

## General Information for Authors

Peer-reviewed Research Articles, Rapid Communications, Research Notes, Technical and Software Notes, and Invited Reviews are published. Rapid Communications expedite the printing of results expected to have high impact or requiring rapid dissemination (estimated time to publish is 6 weeks after acceptance). A Research Note describes a complete study that does not require a full-length paper; the length is limited to four printed pages.

Technical Notes describe new techniques with application in photobiology or photochemistry. The Journal publishes Symposia-in-Print which focus attention on specific areas of current interest. Manuscripts for Symposia-in-Print are either invited by a Guest Editor or contributed in both cases they are peer-reviewed. Reviews are published which emphasize literature published in the last two years. Contact the editor if you would like to contribute a review.

The editorial policy of the Journal is to publish manuscripts of the highest quality, combining scientific rigor, clarity, and brevity with rapid publication. To this end, all manuscripts are carefully reviewed and every effort is made to provide useful editorial assistance to authors.

## Instructions for Preparation of Manuscripts and Figures

### OVERVIEW – Article Format

Manuscripts for *Photochemistry and Photobiology* are to be submitted electronically as text files (Microsoft Word or Rich Text Format). Figures and Image files in TIFF, DOC, PDF or EPS format must be uploaded separately from the text. The written document and figures will be merged into a PDF file as part of the submission process.

*Photochemistry and Photobiology* urges authors to use the manuscript templates available at [www.manuscriptcentral.com/php](http://www.manuscriptcentral.com/php) as an easy tool to ensure that the manuscripts follow the journal format. Using templates reduces the time invested in studying the detailed instructions that follow.

Manuscripts should be written in clear, concise English. Double space manuscript, tables, figure legends, and references list. Page numbers must be included. Use italics for scientific names. Do not include automatic headers or footers. Boldface, italic, subscript and superscript word-processing commands should be retained.

Assemble manuscript with a Title page. Section headings are Abstract, Introduction, Materials and Methods, Results, Discussion, References, appendix if needed, and Figure Captions. The Results and Discussion sections may be combined. The section heading Conclusion is allowed, not required. Section headings are capitalized.

Most figures will be printed in one-column width (8.3 cm). Please send your figures at this size and make sure all of the font is legible to avoid delays in production. Complex figures may be printed at 5 inches.

## HUMAN AND ANIMAL SUBJECTS

Journal policy requires that "research reported in *Photochemistry and Photobiology* using human or animal subjects or any tissue derived therefrom, radioactive or carcinogenic substances, or recombinant DNA, shall have been conducted in accord with accepted ethical and humane practices, and shall have been approved by the pertinent institutional and/or governmental oversight group(s)".

## Manuscript Format

### TITLE PAGE

**Title:** Use upper case for first the letter of each word in the title. Prepositions with 4 or fewer letters should be lower case. Do not use abbreviations in the title.

**Names of author(s) and institutional affiliation for each author:** First name followed by last name, as they should appear in print. Do not include titles or degrees. If authors are not all at the same institution, use superscript Arabic numerals to indicate each author's affiliation.

Please asterisk the name of the corresponding author and provide the e-mail address.

### ABSTRACT

The Abstract should consist of brief statements about intent, experimental approach, results, and significance of findings in one paragraph. The maximum length is 200 words. Footnotes and undefined abbreviations should not be used. Citation of previous work is discouraged; if a citation must be used, the form should be: [Jones, A. (1990) *Photochem Photobiol*, **58**, 79–83].

### INTRODUCTION

The Introduction should provide readers with the purpose of the study and a concise review of pertinent literature. An extensive review of the literature should not be presented.

Spell out **abbreviations** the first time they are used in the text.

## MATERIALS AND METHODS

Experimental procedures should be described concisely, but with sufficient detail to allow repetition by experienced researchers. Previously published procedures should be cited and any significant variations described. For specialty items and difficult to find commercial vendors please provide city and states (and country if not USA).

## RESULTS

A concise description of the results should be given, referring to the figures and tables. Only essential figures and tables should be included; often one or two sentences can be used instead of a simple bar graph. The same data should not be presented in both a figure and a table. **Do not** embed figures in the text. Figures should be submitted as separate files. They may all be contained in one file. Tables should be included in the text prepared using in MS-Word or MS-Excel. Number all illustrations, tables and references in the order first cited in the text. Use Arabic numerals for both figures and tables: Fig. 1, Table 1. Use Système Internationale (SI) units. The Results and Discussion sections can be combined, if the logical sequence of material is improved thereby.

## DISCUSSION

The data described in the Results section should not be repeated. The discussion should be concise and not include unfounded speculation.

Technical assistance, advice from colleagues, gifts and financial support are acknowledged following the Discussion section. Begin at left margin with "*Acknowledgments*"; text of acknowledgment section follows on same line.

**Previously published work.** If any of the work has been previously published, please reference the work. It is the author's responsibility to obtain copyright approval and include the appropriate acknowledgements of the original work.

**Footnotes should be avoided.** If necessary use standard footnote symbols in the order †, ‡, §, ||, ¶. Footnote the title **only** to show (a) that some or all of the material was presented at a meeting (give name, dates, and location of meeting), or (b) dedication of the paper. Every paper by two or more authors must have a footnote to one author's name: "To whom correspondence should be addressed, at (give mailing, fax, and e-mail addresses)"; the superscript \* is reserved to identify the corresponding author. Current address of an author can be given in a footnote to the author's name.

**Supplementary Material:** Material that is supplementary to the printed text of an article (eg video clips, extra images, tables, etc.) can be hosted online with the journal at the discretion of the Editor. Authors are required to provide a legend (include with your figure

legends) explaining what is contained in the supplementary file. Specific author guidelines for submitting this material to the editorial office and production can be found at: <http://www.blackwellpublishing.com/bauthor/suppmat.asp>. Alternatively, authors may wish to submit supplementary materials for the reviewers and associate editors only (not wishing to post on the web). In either case you will indicate the audience for whom it is intended at the time of submission.

## REFERENCES

For reference citations in text, use numbers enclosed in parentheses corresponding to numbers in references list, e.g. "Various researchers (1-3) have shown..."; "...see Borkman et al. (1) and Turro (3)". Submitted and in press articles can be included with the references if the journal is identified and complete title given. Unpublished information should appear, in text only, as (J. Jones, unpublished data) or (J. Jones, personal communication). Only literature citations (no footnotes) should be listed in the REFERENCES section. Arrange references in the REFERENCES section **in the order in which they are first cited in text**. Be sure the numbers in the REFERENCES list correspond with numbers of references in the text; each citation must have a distinct number (i.e., **no multiple references**). Verify all entries against original sources, especially names of all authors, article titles, journal names, accents, diacritical marks, and spelling. Do not use "et al." in the list of references.

Use the following format, including punctuation, for references (see *Chem. Abstracts* or *Index Medicus* for journal name abbreviations). Include both first and last page numbers.

***Note: If an article is "in press", please provide the DOI number (if available) Please only list a reference as "in press" if the manuscript is already accepted for publication.***

*Journal article:*

1. Borkman, R. F., J. D. Tassin and S. Lerman (1981) The rates of photodestruction of tryptophan residues in human and bovine lens proteins. *Exp. Eye Res.* **32**, 747–754.

*Book:*

2. Frolik, C.A. and J. A. Olsen (1984) Extraction, separation and chemical analysis of retinoids. In *Retinoids* Vol. 1. (Edited by M. B. Sporn, A. B. Roberts and D. S. Goodman), pp. 182–233. Academic Press, New York.

or

3. Turro, N. J. (1978) *Modern Molecular Photochemistry*. Benjamin/Cummings, Menlo Park, CA.

*Material Accessed at a Website:*

FDA Center for Food Safety and Applied Nutrition (2004) Tattoos and Permanent Makeup. Available at: <http://www.crsan.fda.gov/~dms/cos-204.html>. Accessed on 1 June 2004.

*Thesis or Dissertation:*

Käß, H. P. S. (1995) Die Struktur des primären Donators P700 in Photosystem Untersuchungen mit Methoden der stationären und gepulsten Elektronenspinresonanz. Ph.D. thesis, Technische Universität Berlin.

*Proceedings:*

Kodera, Y. and H. Mino (1992) Pulsed EPR study of tyrosine-Z<sup>+</sup> in photosystem II. In Research in Photosynthesis, Vol. II, (Edited by N. Murata), pp. 5.57–5.60. Kluwer Academic Publishers, Dordrecht, Proceedings of the IXth International Congress on Photosynthesis, Nagoya, Japan, 30 August–4 September 1992.

*In Press:*

Dewar, M. S. J. and W. Thiel (1997) Ground states of molecules. J. Am. Chem. Soc. (In press, DOI: XXXXX.xxxxxx)

## TABLES

Tables should be prepared in Word or imported from Excel and should be contained in your text file. To label tables, begin at left margin "Table 1." The caption follows immediately on the same line. Capitalize only the first word and proper nouns of the captions. Double space throughout; use same size type as in text. Use the footnote symbols as described above, beginning with † on each table. If a table has more than six footnotes, double the symbols in sequence: ††, etc. Literature citations are given as in the text (a number enclosed in parentheses corresponding to the number in the Reference list).

## STRUCTURES

All schemes and structures should be included in the text. Refer to these as schemes and label either as Scheme 1, Scheme 2, etc or bold numbers **1, 2**, etc. Structures will, in general, be printed up to 8.3 cm wide. Larger more complex structures may be printed at 4 – 6 inches in width. **All significant details, fonts, super- and subscripts should be clear at this size.**

## FIGURES

All figures must be submitted separately from the text.

Figures may be line drawings (including chemical structures), graphs, black and white half-tones (photographs), or color photographs. Illustrations to be printed as half-tones or color photographs may be submitted as original photographs. Halftone and color images should be scanned at 300 pixels per inch (ppi). Line art should be scanned at 1200 ppi. Use either TIFF, DOC, PDF or EPS formats for submission of images and figures.

More detailed information on the submission of electronic artwork can be found at <http://www.blackwellpublishing.com/bauthor/illustration.asp>.

Color figures will be **printed** free of charge, if determined scientifically necessary by the Editor. For **printing** of optional color, the Editorial Office will provide current costs. Your **on-line** publication posted by Blackwell will contain ALL figures submitted in color even if not deemed scientifically necessary. If you want to take advantage of this feature, please make sure your figures are of acceptable quality if printed in color or black and white

Keep the following points in mind when preparing figures:

- **Figure legends:** Significant experimental details can be given, avoiding repetition of the text. Symbols and abbreviations in legends must agree with those in figures. Abbreviations must also agree with those in the text. Define error bars in figure legends.
- Reproduction in the journal will be identical, except for size, to the figure supplied. Flaws cannot be corrected. Figures which in the Editor's opinion will not reproduce well will need to be replaced and could delay publication.
- The standard width for figures is 6.7–8.4 cm. Letters, numbering and any symbols on a figure (including inserts) must be large enough to be clearly legible after the figure is reduced to 8.3 cm width. Authors are strongly encouraged to test the legibility of figures by photocopying them to this size. A font size of 10 is suitable for figures of up to 10 cm in width. An original figure size around 10 cm width is preferred. Maximum length for an illustration is 9 1/4" (235 mm).
- Fields filled with dots of varying density (as in many bar graphs) do not reproduce well; use black, white and grey scale colors and then use well-spaced dashed lines or solid lines at varying angles.
- **Do not** box or frame graphs, data, schemes, or illustrations.
- Use of a third dimension in figures that does not add information is discouraged.
- **Multi-panel figures:** The labels a, b, etc. must appear **within each panel** of the figure; use lower-case letters in a size that will be legible when the total figure is reduced in size for printing. On photos, if black letters do not show up well, use white ones. Add symbols with press-on symbols and letters; handwritten or typed symbols are not acceptable. Panels should be a same size, whenever possible. Font and font size must be consistent on panels. Arrange panels to minimize repetition of symbol legends and axes labels. Do not leave unnecessary space between panels.

## THE REVIEW PROCESS

Upon submission, the manuscript is assigned to an Associate Editor (AE) by the Editor. The AE requests reviews from experts in the research area and ensures timely review.

Upon receipt of reviews, the AE makes a decision concerning the publication of the manuscript. Appeals of AE decisions can be made to the Editor.

## **PAGE PROOFS**

Page proofs are emailed as PDF files to authors about 4 weeks after the manuscript is accepted for publication.

## **REPRINTS**

A Reprint order form is emailed with the galley proofs of the manuscript.

## **PUBLICATION CHARGES**

Authors are requested to pay the American Society of Photobiology a fee of \$35 per page. Any author who finds it impossible to meet these charges may indicate this on the invoice sent with the galley proofs; such authors may wish to consider partial payment of page charges.