.jp/color/) for more information on how to make figures and presentations that are intelligible to a colorblind audience.

Resolution of Digital Figures
For initial submission and peer review, a merged PDF file of the manuscript and figures is preferred, and figure resolution should be ≤ 150 dpi. For revised manuscripts, prepare final, publication-quality figures according to the following specifications:

Type of figure	Minimum resolution

Line Art	600 dpi
Grayscale	300 dpi
Combinations (line art and grayscale)	300 dpi
Color	300 dpi

Standards for Preparing Supplemental Material for MBoC

Minimizing the Number of Supplemental Material Files
For the convenience of reviewers and readers, authors should minimize the number of data supplement files to be uploaded with their manuscript by combining multiple figures, tables, and textual elements into single files where possible.

Videos
Create videos using QuickTime Version 4.0 or higher. Save each video as a self-contained file. Video filenames should clearly correspond to the figure they represent (e.g., figure1.mov) or indicate order of placement (e.g., Video3.mov). All videos should be submitted at the desired reproduction size. For best viewing, limit frame size to approximately 450 × 375 pixels. Avoid lengthy files.

Indicate clearly in text when a figure has a video associated with it and the name of the corresponding video file. If the video is not associated with a figure, please include a one- or two-sentence description for the video. Submit videos through the online submission system. In the *MBoC* online submission system, a text field is provided for the video description. The MBoC production system will insert, at the site of the video's mention in the HTML version of the text, a widget from which the reader can launch the video.

Large Data Sets
Large data sets (those too large to be submitted comfortably for print publication) must be submitted through

the online submission system for peer review and inclusion in the online version of *MBoC*. Each file should be prepared as a PDF, Excel, or text (.txt) file (no Word or PowerPoint files).

Supplying Reviews and Decision Letters from Other Journals

It may be possible to expedite review of a manuscript that has been previously reviewed by another journal if the authors provide (as supplemental material) the reviewers' comments, the editor's disposition letter, and a letter responding to the reviews and stating what changes have been made to the manuscript. The authors must certify that they are sending all reviews and that the reviews and disposition letter are unaltered. Authors should be aware that the previous reviews and disposition letter may be shown to new reviewers. The use of such material in evaluating the manuscript is at the sole discretion of the Monitoring Editor.

Electronic Submission of Manuscripts

All manuscripts and figures must be submitted electronically using the *MBoC* Web-based manuscript submission system. Go to http://www.mbcpapers.org and select the "Author Log On" button. Authors using the system for the first time should follow the online instructions for setting up an author account.

The following materials should be uploaded as separate files:

- The cover letter
- For initial submission, a merged PDF file consisting of manuscript text, tables, and figures (If you are unable to create a merged PDF, submit files individually and they will be merged automatically by the online system. However, authors should note that this can be a lengthy process. Submitting an already-merged PDF will be much more efficient.)
- For a revised manuscript, a separate manuscript file in .doc or .rtf format and a separate file for each figure, in .tif, .eps, or .pdf format
- A Highlight Summary of no more than 350 characters. This summary will appear in the table of contents if your article is published
- *Supplemental Material* files for videos or large data sets (see information under *Large Data Sets* for files >10 MB)
- PDFs of closely related manuscripts in press or submitted elsewhere the content of which should be available to the Editorial Board and Reviewers.
- Letters from individuals cited in personal communications, approving the wording of citations.

After files have been received successfully, authors will receive a manuscript number. Submission is not complete until authors approve the submitted files. Questions regarding submitted manuscripts should be directed to the Journal Production Manager at mbc@ascb.org.

Peer Review Procedure

The manuscript submission and peer review process consists of the following steps:

1. The Corresponding Author (or someone on his/her behalf) submits a manuscript. Do not list the Corresponding Author as a Contributing Author. Editorial staff assumes the order of authors you choose is correct.

2. The Editor-in-Chief assigns an Editor or Associate Editor with knowledge of the manuscript subject to handle the manuscript as Monitoring Editor (ME).

3. Each manuscript is subjected to a two-tiered review system. The ME will first assess the manuscript to determine whether it is, in principle, suitable for publication in *MBoC.*

a) The ME will recommend that a manuscript be declined without further review if it is deemed unsuitable based either on its failure to meet the standards set by *MBoC*'s Scope and Philosophy or on significant scientific flaws. In this case, the opinion of a second Editorial Board member will be sought. Authors will be quickly informed of the decision and rationale, typically within one week. Authors cannot appeal a decision to decline without further review and are instead encouraged to seek publication elsewhere.

b) If the manuscript is, in principle, acceptable for publication in *MBoC,* the ME assigns at least two potential Reviewers who are experts in the field and who will advise the ME as to the suitability of the manuscript for publication. Authors are encouraged to recommend appropriate referees and/or provide names of referees who should be excluded due to potential conflicts of interest. However, these are recommendations and the ME will assign referees at his or her discretion.

4. The Reviewers accept or decline to review the manuscript.

5. Once Reviewers are secured, they are asked to submit their reviews to the ME within two weeks.

6. The ME makes a decision based on the reviewer comments. In the case of conflicting reviews, the ME may seek a third review.

7. The staff contacts the Author with the decision. An editorial decision based on reviews will generally be provided to the author within 30 days after submission.

8. *MBoC* will consider revised versions of manuscripts judged by reviewers to be of substantial merit. Manuscripts that are judged to be lacking essential experiments or data or that require extensive alteration for other reasons will be returned to the Corresponding Author. A point-by-point reconciliation with the reviewer comments will be required. Revised manuscripts will be examined by the Associate Editor and may be re-reviewed.

Publication

MBoC is an online-only journal. Accepted manuscripts are published first in unredacted form on *MBoC In Press* (http://www.molbiolcell.org/in_press.shtml) as soon as one week after acceptance. An article's appearance on *MBoC In Press* establishes the official publication date for the article. Access to *MBoC In Press* is available without subscription. A redacted version of each manuscript will be published in a journal issue released within three months of manuscript acceptance. Access to *MBoC* is available without a subscription after two months.

Proofs
Page proofs are emailed to the Corresponding Author, along with instructions on handling text and figure proofs. Corrections should be restricted to printer's errors. Authors may be charged for alterations that are not the result of printer's errors. Information on reprint purchases and special services will also be provided at this time.

Reprints
Instructions for ordering reprints will be sent to the corresponding author by email after a manuscript is accepted.

Publication Charges
PAGE CHARGES are $150 per typeset page for Articles and Brief Reports. These rates may be changed at any time without notice. There are no charges for color figures. The average conversion rate for number of single-spaced manuscript pages to number of typeset article pages is 2:1.

Corresponding authors who become ASCB members at any time before page proofs and the reprint order / payment form are due at the typesetter will receive a 20% discount on page charges.

Special Policies

Experiments Involving DNA, Humans, and Animals
All manuscripts are reviewed with the understanding that authors reporting research involving recombinant DNA, humans, and animals have carried out all of the experiments in accordance with the recommendations from the Declaration of Helsinki and the appropriate National Institutes of Health guidelines and that the research protocols have been approved where necessary by the appropriate institutional committees.

Deposition of Data

Authors are strongly encouraged to make their data publicly available by depositing them in an appropriate database (e.g., a data type-specific database or a more general database such as Dryad{ http://datadryad.org/}.

Authors of manuscripts reporting crystallographic studies of proteins and other biopolymers must submit the relevant structural data to the Protein Data Bank (Chemistry Department, Brookhaven National Laboratory, Upton, NY 11973) [see Commission on Biological Macromolecules (1989) ActaCrystallogr. Sect.A45, 65]. This submission will be specified in a footnote to the paper.

Manuscripts published in *MBoC* that have nucleotide sequences must have a GenBank (http://www.ncbi.nlm.nih.gov/Genbank/submit.html), European Molecular Biology Laboratory (http://www.ebi.ac.uk/embl/Submission/), or DNA Databank of Japan (http://www.ddbj.nig.ac.jp/sub-e.html) database accession number. An accepted manuscript that does not have such a number by page proof stage will be held until the number is provided.

Distribution of Material
Publication of a manuscript in *MBoC* implies that the authors agree to make available all propagative materials such as mutant organisms, cell lines, recombinant plasmids, vectors, viruses, and monoclonal antibodies that were used to obtain results presented in the article. Prior to obtaining these materials, interested scientists will provide the authors with a written statement that they will be used for noncommercial research purposes only. The requirement that propagative material be shared can be satisfied by making the material available through an organization such as Addgene (http://www.addgene.org) or ATCC (http://www.atcc.org/).

Financial Support
All sources of financial support for the work reported must be acknowledged.

Protocol Development

In some cases, an ME may identify an article with a novel method that is likely to be used by other researchers and recommend that the authors submit it to *Bio-Protocol* {http://www.bio-protocol.org/login.aspx?in=2} or a similar publication. *Bio-Protocol* develops detailed, step-by-step, publicly available protocols based methods described in the scientific literature. Such submission is entirely at the author's discretion.

License and Publishing Agreement

Authors are required to sign a License and Publishing Agreement when a manuscript is accepted for publication. Under this agreement, the authors grant to ASCB a perpetual, irrevocable, paid-up, worldwide license with the right to publish, distribute, reproduce, display, translate, sublicense for commercial purposes, and store the manuscript in all forms now known or hereafter devised and to authorize others to do so. Such license shall be exclusive until the effective date of the licensing of rights to the public as described below.

Authors retain the copyright and the right to reprint the manuscript in any publication of which authors serve as an author or editor, subject to proper citation of the manuscript in *MBoC* and where feasible the presence of a link to the original publication of the manuscript in *MBoC*. Also, authors are permitted to post the *MBoC* PDF of their articles (and/or supplemental material) on their personal websites or in an online institutional repository provided there appears always the proper citation of the manuscript in *MBoC* and a link to the original publication of the manuscript in *MBoC*. (Authors agree not to post the unedited accepted manuscript as it appears in *MBoC In Press*.) Authors further retain the right to revise, adapt, prepare derivative works, present, or distribute the manuscript provided that all such distribution is for noncommercial benefit and there appears always the proper citation of the manuscript in *MBoC* and where feasible a link to the original publication of the manuscript in *MBoC*.

Under the License and Publishing Agreement, authors grant to the general public, effective two months after publication of (i.e.,. the appearance of the edited manuscript in an online issue of *MBoC*), the nonexclusive right to copy, distribute, or display the manuscript subject to the terms of the Creative Commons-Noncommercial-Share Alike 3.0 Unported license (http://creativecommons.org/licenses/by-nc-sa/3.0).