

Nuclear Receptor Signaling: Instructions for Authors

Revised March 2008

As of February 2008, Instructions for Authors for Review/Perspective and Methods submissions have been merged into a single document. Please contact editor@nursa.org with any questions about these instructions.

ARTICLE CATEGORIES

Perspectives Perspectives convey the personal opinions and arguments of the authors on an area of nuclear receptor or coregulators research. Where authors render a personal opinion on controversial or conflicting findings, citations of published observations in the authors' own laboratory(ies) to support their point of view are strongly encouraged. The inclusion of previously unpublished primary research data is not appropriate in Perspective articles.

Reviews Reviews of the nuclear receptor signaling literature are welcome which focus either on one or more aspects of a specific molecule, or on specific structural, functional or biological commonalities between larger numbers of molecules; or reviews of the application of a technique in the field. Reviews of meetings in the nuclear receptor field are also welcome. Unlike perspectives, reviews shall be unbiased and impartial, and shall incorporate a variety of conflicting data or models in a specific area. Inclusion of a model figure summarizing current knowledge in the area is strongly encouraged. The inclusion of previously-unpublished primary research data is not appropriate in Review articles.

Methods Methods articles are original descriptions of the application of a novel or existing method with specific relevance to the field of nuclear receptor signaling. Submissions which address the need for standardization of experimental procedures or describe strategies for developing high-throughput platforms for such techniques are particularly welcome. Please note that descriptions of hypothesis-driven research which in the editor's opinion emphasize the significance of experimental findings over the technique are not appropriate for submission to NRS.

Primary research articles are **not** considered by *Nuclear Receptor Signaling* at this time.

SUBMISSION CRITERIA

Submissions to *Nuclear Receptor Signaling* are received with the understanding:

- that the content does not to the authors' knowledge substantially resemble content previously published, or content submitted for consideration by any other publication;
- that all authors have seen and agree upon the version of the manuscript being submitted;
- that permission to reproduce figures, tables or other content previously published elsewhere has been obtained from the copyright holder.
- that any financial conflict-of-interest is made known at the time of submission.

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MANUSCRIPT SPECIFICATIONS

1. Main text document: acceptable file types

New manuscripts

Adobe PDF (preferred): **.pdf**
Microsoft Word: **.doc**

Revised manuscripts

Microsoft Word: **.doc**

The main text document should be named with the first author's surname, an indication of the component of the submission it corresponds to, and the appropriate file extension, e.g. **surnametext.pdf, surnametext.doc**.

2. Style

Nuclear Receptor Signaling accepts manuscripts written in English. Manuscripts submitted to *Nuclear Receptor Signaling* which do not meet reasonable standards of spelling or grammar will not be reviewed. All editorial decisions should be considered final.

3. Formatting

Manuscript documents must adhere to the following specifications:

- Formatted for standard US letter size paper (8.5 inches x 11 inches). Margins should be 1.5 inches in width on all sides.
- Double-spaced and unjustified (flush left margin, ragged right margin) throughout, including figure legends, table legends and references.
- Typed in 10 point text or higher
- Pages should be numbered in the lower right hand corner, with the title page serving as page 1
- Abbreviations: please list non-standard abbreviations and their definitions in the appropriate place in the manuscript. Abbreviations should also be defined at their first mention in the text document.
- Greek symbols; use the appropriate Greek symbol (α , β , γ , etc) in your manuscript document.
- Chemical & mathematical equations and structural formulae should be grouped in a single graphic and referred to from the text as with any other figure (e.g. Figure 4, Equation 3).
- SI units should be used throughout the manuscript

4. Article Layout

Note: For new submissions, a single, all-inclusive (text + figures) PDF or Microsoft Word document is required which contains the following sections in the order specified. (Note: for revised submissions, figures must be submitted separately from the main text document).

Title The title should be less than 300 characters, including spaces, and should not contain non-standard acronyms or abbreviations. Abbreviation of nuclear receptors, their ligands and coregulators is permitted.

Author(s), institutions and corresponding author

Authors should be matched with institutions using superscript numbers (1, 2 etc) attached to their surnames. The corresponding author's full mailing address (with country), phone number, fax number and e-mail address must be provided separately, with its own heading, beneath the institutes.

Abbreviations All non-standard abbreviations should be defined at their first mention in the text. They should be listed, along with their definitions, in alphabetical order at the appropriate place in the text. Please include abbreviations of relevant nuclear receptors, coregulators and ligands in this section.

Abstract The abstract must be on its own separate page. To ensure indexing in MEDLINE/PubMed, the abstract should not exceed 250 words in length. References should not be cited in the abstract.

Body The division of the body into a logical sequence of primary headings and subheadings is required. To facilitate processing of accepted manuscripts, subsection headings should be easily distinguished from main section headings.

The body of **Methods** articles **must** contain the following subsections:

Introduction The introduction should emphasize the broad nature of the issue which the article addresses, with reference to key publications.

Reagents and Instruments All relevant reagents and instruments used in the work should be included in this section, including the name of the manufacturer and the product or part number.

Methods Combine descriptions of all methods in one section, with subheadings where appropriate.

Results Combine all results and observations in one section, with subheadings where appropriate.

Discussion This section should contain discussion and interpretations of the data, with subheadings where appropriate.

Acknowledgements Please cite any funding sources with the full grant number.

References References may include journal articles (published or in press) and published book chapters or sections. Personal communications and unpublished observations should not be cited in the reference list, but should be mentioned in the main text where appropriate. Conference proceedings and abstracts are **not** permitted as citations. Citations of relevant websites and databases are encouraged. URLs should be cited using the name of the website home page, the year accessed and the digital object identifier (DOI), if available. URLs must **not** be provided in the body of the manuscript text.

Automated reference software The use of a reference management software package, such as Endnote, Reference Manager or ProCite, is strongly encouraged during manuscript preparation. This greatly facilitates processing of accepted manuscripts and enables the

journal to keep editorial costs to a minimum. To expedite publication of accepted manuscripts, we strongly encourage the submission of your Endnote (preferred), RefMan or ProCite file along with your manuscript.

Manual reference input Authors submitting manuscripts with manually typed references should note the following styles carefully to ensure they conform with the *Nuclear Receptor Signaling* style. **Accepted manuscripts containing manually entered references will be delayed in publication, due to the extra work required in the editorial office to format these references.**

All references should be cited in the text in parentheses per *Nuclear Receptor Signaling* style with the corresponding year, according to this example paragraph:

This is an example of a **single author citation** [Smith, 1999], and this is an example of a **two-author citation** [Smith and Jones, 2000]. This is an example of **three or more authors** [Smith et al., 2001]. In the case of **multiple references** at the end of a sentence, group in parentheses separated by a semi colon [Smith et al., 2003; Jones et al., 2004]. In the case of **two references with the same first author and year**, use a and b to distinguish them [Smith et al., 2003a; Smith et al., 2003b]. Finally, this is an example of a **personal communication** [J. Smith, personal communication], and this is an example of a **website citation** [Animal Models of Diabetes Complications Consortium, 2004].

For manually entered references, type the reference list as follows

1. Individual article in a journal

Baniahmad, A., Leng, X., Burris, T. P., Tsai, S. Y., Tsai, M. J. and O'Malley, B. W. (1995). The tau 4 activation domain of the thyroid hormone receptor is required for release of a putative corepressor(s) necessary for transcriptional silencing. *Mol Cell Biol* **15**, 76-86.

2. Individual article in a journal supplement

Carstensen, J. F., Tesdorpf, J. G., Kaufmann, M., Markus, M. M., Husen, B., Leenders, F., Jakob, F., de Launoit, Y. and Adamski, J. (1996). Characterization of 17 beta-hydroxysteroid dehydrogenase IV. *J Endocrinol* **150 Suppl**, S3-12.

3. Journal article in press

Xu, B., Goulding, E. H., Zang, K., Cepoi, D., Cone, R. D., Jones, K. R., Tecott, L. H. and Reichardt, L. F. Brain-derived neurotrophic factor regulates energy balance downstream of melanocortin-4 receptor. *Nat Neurosci*, in press.

Please note if you are using Endnote or another reference software, ensure that for articles in press, the "Year" field must be left blank and the words "In Press" must be typed in the "Volume" field.

4. Book chapter

Baum (1999). Neuroendocrine control of psychosexual development. In *Fundamental Neuroscience*, M. J.

Zigmond, and A. Smith, eds. (New York, Academic Press), pp. 1229-1244.

5. Entire book

Lewin, B. (1997). Genes, 6th edn (New York, Oxford University Press).

6. Web link / URL

Authors must ensure that the full website name is correctly included in the citation, and that the URL and digital object identifier (DOI) is accurately reproduced in the reference listing e.g. Animal Models of Diabetes Complications Consortium (2004) <http://www.amdcc.org/index.asp>

Table titles and legends All tables **must** have a title **and** legend. Titles should be brief, no more than 20 words. Legends should be a detailed summary of the contents of the table, but no more than 300 words. Please note the following style carefully, since our formatting software processes figure titles automatically.

Table 1. Here is the title written in bold.

Here is the legend starting on a new line which contains a brief summary of Figure 1.

Figure titles and legends All figures **must** have a title **and** legend. Titles should be brief, no more than 20 words. Legends should be a detailed summary of the contents of the table, but no more than 300 words. Please note the following style carefully, since our formatting software processes figure titles automatically

Figure 1. Here is the title written in bold.

Here is the legend starting on a new line which contains a brief summary of Table 1.

Tables Tables should be double-spaced and numbered in Arabic numerals in the order they appear in the text. All columns should be wide enough to accommodate column headings and units without individual words wrapping on to the next line. Section breaks may be used if necessary to display tables in landscape format. Please ensure that all tables are referred to in the text at least once. Large tables (>1 A4 page at readable size) should be submitted as supplementary files. Note: tables may be submitted as flat graphics files (preferred) in which case the guidelines in **3. Figures** above should be followed.

Figures Figures include models, schematics, flow diagrams, charts, photomicrographs, etc. They should appear at the end of new manuscript documents, after any tables. Ensure that all figures are referred to in the manuscript text at least once.

New manuscript figures Figures (cartoons, schematics, bar charts, etc) must be included at 1X size on separate pages at the **end** of the main text document for **new** manuscripts.

Revised manuscript figures Figures for **revised** manuscripts must be submitted **separate** from the text document as .TIFF files (300 dpi minimum).

Figure Software Guidelines We strongly advise against creating figures in Powerpoint, as this will result in resolution problems when they are converted to TIFF (required format for accepted articles). They should be created in a vector graphics program (Adobe Illustrator/Photoshop, Deneba Canvas, Corel Draw)

and saved as 300 dpi (minimum) TIFFs. Full size figures in published article PDFs will be a maximum of 6” in width, so figures should be designed with this in mind.

It is NRS policy not to publish papers with figures of insufficient print resolution, and authors will be required to resubmit or redraw figures which do not meet these standards.

Figures must be submitted on a white background. Bar charts should contain indications of experimental error where appropriate. All figures must be numbered and referred to in the text. They must have an associated title and legend in the text document – these should **not** appear on the Figure itself. Figures should be cropped to minimize the amount of white space surrounding the illustration. Do not place this number on the printed (data) area. Multipart figures, such as a montage of photomicrographs, cartoons or bar charts, should be grouped in a single composite illustration, with each component clearly labeled in a lower case letter (a, b, c), etc. Photomicrographs should contain a scale bar.

Individual chemical structures and/or structural series must not be provided in the main text body, but grouped together in a figure and cited as appropriate.

Please ensure that all figure files have the appropriate file name, that is, the first author’s surname followed by the figure number, e.g. **surnamefig1.tif, surnamefig2.tif.**

Supplementary files Large files containing any other material relevant to the publication, such as worksheets routinely used in the authors’ laboratory, spreadsheets, movies or animations may be submitted as supplementary files. Refer to each piece of supplementary data by name in the text (e.g. See Supplementary data, file 1). Include a title and legend for each supplementary file under the heading “Supplementary Material” after the figure and table legends.

Supplementary File 1. Here is the title written in bold.

Here is the legend starting on a new line which contains a summary of Supplementary File 1.

The following formats only are acceptable:

- Microsoft Word (.doc)
- PDF (.pdf)
- Text (.txt)
- Excel (.xls)
- Comma separated value (.csv)
- Tab-delimited text (.txt)
- Audio-Video Interleaved (.avi)
- Windows Media Video (.wmv)
- QuickTime (.mov)
- MPEG (.mpg)
- Shockwave Flash (.swf)

Please ensure that all supplementary data files have the appropriate file extension associated with the file name, of the form **surnamesupp1.pdf, surnamesupp2.xls, surnamesupp3.mpg**, etc.

Videos submitted as supplemental files should be no more than 5MB in size and be of a maximum length of 60 seconds.

MANUSCRIPT SUBMISSION

To help publications in *Nuclear Receptor Signaling* remain free of charge to the authors, manuscripts can be accepted only via our web submission portal, **NRS Manuscript Submission**. This portal has been tested on both Apple OS (Firefox and Safari) and Windows XP (Firefox and Internet Explorer 6 & 7). We recommend using one of these system & browser combinations to submit the manuscript.

1. Register with NURSA

The person submitting the manuscript will be required to register with the NURSA website. In the menu on the left hand side of the NURSA home page (www.nursa.org) click on REGISTRATION. We recommend filling out all the fields since this will facilitate the manuscript submission process. After submitting you will receive an e-mail confirming your registration. Contact support@nursa.org if you do not receive this e-mail within 30 minutes of registering.

2. Log in to My NURSA

When you have received your e-mail, log-in to My NURSA on the right hand side of any page on the NURSA website. (The system will remember you next time you visit the site if you check the “Remember Me” box). When you are logged in, your name will be displayed along with a My NURSA link that will take you to the My NURSA portal.

Initial (new) submissions

Under NRS MANUSCRIPTS, click on New Submission. Collect the following items in a single folder on your computer desktop:

- Main manuscript document containing figures at 1X size at the end of the document (required)
- Cover letter containing a short summary of the focus of the article
- Supplementary files, if any

Upon successful submission of the manuscript into our system, the submitter and the corresponding author will receive an e-mail notification containing the manuscript ID. This manuscript ID should be used in all subsequent correspondence concerning this manuscript. New manuscripts will be checked for compliance with NRS new submission guidelines and authors will be contacted for additional information/files if necessary. Reviewers will then be assigned to the manuscript. Please note that this can be a lengthy process and may impact the time for review of the manuscript. Once all reviews have been returned, authors will be contacted by the editorial office with reviewers’ comments and instructions for revision of the manuscript, if any.

Checklist for initial submission

- 1. Are your abbreviations listed and defined in the manuscript document?
- 2. Are your figures and tables included at the end of the manuscript document?
- 3. Do the filenames of all submitted files contain the first author’s surname and the appropriate file extension?

If the answer to any of these is no, review of your manuscript will be delayed.

Revised submissions

Revised submissions will be treated as new submissions if they are not received within **eight (8)** weeks of the return of the reviewers’ comments to the authors.

Due to the software platform we use, Microsoft Word (*not* PDF) is the only acceptable format for **revised manuscript files**. **Figures** must not be included in the manuscript document at this stage, but submitted as separate, high resolution TIFF files. **Rebuttal letters** may be submitted in either Word or PDF form.

The **NRS Manuscript Submission** portal will remember many entries you made in the initial submission – these should be double-checked for accuracy.

Please have the following files ready:

- The revised spell-checked main manuscript document
- The article reference file, if available (Endnote, Refman or ProCite)
- The itemized responses to the reviewers’ comments in your rebuttal letter
- Revised source figure files saved in TIFF format
- Revised supplementary files, if any

File names All files should be named with the first author’s surname and an indication of the component of the submission it corresponds to. Examples are shown below.

- **Main text document:** surnametext.doc,
- **Figures/Tables:** surnamefig1.tif, surnametab2.tif
- **Supplementary files:** surnamesupp1.mpg, surnamesupp2.pdf

Check your list of references to and update any references listed as “In Press” at the time of initial submission that are now published.

The submitting author and corresponding author will receive an e-mail notification when the revised manuscript has been submitted. The revised manuscript will be checked for compliance with NRS revised submission guidelines, and authors will be contacted for additional information/files if necessary. The submitting and corresponding authors will receive another notification when the manuscript is accepted for publication. The manuscript will then enter the NRS production system, and a final notification will be sent out when it is published, with a link to the full online version of the article.

Checklist for revised submission

- 1. Does your cover letter contain a **point-by-point** response to each of the reviewers’ comments?
- 2. Have you created your figures in a vector graphics program (Adobe Photoshop/Illustrator, Deneba Canvas, Corel Draw) and saved them as 300dpi (minimum) TIFFs? (Figures created in Powerpoint then saved as TIFFs are not acceptable for print publication.)

3. Do you have your figure files separate from the main manuscript document?

If the answer to any of these is no, a final decision on your manuscript will be delayed.

Submitting your revised manuscript

1. Log in to My NURSA.
2. Under NRS MANUSCRIPTS on the left hand side of the page, click on **My Submissions**.
3. You will see a series of tabs. Click on the **“Reviewed”** tab. You will see the information for your reviewed manuscript displayed. Under the **“Action”** heading on the right, click the **“View”** link.
4. This will take you to the submission interface for your manuscript. Confirm that all the information under the **“Author(s)”** and **“Manuscript Information”** tab is correct, then click on the **“Upload Files”** tab.
5. File upload for revised manuscripts is in two steps: 1) Manuscript document, rebuttal letter and Endnote file (if available); and 2) Figures, Tables and Supplementary Material. Please follow the instructions to upload the files.
6. Review the information under the **“Complete Submission”** tab, then click the button at the bottom of the page to complete your revised submission.
7. You should shortly receive an automated e-mail telling you your revised submission has been received by the NRS Editorial Office. Please contact support@nursa.org if you do not receive this e-mail.