GUIDE FOR AUTHORS

Aims and Scope .................................................................................................................. 2
Submission procedure ....................................................................................................... 2
Open Access publication fee ............................................................................................. 2
Author inquiries ................................................................................................................. 3
Policies ............................................................................................................................... 3
Ethics in publishing ........................................................................................................... 3
Work involving human or animal subjects or tissues ....................................................... 3
Conflict of interest ............................................................................................................ 3
Submission declaration ....................................................................................................... 3
Role of the funding source ................................................................................................. 4
Open Access copyright license .......................................................................................... 4
Manuscript preparation ...................................................................................................... 4
Word processing software ................................................................................................. 4
Article structure ................................................................................................................ 4
Title page and Abstract ..................................................................................................... 4
Introduction ....................................................................................................................... 5
Material and methods ....................................................................................................... 5
Results ............................................................................................................................... 5
Discussion ........................................................................................................................ 5
Conclusions ....................................................................................................................... 5
Acknowledgements ......................................................................................................... 5
References .......................................................................................................................... 6
Tables ................................................................................................................................. 6
Figures ............................................................................................................................... 6
Supplementary data .......................................................................................................... 6
Highlights .......................................................................................................................... 6
Graphical abstract ............................................................................................................. 7
Standards of data reporting ............................................................................................... 7
Database linking ................................................................................................................ 7
Molecular viewer ............................................................................................................... 7
Nomenclature and units .................................................................................................... 7
Math formulae .................................................................................................................... 7
Suggested reviewers ......................................................................................................... 7
Submission checklist ........................................................................................................ 7
After acceptance ................................................................................................................ 8
Proofs ................................................................................................................................. 8
Citing your article ............................................................................................................. 8
Article publicity ............................................................................................................... 9
Changes to authorship ..................................................................................................... 9
Aims and Scope

FEBS Open Bio is an online-only Open Access journal for the rapid publication of research articles in molecular and cellular life sciences in both health and disease. The journal’s peer review process focuses on the technical soundness of papers, leaving the assessment of their impact and importance to the scientific community.

FEBS Open Bio is published by Elsevier on behalf of the Federation of European Biochemical Societies (FEBS, http://www.febs.org), a charity whose objectives are to promote research and education in the molecular life sciences. Any income from the journal will be used to support scientists through fellowships, courses, travel grants, and other FEBS initiatives.

FEBS Open Bio publishes experimental findings, critical analysis, methodological and technical innovations, and hypotheses. Novel or innovative work is encouraged, but papers describing sound science of a confirmatory nature in developing fields or extending knowledge of an important topic from one organism to another will also be considered.

Articles originally submitted to other FEBS publications (FEBS Letters, FEBS Journal and Molecular Oncology) can be transferred for consideration by FEBS Open Bio with their original reviewer reports, without the need to resubmit or reformat the manuscript.

FEBS Open Bio offers:

- Easy online manuscript submission and tracking system
- Fast and helpful peer review – median time to first decision 23 days in 2013
- Transfer service for articles from other FEBS journals, conserving peer reviews
- Fast publication
  - Accepted articles published online within 7 days
  - Author-corrected final version available within 20 days
- All articles are deposited in PubMed Central and indexed in PubMed

Submission procedure

Papers should be submitted using the FEBS Open Bio online submission system, http://ees.elsevier.com/febsopenbio. You will be guided stepwise through the creation and uploading of your files. The system automatically converts source files to a single PDF file of the article, which is used in the peer-review process. You are welcome to submit your manuscript as a single file to be used in the peer-review process. Only when your paper reaches final revision stage will you be requested to deliver the individual files in the correct format for publication of your article. All correspondence, including notification of the Editor’s decision and requests for revision, takes place by e-mail.

Open Access publication fee

FEBS Open Bio is an Open Access journal with no subscribers. A fee is payable by the author or research funder to cover the costs associated with publication. This ensures each article will be immediately and permanently free for anyone to access. The Open Access publication fee for this journal is EUR 1200, excluding taxes.

Elsevier has established agreements with funding bodies, including the Wellcome Trust and Research Councils UK. This ensures authors can comply with funding body Open Access policies and may also be reimbursed for their publication fees.
If you would like your article to be published open access, but you genuinely cannot afford the fee, then requests for a fee reduction or waiver are considered on a case-by-case basis and may be granted in cases of genuine need. Priority for full waivers will be given to applications from authors by countries eligible for the Research4Life program. See http://www.research4life.org/institutions.html. Please contact the Editorial Office if you have any questions about fee reductions or waivers.

Author inquiries
For inquiries relating to the submission or reviewing process, please contact the Editorial Office at openbio@camfebs.co.uk. Contact details for questions arising after acceptance of an article, especially those relating to proofs, will be provided by the publisher. You can track accepted articles at http://www.elsevier.com/trackarticle. You can also check Elsevier’s Author FAQs at http://www.elsevier.com/authorFAQ and/or contact Customer Support via http://support.elsevier.com.

Policies

Ethics in publishing
All submissions to FEBS Open Bio should conform to standard ethical guidelines, details of which can be found here http://bit.ly/1poTlfx
http://www.elsevier.com/ethics/toolkit
See also Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals http://www.icmje.org

Work involving human or animal subjects or tissues
If the work described in your article involved either human or animal subjects or tissues, it must have been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans http://www.wma.net/en/30publications/10policies/b3/index.html or EU Directive 2010/63/EU for animal experiments http://ec.europa.eu/environment/chemicals/lab_animals/legislation_en.htm.
Informed consent should have been obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed. In the Materials and Methods section of your paper, please include a statement naming the national legislation that has been followed, or institution/local body that approved the ethics of your protocols.

Conflict of interest
All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. See also http://www.elsevier.com/conflictofinterest.

Submission declaration
Submission of an article implies that the work described:
• Has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint, see http://www.elsevier.com/postingpolicy);
• That it is not under consideration for publication elsewhere;
• That its publication is approved by all authors and, tacitly or explicitly, by the responsible authorities where the work was carried out.

Role of the funding source
You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in: study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Open Access copyright license
This journal is Open Access; all articles will be immediately and permanently free for everyone to read and download. Permitted reuse is defined by the author's choice of one of the following Creative Commons user licenses:

Creative Commons Attribution (CC BY)
http://creativecommons.org/licenses/by/3.0/ lets others distribute and copy the article, to remix, transform and build upon the material, to text or data mine the article, even for commercial purposes, as long as they credit the author(s), indicate if changes were made, and do not represent the author as endorsing the adaptation of the article.

Creative Commons Attribution-NonCommercial-NoDerivatives (CC BY-NC-ND)
http://creativecommons.org/licenses/by-nc-nd/3.0/ for non-commercial purposes, lets others distribute and copy the article, and to include it in a collective work (such as an anthology), as long as they credit the author(s) and indicate if changes were made, but they are not allowed to distribute material that remixes, transforms or builds upon the original.

Manuscript preparation
Manuscript preparation is crucial for the success of your article. Along with evaluating the technical quality of your results, the Editor and reviewers will judge your manuscript based on language, overall clarity and intelligibility. Poorly written articles, as well as spelling and grammatical mistakes, may ultimately lead to the rejection of your article, even though the scientific quality would warrant publication. If you require information about language editing and copyediting services pre- and post-submission, visit http://webshop.elsevier.com/languageservices for more information.

Word processing software
Any word processing software can be used to prepare your manuscript, provided that the files are saved in one of the common text file formats. The text should be in single-column format and the layout should be kept as simple as possible. Do not justify the text or hyphenate words at the ends of lines. However, do use bold face, italics, subscripts, superscripts, etc. Please use the 'spell-check' and 'grammar-check' functions of your word processor to avoid unnecessary errors. You may embed figures within the text for review purposes, but separate files for each figure will be required for publication.

Article structure
Title page and Abstract
• Title. This should state the subject of the manuscript clearly and concisely, with a maximum of 150 characters (including spaces). Titles should be optimized for discovery
by search engines, see http://bit.ly/1foTkFB. Avoid abbreviations and formulae where possible. The editors of FEBS Open Bio may edit titles for length and clarity.

- **Authors' names and affiliations.** Affiliations (where the actual work was done) of all authors should be provided. The corresponding author should also provide a full postal address, telephone number, and an email address. If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author’s name.

- **Abstract.** A concise (a maximum of 250 words) and factual abstract is required. The abstract should state the purpose of the research, the principal results and major conclusions. Non-standard or uncommon abbreviations should be avoided but, if essential, they must be defined at their first mention within the abstract. Include your keywords to optimize discovery by search engines.

- **Keywords** Please provide a maximum of 6 keywords that reflect the significant factors of the whole investigation. Keywords will be used for indexing and information retrieval. Only include abbreviations firmly established in the field.

- **Abbreviations** Please provide a list that defines all abbreviations used in the article that are not standard in the field. Ensure consistency of abbreviations throughout the article.

### Introduction
State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

### Material and methods
Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference; only relevant modifications should be described. If experiments involving human or animal subjects or tissues have been carried out, then a statement about ethical approval must be included here; see Policies for further information.

### Results
Results should be clear and concise.

### Discussion
The Discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of the published literature.

### Conclusions
The main text should end with a short statement of the main conclusions of the study. This can be part of the Discussion or have a separate heading.

### Acknowledgements
These should be collated in a separate section at the end of the article before the references and not on the title page.

- List here those individuals who provided help during the research (e.g. provided reagents, corrected language, proof reading, etc.).
- Identify all funding sources (including grant numbers where appropriate).
- List here the specific contributions of each author (e.g. AA and BB conceived and designed the project, AA, CC and DD acquired the data, AA and CC analyzed and interpreted the data, AA and BB wrote the paper).
References
Where possible, you should cite the primary literature in which observations are first reported rather than reviews. There are no strict requirements on the number of references. Please ensure that every reference cited in the text is also present in the reference list and vice versa. Any references cited in the abstract must be given in full. Unpublished results and personal communications should not be included in the reference list, but may be mentioned in the text. Citation of a reference as ‘in press’ implies that the item has been accepted for publication. Please provide copies of any crucial ‘in press’ papers for reviewing purposes.

References can be in any style or format as long as the style is consistent. Author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume and issue/book chapter and the pagination must be present. Use of DOI is highly encouraged. The journal reference style will be applied at the proof stage and any incorrect or missing data will be highlighted for you to correct.

Tables
Ensure that the data presented in tables does not duplicate results described elsewhere in the article. Tables should be numbered in same order as they appear within the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. If using a grid for tables, use only one grid for each table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. Tables can be included at the end of the main text or supplied as separate files.

Figures
Each figure should be submitted as a separate file. Please make sure that figure files are in an acceptable format (TIFF, EPS, PDF or MS Office files) and that the resolution is at least 300dpi. Figures should be approximately the same size as you would like them to appear online. TIFF files may be saved using LZW compression. For further information on the preparation of artwork, please see http://www.elsevier.com/artworkinstructions.

Figure captions (a title and a brief description of the illustration) should be included with the main text and not in figure files. Keep text in the illustrations themselves to a minimum and explain all symbols and abbreviations used in the caption.

Supplementary data
FEBS Open Bio is published online only with no strict limit for the length of text or number of figures and tables. Thus, all methods, figures and tables should be included within the main text, and not as supplementary files. Supplementary material in the form of background datasets, sound clips and movies can also be published alongside your article. Captions for each supplementary file should be included at the end of the main text file. Supplementary material will not be copyedited. Please provide the data in one of our recommended file formats. More detailed instructions are available at http://www.elsevier.com/artworkinstructions.

Highlights
Please provide a collection of Highlights, short bullet points that convey the core findings of the article, for use in the journal contents list and in the HTML version of your article. These should each be a maximum of 85 characters (including spaces) and should be uploaded as a separate file on the online submission system. For examples, see http://www.elsevier.com/highlights
Graphical abstract
A graphical abstract is optional and should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership online. Please provide images that clearly represent the work described in the article. Graphical abstracts should be submitted as a separate file. The image should be readable at a size of 5 ×13 cm using a regular screen resolution of 96 dpi (minimum of 531 × 1328 pixels (h×w)). Preferred file types: TIFF, EPS, PDF or MS Office files. For examples, see http://www.elsevier.com/graphicalabstracts

Standards of data reporting
Authors should comply with available field-specific standards for the preparation and recording of data. We recommend authors refer to the Minimum Information for Biological and Biomedical Investigations (MIBBI) Portal for prescriptive checklists for reporting biological and biomedical research where applicable: http://www.biosharing.org/standards/mibbi.

Database linking
FEBS Open Bio articles can contain hyperlinks to relevant external databases, giving readers one-click access to your data. To enable automatic hyperlinking, please ensure that the database identifiers are given in the format: Database: XXXX
For example, for the entry 1BEN in the Protein Data Bank, use "PDB: 1BEN". For more information and a full list of supported databases, see http://www.elsevier.com/databaselinking.

Molecular viewer
3D molecular models, submitted as supplementary files, can be displayed using Elsevier's molecular viewer. Please upload files as "3D molecular models" in the following formats: PDB, PSE, MOL or MOL2. For further information see http://bit.ly/1k9OH19

Nomenclature and units
Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI. For further information, see IUPAC: Nomenclature of Organic Chemistry: http://www.iupac.org/

Math formulae
Present simple formulae in the line of normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. Variables are normally presented in italics. Powers of e are often more conveniently denoted by "exp". Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

Suggested reviewers
Please submit the names, addresses and e-mail addresses of up to six potential reviewers. These reviewers must be knowledgeable about the manuscript subject area; must not be from your own institution; at least two of the suggested reviewers should be from a country other than your own; and they should not have recent (less than four years) joint publications with any of the authors. You can also specify whom you would like to exclude from reviewing the manuscript. Note that the Editor retains the sole right to decide whether the suggested and excluded reviewers are used or not.
Submission checklist
Make sure that you:

- Include the names and email addresses of all authors, and the full postal address, and telephone number of the corresponding author
- Include lists of keywords and abbreviations on the Title page
- 'Spell-check' and 'grammar-check' the manuscript
- Upload all necessary files, including Highlights and separate figure files at revision stage
- Check that all the references cited in the text are included in the Reference list and vice versa
- Include a statement naming the national legislation that has been followed, or institution/local body that approved the ethics of any experimentation involving humans or animals
- Obtain permission for any use of copyrighted material from other sources (including the Web)

After acceptance
You will receive an email from Elsevier giving you details of the publication process and who to contact if you have any queries post acceptance. You will also be given details of how to pay the article publication fee, which must be received before your article can be published.

A copy of your accepted article will be published online on ScienceDirect as an Article in Press. Please note that this version will not have been copyedited, and the PDF version will be the same as your submitted manuscript. Your article will then be typeset and you will receive proofs. This uncorrected proof will replace the accepted manuscript on ScienceDirect. The final, corrected version of your article will be posted online once we have received your corrections. A copy of this version will also be deposited in the repository PubMed Central. You may also post a copy of this final version in any repository (e.g. Mendeley, or your institutional repository).

Proofs
We will do everything possible to get your article published quickly and accurately. FEBS Open Bio uses Proof Central, a web-based proof correction tool. Your article will be copyedited and typeset, and the corresponding author will then be invited to view the proofs online, via their Internet browser. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process as you key in your own corrections, eliminating the potential introduction of errors. If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF.

It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility. Please upload all of your corrections within 48 hours. Note that Elsevier may proceed with the publication of your article if no response is received.

Citing your article
The Digital Object Identifier (DOI) is a unique alpha-numeric character string which is assigned to an electronic article by the publisher upon first publication. The assigned
DOI never changes (unlike URLs) and so is an ideal medium for citing a document, particularly ‘Articles in press’ which have not yet received their full bibliographic information. A DOI in URL format (e.g. http://dx.doi.org/10.1016/j.fob.2013.04.003) will always point to the correct article.

**Article publicity**

FEBS Open Bio is keen to assist authors in publicizing their article. If you use social media to promote your article, please mention the journal Twitter account @FEBSOpenBio so that we can retweet your message.

Authors are invited to create an *AudioSlides* presentation to appear alongside their published article on *ScienceDirect*. AudioSlides are brief, webinar-style presentations. Authors are able to summarize their research using a selection of images and a spoken commentary, to help readers understand what the paper is about. More information and examples are available at http://www.elsevier.com/audioslides. Authors of all accepted papers will receive an invitation e-mail to create an AudioSlides presentation.

**Changes to authorship**

Requests to add or remove an author, or to rearrange the author names, after acceptance of your paper must be sent to the Editorial Office and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, letter) from all authors, including those authors added or omitted, that they agree with the addition, removal or rearrangement. Any requests to add, delete, or rearrange author names after the article is published online will follow the same policies as noted above and result in a corrigendum.

© Copyright 2014 Elsevier | http://www.elsevier.com