

Instructions for preparation of manuscripts for publication in supplements to BioMed Central journals

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Submission

Please do not submit your supplement manuscript via our online submission system unless specifically asked to do so. **Manuscripts (in English) and figures for supplements should be submitted to the supplement organizers and will then be submitted by email or via our ftp site to BioMed Central.**

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All articles should include a Competing interests section. It is particularly important for sponsored supplements to include relevant disclosures and to include a statement regarding any named sponsor products or compounds in development referred to in the article.

Proofs

You will receive a PDF proof from our production department and will be asked to respond to any queries and return any corrections within 2 days.

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Before submitting the manuscript to your supplement organizer, please go through the list of points below, and refer back to the main instructions if necessary. You should be aware that failure to follow the instructions may cause interruptions to the review and production process which could result in delayed publication of the whole supplement. If it is necessary to make any changes in proof due to incorrect formatting of the original files, changes will be at the discretion of the Editors

When you have checked each of the points, please make the required changes to your files.

Incorrectly formatted manuscripts cause problems and delays during the production process.

Title page of manuscript

1. Authors' affiliations should be in the following format: Department, Institute, City, Post/Zip code, Country.
2. Each affiliation must be linked to an author.
3. All authors must be linked to their corresponding affiliation(s) using superscript numerals.
4. Authors should not list their qualifications on the title page.
5. One corresponding author should be indicated.
6. A contact email address must be listed for each author.
7. The title should be in bold, sentence case with no full stop at the end and no underlining.

Manuscript sections

8. Abstracts should be no longer than 350 words.
9. Abstracts should not cite references, figures or tables, and the use of abbreviations should be minimized.
10. The abstract should include trial registration details, if appropriate.
11. All articles should include the following sections (in order): Abstract; Background; Main text with appropriate subheadings (see online instructions for authors - for research articles headings should include Methods, Results, Discussion, Conclusions); List of abbreviations used (if any); Competing interests; Ethics and consent; Declarations; Acknowledgements; References; Figure legends (if any); Tables (if any); Additional data files (if any). Do not number the sections.
12. **Please use sentence case for titles, headings and subheadings, with no unnecessary initial capital letters.**
13. Figures must be supplied as separate files (see below).
14. Do not include footnotes or text boxes.
15. Avoid including long URLs in the main body of the text, put them in the reference section with the name of the website.
16. A competing interests section must be included
17. A declarations section must be included
18. Ensure that permission has been obtained to reproduce any previously published materials (e.g. text sections, reproduced figures/tables, etc") and make sure the original publications are correctly referenced

References

19. References must be cited in the text using consecutive numbers in square brackets.
20. References to other articles from within the same Supplement as your article must be highlighted in red.
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Figures

22. **Each figure must be provided as a separate file, not embedded in the main manuscript file.**
23. If a figure consists of separate parts e.g. A and B, it is important that these parts are submitted in a single figure file and not as individual figure files.
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26. Figures should be of adequate resolution to ensure good reproduction online.
27. Please name figure files so it is easy to identify which manuscript they belong to and which figure number they are.
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29. Tables smaller than one side of A4 (210mm x 297mm) can appear within the main article and should be included at the end of the manuscript file, in the order that they are referred to in the text.
30. Tables must be divided into cells/fields - tables generated with tabbed text are not acceptable.
31. Tables should not include colour or shading

Additional files

32. These may consist of larger tables or other files, such as movies, PDF files, etc, that are not intended to appear within the body of the article.
33. If authors have included additional files, they must include a separate section in the manuscript that lists: file name(s), file format(s), title(s) of data and short description(s) of data.
34. Additional files **must** have the appropriate three-letter file extension for the programme you have used to generate them (e.g. .xls for Excel; .pdf for Acrobat files etc). Additional files must be cited in the text in the following way, eg: "see Additional file 1".

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A sample article title

Charles A Darwin^{1*}, Jane E Doe^{1,2*}, John RS Smith^{3§}

¹Life Sciences Department, King's College London, Cornwall House, Waterloo Road, London, UK

²Department of Zoology, Cambridge, Cornwall House, Waterloo Road, London, UK

³Marine Ecology Department, Institute of Marine Sciences Kiel, Düsternbrooker Weg 20, 24105 Kiel, Germany

*These authors contributed equally to this work

§Corresponding author

Email addresses:

CAD: charles@darwin.co.uk

JED: jane@darwin.co.uk

JRSS: johnsmith@darwin.co.uk

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Abstract

Background

Text for this section of the abstract...

Methods

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Results

Text for this section of the abstract...

Conclusions

Text for this section of the abstract...

Background

Text for this section.

Methods

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Results

Sub- heading for this section

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...Discussion

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Conclusions

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List of abbreviations (optional section)

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Declarations

Authors' contributions

What each author contributed to the study and writing of the article.

Authors' Information (optional section)

Text for this section.

Acknowledgements (optional section)

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Ethics approval and consent to participate

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Consent for publication

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Availability of data and materials

Text for this section ... (If you do not wish to share your data, please state that data will not be shared, and state the reason.)

Competing interests

Please declare any conflicts of interests here (If none, please state so)

Declaration

Publication of this article was funded by...

References

1. Shuman S: **Structure, mechanism, and evolution of the mRNA capping apparatus.** *Prog Nucleic Acid Res Mol Biol* 2000, **66**:1-40
2. Chomczynski P, Sacchi N: **Single-step method of RNA isolation by acid guanidinium thiocyanate-phenol-chloroform extraction.** *Anal Biochem* 1987, **162**:156-159
3. Sambrook J, Fritsch EF, Maniatis T: *Molecular Cloning: A Laboratory Manual.* Cold Spring Harbor, Cold Spring Harbor Press 1989

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4. Wessely S, Wood F: **Peer review of grant applications: a systematic review**. In: *Peer review in Health Sciences*. Edited by Godlee F, Jefferson T. London, BMJ Books 1999, 14-31
5. Advisory Committee on Genetic Modification: *Annual Report*. London; 1999.

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Figures

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Tables

Table 1 - Sample table title

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Variable	Example data	Example data	Example data
Variable	Example data	Example data	Example data

Table 2 - Another sample table title

Table legend text.

	Variable	Variable	Variable
Variable	Example data	Example data	Example data
Variable	Example data	Example data	Example data

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