

INSTRUCTIONS FOR CONTRIBUTORS (March 2011)

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All manuscript submissions are peer-reviewed before being accepted for publication. Authors are requested to suggest at least 2 referees. The names should be entered into the Comments to Editor text box during the submission process. In submitting a manuscript to The Turkish Journal of Biology, the authors affirm that the manuscript is not being submitted elsewhere. The corresponding author is required to sign the Copyright Release Form on behalf of all authors before processing of the manuscript can begin.

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After the manuscript has been accepted for publication, i.e. after referee-recommended revisions are complete, the complete, the author will not be permitted to make any additions.

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Manuscripts should be written in English, together with an abstract written in Turkish. Contributors who are not native Turkish speakers may submit their manuscripts with an abstract written in English only. Contributors who are not native English speakers are strongly advised to ensure that a colleague fluent in the English language, if none of the authors is so, has reviewed their manuscript. Concise English without jargon should be used. Repetitive use of long sentences and passive tense should be avoided. It is strongly recommended that the text be run through computer spelling and grammar programs. Spelling should be British or American English and should be consistent throughout. In general, the journal follows the conventions of Scientific Style and Format, The CSE Manual for Authors, Editors, and Publishers, Council of Science Editors, Reston, VA, USA (seventh ed.). All abbreviations and acronyms should be defined at first mention. To facilitate reader comprehension, abbreviations should be used sparingly. Latin terms such as et al., in situ, in vitro, or in vivo should not be italicised.

Degree symbols (°) must be used (from the Symbol list on the Insert menu in Microsoft Word) and not superscript letter "o" or number "0". Multiplication symbols must be used (×) and not small "x" letters. Spaces must be inserted between numbers and units (e.g., 3 kg) and between numbers and mathematical symbols (+, −, ×, =, <, >), but not between numbers and percent symbols (e.g., 45%).

Manuscript format

The following format is designed for Full Papers, and should be modified appropriately for manuscripts in other categories. The manuscript should be arranged as follows, with the Introduction beginning on a separate page:

1. Title page

- (i) Title: this should be concise and informative and in sentence case (e.g., Identification and characterization of the rat DVL2 gene using bioinformatic tools).
- (ii) List of authors' preferred names.
- (iii) Institute or laboratory of origin.
- (iv) The name and address of the corresponding author, including an email address.

2. Abstract

This should provide clear information about the research and results obtained. Turkish abstracts are not required from non-Turkish authors. The abstract should not exceed 200 words.

3. Key word index

This is to contain 'key words' or phrases to enable retrieval and indexing by modern searching techniques. The list should not exceed 10 words.

4. Introduction

This should argue the case for your study, outlining only essential background, but should not include either the findings or the conclusions. It should not be a review of the subject area, but should finish with a clear statement of the question being addressed.

5. Materials and Methods

This should provide sufficient details of the techniques used to allow them to be repeated.

6. Results and Discussion

This should highlight the results and the significance of the results and place them in the context of other work. The final paragraph ought to provide a resume of the main conclusions.

7. Acknowledgements

8. References

The references should be numbered and listed according to their sequence in the text and a reference number inserted in parentheses where referred to in the text. All authors should be included in reference lists unless there are 3 or more, in which case only the first 3 should be given, followed by 'et al.'. The manuscript should be carefully checked to ensure that the spellings of authors' names are exactly the same in the text as in the reference list. Authors bear primary responsibility for the accuracy of all references.

They should be given as follows:

Journal article

Surname initial(s). Title of the article. Name of the journal (abbreviated according to the international norms) Volume: Page numbers (first page-last page), Year of publication.

Example:

Devey ME, Sewell MM, Uren TL et al. Comparative mapping in loblolly and radiata pine using RFLP microsatellite markers. *Theor Appl Genet* 99: 1179-186, 1999.

Book

Surname initial(s). Title of the book. Name of the publisher. Place; Year of publication.

Example:

Godfrey T. Industrial Enzymology. Nature Press. New York; 1983.

Book article or chapter

Surname initial(s). Title of the chapter. In: surname initial(s) of the editor(s). ed. Name of the Book. Name of the publisher; Year of publication: Page numbers (pp. first page-last page).

Example:

James NE. Two sides of paradise. In: Palumbo D. ed. Spectrum of the Fantastic. Greenwood; 1988: pp. 219-223.

Theses

Surname and the initial(s) of the author. Title of the thesis, Type of the thesis (MSc or PhD), Name and address of institute where the research was carried out, Year in which the research was carried out.

Example:

Öztürk F. Identification, Molecular Typing and Determination of Biological Activities of Bacillus Species Isolated from Soils in Ankara, PhD, Gazi University Institute of Science and Technology, 2007.

Figures and Tables

All illustrations (photographs, drawings, graphs, etc.), not including tables, must be labelled "Figure".

All tables and figures must have a caption and/or legend and be numbered (e.g., Table 1, Figure 1) unless there is only one table or figure, in which case it should be labelled "Table" or "Figure". Captions must be written in sentence case (e.g., Alignment of homologous proteins to rat DVL2 proteins.)

All tables and figures must be numbered consecutively and given at the end of the manuscript.

The resolution of images should not be less than 118 pixels/cm when width is set to 16 cm.

Images must be scanned at 1200 dpi resolution and submitted in jpeg or tiff format.

Graphs and diagrams must be drawn with a line weight between 0.5 and 1 point. Graphs and diagrams with a line weight less than 0.5 point and more than 1 point are not accepted. Scanned or photocopied graphs and diagrams are not accepted.

Charts must be prepared in 2 dimensions unless required by the data used. Charts unnecessarily drawn in 3 dimensions are not accepted.

Figures must be submitted both in the manuscript and as separate files.

Notes on figures that are submitted as individual files:

Figures that are charts, diagrams, or drawings must be submitted in a modifiable format, i.e. our graphics personnel should be able to modify them. Therefore, if the program with which the figure is drawn has a "save as" option, it must be saved as "*.ai" or "*.pdf". If the "save as" option does not include these extensions, then the figure must be copied and pasted into a blank Microsoft Word document as an editable object. It must not be pasted as an image file (tiff, jpeg, or eps) unless it is a photograph.

Notes on figures that are embedded in the manuscript:

Figures must be copied and pasted into the manuscript as an editable object. It must not be pasted as an image file (tiff, jpeg, eps) unless it is a photograph.

Tables and figures, including caption, title, column heads, and footnotes, must not exceed 16 × 20 cm and should be no smaller than 8 cm in width. Tables must be clearly typed, each on a separate sheet, and double-spaced.

Tables may be continued on another sheet if necessary but the dimensions stated above still apply.