

# molecular microbiology

## Instructions to Authors of MicroMeeting Reports

### AIMS:

**MicroMeeting Reports** should be short, succinct, personal accounts of the most recent and exciting developments in a particular aspect of microbial molecular biology, as presented at a recent symposium, workshop, colloquium or congress, written by one or more of the participants (usually including one or more organisers). The authors are themselves responsible for obtaining authorisation (from the organiser(s) and sponsors) to publish the article and for verifying the specific details reported in the manuscript with the individuals concerned. In order to maintain topicality, **MicroMeeting Report** articles will be given top priority in the publication schedule.

**MicroMeeting Reports will be made immediately and freely available to non-subscribers to the Journal through the journal web site, thereby increasing reader access.**

**MicroMeeting Reports** should not attempt to mention every paper presented at the meeting, but should instead concentrate only on the main highlights and new developments. Important papers presenting the same or related aspects of a particular topic should be given special attention, particularly when new data from different groups can be brought together to provide novel insights and ideas. Careful attention should be paid to factual content and presentation. Errors in **MicroMeeting Reports** are more easily perpetuated than those in research papers because they are more widely-read and cited. Several excellent **MicroMeeting Reports** have been ruined by poor presentation, so ask some colleagues from outside of the field to read the manuscript and to tell you what they got out of it, and please get someone to check the English. Remember, our aim is to ensure that your **MicroMeeting Report** becomes a benchmark paper.

### FORMAT:

**MicroMeeting Reports** should start with a general introduction to the topics covered at the meeting, including the names of the organisers and the location and dates of the meeting. The title of the paper will usually be that of the meeting itself, though more catchy titles can also be used.

Discussion of papers dealing with a specific topic should be brought together in one section under an appropriate heading. Discussion of work presented should include the full name of the person who presented the paper, as well as the name of the principal investigator (if this is different) and the location of the laboratory in which the work was performed (e.g. John Smith from David Brown's laboratory at Camford University, UK). Published papers should be cited wherever appropriate (using the same format as for research and review manuscripts) to provide the necessary background.

**MicroMeeting Reports** should not exceed 10-12 manuscript pages. Particularly informative figures or tables can also be included. Authors might like to use figures prepared by the participant whose work is being discussed (authors must obtain permission for the use of such figures from the owner and, where appropriate, from the publisher of the article in which it first appeared). Colour photographs suitable for publication on the front cover will also be considered, and **colour photographs in the text will be published free of charge (at the editor's discretion)**.

All other aspects of the format and presentation should be according to the uniform style for research papers and MicroReviews, including the main title, running title (10-50 characters), names and addresses of authors, an abstract (about 200 words) and section headings. As with all papers, careful attention to minor details of style and presentation will reduce the need for copy editing and will speed up publication. Authors are requested to include suggestions for key words suitable for indexing.

The editor reserves the right to seek the opinion(s) of experts in the field and to request that changes be made. As with all manuscripts published in the Journal, the publisher, Blackwell, will become the copyright owner.

## **HOW TO SUBMIT YOUR MICROMEETING REPORT:**

**MicroMeeting Reports** are edited by Peggy Cotter in the Chapel Hill office of the journal.

Submit your **MicroMeeting Report** manuscript on-line by going to <http://mmi.manuscriptcentral.com/>. Create an account (if you don't have one already) and then follow the simple instructions. To save time, do not format the title or the abstract when this option appears on the screen. You do not need to suggest referees (because your manuscript will not be refereed). However, at least one of the MolMicro editors will read the manuscript and may suggest changes. Figures can be uploaded in virtually any format but TIFF or EPS formats are recommended as they will be required by the production office). Please do not hesitate to contact Peggy Cotter if you have any queries.

### **PERK:**

At the discretion of the handling editor, MolMicro allows MicroMeeting Report authors to have charges waived for colour artwork in the first MolMicro research paper they publish after the publication of their Meeting Report. Please ask the handling editor for details.