

JOURNAL OF BACTERIOLOGY

2008 INSTRUCTIONS TO AUTHORS*

SCOPE

The *Journal of Bacteriology* (JB) publishes descriptions of basic research on bacteria and other microorganisms. Topics that are considered include structure and function, biochemistry, enzymology, metabolism and its regulation, molecular biology, genetics, plasmids and transposons, general microbiology, plant microbiology, chemical or physical characterization of microbial structures or products, and basic biological properties of organisms.

ASM publishes a number of different journals covering various aspects of microbiology. Each journal has a prescribed scope that must be considered in determining the most appropriate journal for each manuscript. The following guidelines should be of assistance.

(i) JB will consider papers that describe the use of antibiotics and antimicrobial agents as tools for elucidating the basic biological processes of microorganisms. However, papers dealing with antimicrobial agents, including manuscripts dealing with the susceptibility to, resistance to, biosynthesis of, and metabolism of such agents, are more appropriate for *Antimicrobial Agents and Chemotherapy*.

(ii) JB will consider manuscripts that emphasize the interrelationship of a bacteriophage and a host cell, manuscripts about work in which viruses were used as tools for elucidating the structures or biological processes of microorganisms, and manuscripts that concern phages that are related to transposable elements or plasmids.

(iii) Manuscripts describing new or novel methods or improvements in media and culture conditions will not be considered by JB unless they are applied to the study of basic problems in microbiology. Such manuscripts are more appropriate for *Applied and Environmental Microbiology* or for the *Journal of Clinical Microbiology*.

(iv) Manuscripts dealing with ecology or environmental studies or with the application of microorganisms to agricultural or industrial processes are more appropriate for *Applied and Environmental Microbiology*.

(v) Manuscripts dealing with the immune system or with topics of medical interest are more appropriate for *Infection and Immunity*.

(vi) In most cases, reports that emphasize methods and nucleotide sequence data alone (without experimental documentation of the functional and evolutionary significance of the sequence) will not be considered by JB.

(vii) Manuscripts describing work, with a new organism, that largely repeats published research done with a different organism will be considered if they significantly

increase the understanding of the original property, if they provide an extensive basis for evolutionary comparison, or if the work is of unusual importance because of its relationship to other properties of the new organism. Manuscripts that describe genes or enzymes, for example, that differ only in minor ways from the prototypes are not suitable for JB.

(viii) The criteria described in section vii above also apply to genome maps. Manuscripts describing a genome map should provide an extensive basis for evolutionary comparisons or significantly increase our fundamental understanding of the organism or system.

Questions about these guidelines may be directed to the editor in chief of the journal being considered.

If transfer to another ASM journal is recommended by an editor, the corresponding author will be contacted.

Note that a manuscript rejected by one ASM journal on scientific grounds or on the basis of its general suitability for publication is considered rejected by all other ASM journals.

EDITORIAL POLICY

Use of Microbiological Information

The Council Policy Committee (CPC) of the American Society for Microbiology affirms the long-standing position of the Society that microbiologists will work for the proper and beneficent application of science and will call to the attention of the public or the appropriate authorities misuses of microbiology or of information derived from microbiology. ASM members are obligated to discourage any use of microbiology contrary to the welfare of humankind, including the use of microbes as biological weapons. Bioterrorism violates the fundamental principles expressed in the Code of Ethics of the Society and is abhorrent to ASM and its members.

ASM recognizes that there are valid concerns regarding the publication of information in scientific journals that could be put to inappropriate use as described in the CPC resolution mentioned above. Members of the ASM Publications Board will evaluate the rare manuscript that might raise such issues during the review process. However, as indicated elsewhere in these Instructions, research articles must contain sufficient detail, and material/information must be made available, to permit the work to be repeated by others. Supply of materials should be in accordance with laws and regulations governing the shipment, transfer, possession, and use of biological materials and must be for legitimate, bona fide research needs. Links to, and information regarding, these laws and regulations can be found at <http://www.asm.org/Policy/index.asp>.

* Shading indicates material that has been added or significantly updated.

General Requirements

Manuscripts submitted to the journal must represent reports of original research, and the *original data must be available for review by the editor* if necessary.

All authors of a manuscript must have agreed to its submission and are responsible for its content (initial submission and any subsequent versions), including appropriate citations and acknowledgments, and must also have agreed that the corresponding author has the authority to act on their behalf in all matters pertaining to publication of the manuscript. The corresponding author is responsible for obtaining such agreements and for informing the coauthors of the manuscript's status throughout the submission, review, and publication process. For Authors' Corrections and Retractions, signed letters of agreement from all of the authors must be submitted (see p. 12).

By submission of a manuscript to the journal, **the authors guarantee that they have the authority to publish the work and that the manuscript, or one with substantially the same content, was not published previously, is not being considered or published elsewhere, and was not rejected on scientific grounds by another ASM journal.**

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When isolates are derived from patients in clinical studies, do not identify them by using the patients' initials, even as part of a strain designation. Change the initials to numerals or use randomly chosen letters. Do not give hospital unit numbers; if a designation is needed, use only the last two digits of the unit. (Note: Established designations of some viruses and cell lines, although they consist of initials, are acceptable [e.g., JC virus, BK virus, and HeLa cells].)

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It is expected that newly determined nucleotide and/or amino acid sequence data will be deposited and GenBank/EMBL/DDBJ accession numbers will be included in the manuscript no later than the modification stage of the review process. It is also expected that the sequence data will be released to the public no later than the publication (online posting) date of the accepted manuscript. The accession numbers should be included in a separate paragraph at the end of the Materials and Methods section for full-length papers or at the end of the text for Notes. If conclusions in a manuscript are based on the analysis of sequences and a GenBank/EMBL/DDBJ accession number is not provided at the time of the review, authors should provide the sequence data as supplemental material.

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See p. 15 for nucleic acid sequence formatting instructions.

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All submissions to JB must be made electronically via the Rapid Review online submission and peer review system at the following URL: <https://www.rapidreview.com/ASM2/CALogon.jsp>. (E-mailed submissions will not be accepted.) First-time users must create an Author account, which may be used for submitting to all ASM journals. Instructions for creating an Author account are available at the above URL under the Create Account button. Step-by-step instructions for submitting a manuscript via Rapid Review are available from the account holder's My Manuscripts page. Information on file types acceptable for electronic submission can be found under the More About File Formats button.

PDFs of submitted manuscripts are retained in Rapid Review for 1 to 2 years, after which they are deleted.

ORGANIZATION AND FORMAT

On receipt at ASM, an accepted manuscript undergoes an automated preediting, cleanup, and tagging process specific to the particular article type. To optimize this process, manuscripts must be supplied in the correct format and with the appropriate sections and headings.

Type every portion of the manuscript double spaced

(a minimum of 6 mm between lines), including figure legends, table footnotes, and References, and number all pages in sequence, including the abstract, figure legends, and tables. Place the last two items after the References section. **Manuscript pages should have line numbers; manuscripts without line numbers may be editorially rejected by the editor, with a suggestion of resubmission after line numbers are added.** The font size should be no smaller than 12 points. It is recommended that the following sets of characters be easily distinguishable in the manuscript: the numeral zero (0) and the letter "oh" (O); the numeral one (1), the letter "el" (l), and the letter "eye" (I); and a multiplication sign (×) and the letter "ex" (x). Do not create symbols as graphics or use special fonts that are external to your word processing program; use the "insert symbol" function. Set the page size to 8½ by 11 inches (ca. 21.6 by 28 cm). Italicize or underline any words that should appear in italics, and indicate paragraph lead-ins in bold type.

Authors who are unsure of proper English usage should have their manuscripts checked by someone proficient in the English language.

Manuscripts may be editorially rejected, without review, on the basis of poor English or lack of conformity to the standards set forth in these Instructions.

Full-Length Papers

Full-length papers should include the elements described in this section.

Title, running title, and byline. Each manuscript should present the results of an independent, cohesive study; thus, numbered series titles are not allowed. Avoid the main title/subtitle arrangement, complete sentences, and unnecessary articles. On the title page, include the title, running title (not to exceed 54 characters and spaces), name of each author, address(es) of the institution(s) at which the work was performed, each author's affiliation, and a footnote indicating the present address of any author no longer at the institution where the work was performed. Place an asterisk after the name of the author to whom inquiries regarding the paper should be directed (see "Correspondent footnote" below).

Study group in byline. A study group, surveillance team, working group, consortium, or the like (e.g., the Active Bacterial Core Surveillance Team) may be listed as a coauthor in the byline if its contributing members satisfy the requirements for authorship and accountability as described in these Instructions. The names (and institutional affiliations if desired) of the contributing members may be given in a footnote keyed to the study group name in the byline or as a separate paragraph in Acknowledgments.

If the contributing members of the group associated with the work do not fulfill the criteria of substantial contribution to and responsibility for the paper, the

group may not be listed in the author byline. Instead, it and the names of its contributing members may be listed in the Acknowledgments section.

Correspondent footnote. The complete mailing address, a single telephone number, a single fax number, and a single e-mail address for the corresponding author should be included on the title page of the manuscript. This information will be published in the article as a footnote to facilitate communication, and the e-mail address will be used to notify the corresponding author of the availability of proofs and, later, of the PDF file of the published article.

Abstract. Limit the abstract to 250 words or fewer and concisely summarize the basic content of the paper without presenting extensive experimental details. Avoid abbreviations and references, and do not include diagrams. When it is essential to include a reference, use the same format as shown for the References section but omit the article title. Because the abstract will be published separately by abstracting services, it must be complete and understandable without reference to the text.

Introduction. The introduction should supply sufficient background information to allow the reader to understand and evaluate the results of the present study without referring to previous publications on the topic. The introduction should also provide the hypothesis that was addressed or the rationale for the present study. Use only those references required to provide the most salient background rather than an exhaustive review of the topic.

Materials and Methods. The Materials and Methods section should include sufficient technical information to allow the experiments to be repeated. When centrifugation conditions are critical, give enough information to enable another investigator to repeat the procedure: make of centrifuge, model of rotor, temperature, time at maximum speed, and centrifugal force ($\times g$ rather than revolutions per minute). For commonly used materials and methods (e.g., media and protein concentration determinations), a simple reference is sufficient. If several alternative methods are commonly used, it is helpful to identify the method briefly as well as to cite the reference. For example, it is preferable to state "cells were broken by ultrasonic treatment as previously described (9)" rather than to state "cells were broken as previously described (9)." This allows the reader to assess the method without constant reference to previous publications. Describe new methods completely and give sources of unusual chemicals, equipment, or microbial strains. When large numbers of microbial strains or mutants are used in a study, include tables identifying the immediate sources (i.e., sources from whom the strains were obtained) and properties of the strains, mutants, bacteriophages, plasmids, etc.

Enzyme purifications should be described in this section, but the results of such procedures should be de-

scribed in the Results section.

A method, strain, etc., used in only one of several experiments reported in the paper may be described in the Results section or very briefly (one or two sentences) in a table footnote or figure legend. It is expected that the sources from whom the strains were obtained will be identified.

Results. The Results section should include the results of the experiments. Reserve extensive interpretation of the results for the Discussion section. Present the results as concisely as possible in **one** of the following: text, table(s), or figure(s). Avoid extensive use of graphs to present data that might be more concisely presented in the text or tables. For example, except in unusual cases, double-reciprocal plots used to determine apparent K_m values should not be presented as graphs; instead, the values should be stated in the text. Similarly, graphs illustrating other methods commonly used (e.g., calibration plots for molecular weight by gel filtration or electrophoresis) need not be shown except in unusual circumstances. Limit photographs (particularly photomicrographs and electron micrographs) to those that are absolutely necessary to show the experimental findings. Number figures and tables in the order in which they are cited in the text, and be sure to cite all figures and tables.

Discussion. The Discussion should provide an interpretation of the results in relation to previously published work and to the experimental system at hand and should not contain extensive repetition of the Results section or reiteration of the introduction. In short papers, the Results and Discussion sections may be combined.

Acknowledgments. The source of any financial support received for the work being published must be indicated in the Acknowledgments section. (It will be assumed that the absence of such an acknowledgment is a statement by the authors that no support was received.) The usual format is as follows: "This work was supported by Public Health Service grant CA-01234 from the National Cancer Institute."

Recognition of personal assistance should be given as a separate paragraph, as should any statements disclaiming endorsement or approval of the views reflected in the paper or of a product mentioned therein.

Appendixes. Appendixes, which contain additional material to aid the reader, are permitted. Titles, authors, and References sections that are distinct from those of the primary article are not allowed. If it is not feasible to list the author(s) of the appendix in the byline or the Acknowledgments section of the primary article, rewrite the appendix so that it can be considered for publication as an independent article, either full-length or Note style. Equations, tables, and figures should be labeled with the letter "A" preceding the numeral to distinguish them from those cited in the main body of the text.

References. (i) **References listed in the References section.** The References section must include all journal articles (both print and online), books and book chapters (both print and online), patents, theses and dissertations, published conference proceedings, meeting abstracts from published abstract books or journal supplements, letters (to the editor), and company publications, as well as in-press journal articles, book chapters, and books (publication title must be given). Arrange the citations in **alphabetical order** (letter by letter, ignoring spaces and punctuation) by first author and **number consecutively**. Provide the names of **all** the authors for each reference. All listed references **must** be cited parenthetically by number in the text. Since title and byline information that is downloaded from PubMed does not always show accents, italics, or special characters, authors should refer to the PDF files or hard-copy versions of the articles and incorporate the necessary corrections in the submitted manuscript. Abbreviate journal names according to the *List of Journals Indexed for Medline* (National Library of Medicine, National Institutes of Health, 2007; available at <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>), the primary source for ASM style.

Follow the styles shown in the examples below for print references.

- Arendsen, A. F., M. Q. Solimar, and S. W. Ragsdale.** 1999. Nitrate-dependent regulation of acetate biosynthesis and nitrate respiration by *Clostridium thermoaceticum*. *J. Bacteriol.* **181**:1489–1495.
- Cox, C. S., B. R. Brown, and J. C. Smith.** *J. Gen. Genet.*, in press.* {Article title is optional; journal title is mandatory.}
- da Costa, M. S., M. F. Nobre, and F. A. Rainey.** 2001. Genus I. *Thermus* Brock and Freeze 1969, 295, ^{AL} emend. Nobre, Trüper and da Costa 1996b, 605, p. 404–414. *In* D. R. Boone, R. W. Castenholz, and G. M. Garrity (ed.), *Bergey's manual of systematic bacteriology*, 2nd ed., vol. 1. Springer, New York, NY.
- Elder, B. L., and S. E. Sharp.** 2003. Cumitech 39, Competency assessment in the clinical laboratory. Coordinating ed., S. E. Sharp. ASM Press, Washington, DC.
- Falagas, M. E., and S. K. Kasiakou.** 2006. Use of international units when dosing colistin will help decrease confusion related to various formulations of the drug around the world. *Antimicrob. Agents Chemother.* **50**:2274–2275. (Letter.) {"Letter" or "Letter to the editor" is allowed but not required at the end of such an entry.}
- Fitzgerald, G., and D. Shaw.** *In* A. E. Waters (ed.), *Clinical microbiology*, in press. EFH Publishing Co., Boston, MA.* {Chapter title is optional.}
- Forman, M. S., and A. Valsamakis.** 2003. Specimen collection, transport, and processing: virology, p. 1227–1241. *In* P. R. Murray, E. J. Baron, M. A. Pfaller, J. H. Tenover, and R. H. Tenover (ed.), *Manual of clinical microbiology*, 8th ed. ASM Press, Washington, DC.
- Garcia, C. O., S. Paira, R. Burgos, J. Molina, J. F. Molina, and C. Calvo.** 1996. Detection of salmonella DNA in synovial membrane and synovial fluid from Latin American patients. *Arthritis Rheum.* **39**(Suppl.): S185. {Meeting abstract published in journal supplement.}
- Green, P. N., D. Hood, and C. S. Dow.** 1984. Taxonomic status of some methylotrophic bacteria, p. 251–254. *In* R. L. Crawford and R. S. Hanson (ed.), *Microbial growth on C₁ compounds*. Proceedings of the 4th International Symposium. American Society for Microbiology, Washington, DC.
- Odell, J. C.** April 1970. Process for batch culturing. U.S. patent 484,363,770. {Include the name of the patented item/process if possible; the patent number is mandatory.}
- O'Malley, D. R.** 1998. Ph.D. thesis. University of California, Los Angeles. {Title is optional.}
- Rotimi, V. O., N. O. Salako, E. M. Mohaddas, and L. P. Philip.** 2005. Abstr. 45th Intersci. Conf. Antimicrob. Agents Chemother., abstr. D-1658. {Abstract title is optional.}
- Smith, D., C. Johnson, M. Maier, and J. J. Maurer.** 2005. Distribution of fimbrial, phage and plasmid associated virulence genes among poultry *Salmonella enterica* serovars, abstr. P-038, p. 445. Abstr. 105th Gen. Meet. Am. Soc. Microbiol. American Society for Microbiology, Washington, DC. {Abstract title is optional.}
- Stratagene.** 2006. Yeast DNA isolation system: instruction manual. Stratagene, La Jolla, CA. {Use the company name as the author if none is provided for a company publication.}

*A reference to an in-press ASM publication should state the control number (e.g., JB00577-08) if it is a journal article or the name of the publication if it is a book.

Online references must provide the same information that print references do, but some variation is allowed. For online journal articles, posting or revision dates may replace the year of publication, and a DOI or URL may be provided in addition to or in lieu of volume and page numbers. Some examples follow.

- Charlier, D., and N. Glansdorff.** September 2004, posting date. Chapter 3.6.1.10, Biosynthesis of arginine and polyamines. *In* R. Curtiss III et al. (ed.), *EcoSal—Escherichia coli and Salmonella: cellular and molecular biology*. ASM Press, Washington, DC. <http://www.ecosal.org/ecosal/index.jsp>. {Note that each chapter has its own posting date.}
- Dionne, M. S., and D. S. Schneider.** 2002. Screening the fruitfly immune system. *Genome Biol.* **3**: REVIEWS1010. <http://genomebiology.com/2002/3/4/reviews/1010>.

3. **Smith, F. X., H. J. Merianos, A. T. Brunger, and D. M. Engelman.** 2001. Polar residues drive association of polyleucine transmembrane helices. *Proc. Natl. Acad. Sci. USA* **98**:2250–2255. doi:10.1073/pnas.041593698.
4. **Winnick, S., D. O. Lucas, A. L. Hartman, and D. Toll.** 2005. How do you improve compliance? *Pediatrics* **115**:e718–e724.

NOTE: A posting or accession date is required for any online reference that is periodically updated or changed.

(ii) **References cited in the text.** References to unpublished data, manuscripts submitted for publication, unpublished conference presentations (e.g., a report or poster that has not appeared in published conference proceedings), personal communications, patent applications and patents pending, computer software, databases, and websites (home pages) should be made parenthetically in the text as follows.

... similar results (R. B. Layton and C. C. Weathers, unpublished data).

... system was used (J. L. McInerney, A. F. Holden, and P. N. Brighton, submitted for publication).

... as described previously (M. G. Gordon and F. L. Rattner, presented at the Fourth Symposium on Food Microbiology, Overton, IL, 13 to 15 June 1989). {*For nonpublished abstracts, posters, etc.*}

... this new process (V. R. Smoll, 20 June 1999, Australian Patent Office). {*For non-U.S. patent applications, give the date of publication of the application.*}

... available in the GenBank database (<http://www.ncbi.nlm.nih.gov/Genbank/index.html>).

... using ABC software (version 2.2; Department of Microbiology, State University [<http://www.stu.micro>]).

URLs for companies that produce any of the products mentioned in your study or for products being sold may NOT be included in the article. However, company URLs that permit access to scientific data related to the study or to shareware used in the study are permitted.

(iii) **References related to supplemental material.** References that are related **only** to supplemental material hosted by ASM or posted on a personal/institutional website should not be listed in the References section of an article; include them with the supplemental material itself.

(iv) **Referencing publish-ahead-of-print manuscripts.** Citations of ASM Accepts manuscripts should look like the following example.

Wang, G. G., M. P. Pasillas, and M. P. Kamps. 15 May 2006. Persistent transactivation by Meis1 replaces Hox function in myeloid leukemogenesis mod-

els: evidence for co-occupancy of Meis1-Pbx and Hox-Pbx complexes on promoters of leukemia-associated genes. *Mol. Cell. Biol.* doi:10.1128/MCB.00586-06.

If an author of an article cites an ASM Accepts manuscript in his paper but wishes at the proof stage to change the reference entry to that for the published article, the following style should be used:

Wang, G. G., M. P. Pasillas, and M. P. Kamps. 15 May 2006. Persistent transactivation by Meis1 replaces Hox function in myeloid leukemogenesis models: evidence for co-occupancy of Meis1-Pbx and Hox-Pbx complexes on promoters of leukemia-associated genes. *Mol. Cell. Biol.* doi:10.1128/MCB.00586-06. (Subsequently published, *Mol. Cell. Biol.* **26**:3902–3916, 2006.)

Other journals may use different styles for their publish-ahead-of-print manuscripts, but citation entries must include the following information: author name(s), posting date, title, journal title, and volume and page numbers and/or DOI. The following is an example:

Zhou, F. X., H. J. Merianos, A. T. Brunger, and D. M. Engelman. 13 February 2001, posting date. Polar residues drive association of polyleucine transmembrane helices. *Proc. Natl. Acad. Sci. USA* doi:10.1073/pnas.041593698.

Notes

The Note format is intended for the presentation of brief observations that do not warrant full-length papers. Submit Notes in the same way as full-length papers. *They receive the same review, they are not published more rapidly than full-length papers, and they are not considered preliminary communications.*

Each Note must have an **abstract of no more than 50 words**. Do not use section headings in the body of the Note; combine methods, results, and discussion in a single section. Paragraph lead-ins are permissible. The text should be kept to a minimum and if possible **should not exceed 1,000 words**; the number of figures and tables should also be kept to a minimum. **Materials and methods should be described in the text, not in figure legends or table footnotes.** Present acknowledgments as in full-length papers, but do not use a heading. The References section is identical to that of full-length papers.

Minireviews

Minireviews are brief (**limit of 6 printed pages exclusive of references**) biographical profiles, historical perspectives, or summaries of developments in fast-moving areas. They must be based on published articles; they may address any subject within the scope of the journal.

Minireviews may be either solicited or proffered by authors responding to a recognized need. Irrespective of origin, Minireviews are subject to review and should be

submitted via Rapid Review. The cover letter should state whether the article was solicited and by whom.

Minireviews do not have abstracts. In the Abstract section of the submission form, put "Not applicable." The body of the Minireview may either have section headings or be set up like a Note (see above).

Guest Commentaries

Guest Commentaries are communications written in response to invitations issued by the editors and concern relevant topics in bacteriology that are not necessarily covered by Minireviews. They should raise issues of interest to the scholarly community, initiate or focus discussion, and propose needed position or consensus statements by the Academy of Microbiology, the National Academy of Sciences, and other leadership groups in research and education. Reviews of the literature, methods and other how-to papers, and responses targeted at a specific published paper are not appropriate. Guest Commentaries are subject to review.

The length may not exceed 4 printed pages, and the format is like that of a Minireview (see above). Commentaries should be submitted via Rapid Review.

Errata

The Erratum section provides a means of correcting errors that occurred during the writing, typing, editing, or printing (e.g., a misspelling, a dropped word or line, or mislabeling in a figure) of a published article. Submit Errata via Rapid Review (see "How To Submit Manuscripts," above). In the Abstract section of the submission form (a required field), put "Not Applicable." Upload the text of your Erratum as an MS Word file. Please see a recent issue for correct formatting.

Authors' Corrections

The Author's Correction section provides a means of correcting errors of omission (e.g., author names or citations) and errors of a scientific nature that do not alter the overall basic results or conclusions of a published article (e.g., an incorrect unit of measurement or order of magnitude used throughout, contamination of one of numerous cultures, or misidentification of a mutant strain, causing erroneous data for only a portion [noncritical] of the study). *Note that the addition of new data is not permitted.*

For corrections of a scientific nature or issues involving authorship, including contributions and use or ownership of data and/or materials, all disputing parties must agree, in writing, to publication of the Correction. For omission of an author's name, letters must be signed by the authors of the article and the author whose name was omitted. The editor who handled the article will be consulted if necessary.

Submit an Author's Correction via Rapid Review (see "How To Submit Manuscripts," above). In the submission form, select Erratum as the manuscript type; there is no separate selection in Rapid Review for Authors'

Corrections, but your Correction will be published as such if appropriate. In the Abstract section of the submission form (a required field), put "Not Applicable." Upload the text of your Author's Correction as an MS Word file. Please see a recent issue for correct formatting. Signed letters of agreement must be supplied as supplemental material (scanned PDF files).

Retractions

Retractions are reserved for major errors or breaches of ethics that, for example, may call into question the source of the data or the validity of the results and conclusions of an article. Submit Retractions via Rapid Review (see "How To Submit Manuscripts," above). In the Abstract section of the submission form (a required field), put "Not Applicable." Upload the text of your Retraction as an MS Word file. Letters of agreement signed by all of the authors must be supplied as supplemental material (scanned PDF files). The Retraction will be assigned to the editor in chief of the journal, and the editor who handled the paper and the chairman of the ASM Publications Board will be consulted. If all parties agree to the publication and content of the Retraction, it will be sent to the Journals Department for publication.

ILLUSTRATIONS AND TABLES

Digital files that are acceptable for production (see below) must be provided for all illustrations on return of the modified manuscript. (On initial submission, the entire paper may be submitted in PDF format.)

We strongly recommend that before returning their modified manuscripts, authors check the acceptability of their digital images for production by running their files through Rapid Inspector, a tool provided at the following URL: <http://rapidinspector.cadmus.com/RapidInspector/zmw/index.jsp>. Rapid Inspector is an easy-to-use Web-based application that identifies file characteristics that may render the image unusable for production.

Illustrations may be continuous-tone images, line drawings, or composites. Color graphics may be submitted, but the cost of printing in color must be borne by the author. Suggestions about how to reduce costs and ensure accurate color reproduction are given below.

The preferred format for tables is MS Word; however, WordPerfect and Acrobat PDF are also acceptable (see the section on tables below).

Image Manipulation

Computer-generated images may be processed only minimally. Processing (e.g., changing contrast, brightness, or color balance) is acceptable only if applied to all parts of the image, as well as to the controls, equally, and descriptions of all such adjustments and the tools used (both hardware and software) must be provided in the

manuscript. Unprocessed data and files must be retained by the authors and be provided to the editor on request.

Macintosh		
Application	File type	
	Black and white	Color (CMYK) ^a
Adobe Illustrator 6.0, 7.0, 8.0, 9.0, 10.0, 11.0 CS	EPS	EPS
Adobe InDesign 1.0	EPS	EPS
Adobe PageMaker 6.5	EPS	EPS
Adobe Photoshop 4.0, 5.0, 5.5, 6.0, 7.0, 8.0 CS	TIFF	TIFF
Adobe Photoshop 5.0 LE	TIFF	N/A ^b
ChemDraw Pro 5.0	EPS/TIFF	EPS/TIFF
Corel Photo-Paint 8.0	TIFF	EPS
CorelDRAW 6.0, 8.0	EPS/TIFF	EPS
Deneba Canvas 6.0, 7.0, 8.0	EPS/TIFF	EPS
Macromedia FreeHand 7.0, 8.0, 9.0	EPS	EPS
PowerPoint 98, 2001	PPT ^c	N/A ^b
Prism 3 by GraphPad	TIFF	N/A ^b
Synergy Kaleidagraph 3.08, 3.51	EPS	N/A ^b

^aColor graphics must be saved and printed in the CMYK mode, *not* RGB.
^bASM accepts only black-and-white, not color, graphics created with Kaleidagraph, Adobe Photoshop 5.0 LE, Prism 3 by GraphPad, and PowerPoint.
^cFor instructions on saving PowerPoint files, refer to the Cadmus digital art website at <http://art.cadmus.com/da/index.jsp>.

Windows		
Application	File type	
	Black and white	Color (CMYK) ^a
Adobe Illustrator 7.0, 8.0, 9.0, 10.0, 11.0 CS	EPS	EPS
Adobe InDesign 1.0	EPS	EPS
Adobe PageMaker 6.5	EPS	EPS
Adobe Photoshop 4.0, 5.0, 5.5, 6.0, 7.0, 8.0 CS	TIFF	TIFF
Adobe Photoshop 5.0 LE	TIFF	N/A ^b
ChemDraw Pro 5.0	EPS/TIFF	EPS/TIFF
Corel Photo-Paint 8.0, 9.0	TIFF	EPS
CorelDRAW 7.0, 8.0, 9.0	EPS/TIFF	EPS
Deneba Canvas 6.0, 7.0	EPS/TIFF	EPS
Macromedia FreeHand 7.0, 8.0, 9.0	EPS	EPS
PowerPoint 97, 2000, XP	PPT ^c	N/A ^b
Prism 3 by GraphPad	TIFF	N/A ^b
SigmaPlot 8.01	EPS	EPS

^aColor graphics must be saved and printed in the CMYK mode, *not* RGB.
^bASM accepts only black-and-white, not color, graphics created with Adobe Photoshop 5.0 LE, Prism 3 by GraphPad, and PowerPoint.
^cFor instructions on saving PowerPoint files, refer to the Cadmus digital art website at <http://art.cadmus.com/da/index.jsp>.

Illustrations

File types and formats. As mentioned above, **illustrations may be supplied as PDF files for reviewing purposes only on initial submission; in fact, we recommend this option to minimize file upload time. At the modification stage, production quality digital files must be submitted:** TIFF or EPS files from supported applications or PowerPoint files (black and white only). Except

for figures produced in PowerPoint, all graphics submitted with modified manuscripts must be bitmap, grayscale, or CMYK (*not* RGB). Halftone images (those with various densities or shades) must be grayscale, *not* bitmap.

Color PowerPoint files are *not* accepted because the application, designed for developing on-screen computer presentations, uses the RGB color mode whereas the printing process uses the CMYK color mode. Colors that are represented in a PowerPoint image may not be reproducible on a printing press. Although black-and-white Microsoft PowerPoint files are accepted, we do *not* recommend the use of PowerPoint. PowerPoint requires users to pay close attention to the fonts used in their images (see the section on fonts below). If instructions for fonts are not followed *exactly*, images prepared for publication are subject to missing characters, improperly converted characters, or shifting/obscuring of elements or text in the figure. **Use of PowerPoint is therefore not recommended for either color or black-and-white illustrations.**

Acceptable file types and formats for production are given in the charts above. More-detailed instructions for preparing illustrations are available at <http://art.cadmus.com/da/index.jsp>. Please review this information before preparing your files. If you require additional information, please send an e-mail inquiry to digitalart@cadmus.com.

Minimum resolution. It is extremely important that a high enough resolution is used. Any imported images must be at the correct resolution before they are placed. Note, however, that the higher the resolution, the larger the file and the longer the upload time. Publication quality will *not* be improved by using a resolution higher than the minimum. Minimum resolutions are as follows:

- 300 dpi for grayscale and color
- 600 dpi for lettering
- 1,200 dpi for line art
- 600 dpi for combination art (lettering and images)

Size. All graphics **MUST be submitted at their intended publication size;** that is, the image uploaded should be 100% of its print dimensions so that no reduction or enlargement is necessary. Resolution must be at the required level at the submitted size. Include only the significant portion of an illustration. White space must be cropped from the image, and excess space between panel labels and the image must be eliminated.

- Maximum width for a 1-column figure: 3⁵/₁₆ inches (ca. 8.4 cm)
- Maximum width for a 2-column figure: 6⁷/₈ inches (ca. 17.4 cm)
- Minimum width for a 2-column figure: 4¹/₄ inches (10.8 cm)
- Maximum height: 9¹/₁₆ inches (23.0 cm)

Contrast. Illustrations must contain sufficient contrast to withstand the inevitable loss of contrast and detail inherent in the printing process. See also “Color illustrations” below.

Labeling and assembly. All final lettering, labeling, tooling, etc., **must** be incorporated into the figures. It cannot be added at a later date. If a figure number is included, it **must** appear well outside the boundaries of the image itself. (Numbering may need to be changed at the copyediting stage.) Each figure must be uploaded as a separate file, and any multipanel figures must be assembled into one file; i.e., rather than sending a separate file for each panel in a figure, assemble all panels in one piece and supply them as one file.

Fonts. To avoid font problems, set all type in one of the following fonts: Helvetica, Times Roman, European PI, Mathematical PI, or Symbol. All fonts other than these five must be converted to paths (or outlines) in the application with which they were created. For proper font use in PowerPoint images, refer to the Cadmus digital art website, http://art.cadmus.com/da/instructions/ppt_disclaimer.jsp.

Compression. Images created with Macintosh applications may be compressed with Stuffit. Images created with Windows applications may be compressed with WinZip or PKZIP.

Color illustrations. *The cost of printing in color must be borne by the author.* The current color cost per figure may be accessed from the submission form in Rapid Review. For accepted manuscripts, the total cost of the color will be included in the acceptance letter sent out by ASM. Adherence to the following guidelines, in addition to the general ones below, will help to minimize costs and to ensure color reproduction that is as accurate as possible.

Because of the requirements of print production, color illustrations **must** be in the CMYK (cyan, magenta, yellow, black) color space. The “normal” color mode for most computer software is RGB (red, green, blue), which is also the color space of your computer monitor. Since CMYK is a smaller color space (meaning it can define fewer colors), colors often shift when an RGB file is converted to CMYK. In particular, figures showing red or green fluorescence and those with a significant range of colors may be difficult or impossible to reproduce during the printing process.

Color illustrations must be supplied in the CMYK color mode, as either (i) CMYK TIFF images with a resolution of at least 300 pixels per inch (raster files, consisting of pixels) or (ii) Illustrator-compatible EPS files with CMYK color elements (vector files, consisting of lines, fonts, fills, and images). See the charts above for a list of supported applications.

We cannot accept any Microsoft Office files (Power-

Point, Word, Excel) for color illustrations because they are restricted to the RGB color space.

Drawings

Submit graphs, charts, complicated chemical or mathematical formulas, diagrams, and other drawings as finished products not requiring additional artwork or typesetting. No part of the graph or drawing may be handwritten. *All* elements, including letters, numbers, and symbols, *must* be easily readable, and both axes of a graph must be labeled. Keep in mind that the journal is published both in print and online and that the same electronic files submitted by the authors are used to produce both.

When creating line art, please use the following guidelines:

1. **All art MUST be submitted at its intended publication size.** For acceptable dimensions, see “Size” above.
2. **Avoid using screens (i.e., shading)** in line art. It can be difficult and time-consuming to reproduce these images without moiré patterns. Various pattern backgrounds are preferable to screens as long as the patterns are not imported from another application. If you must use images containing screens,
 - Generate the image at line screens of 85 lines per inch or lower.
 - When applying multiple shades of gray, differentiate the gray levels by at least 20%.
 - Never use levels of gray below 20% or above 70% as they will fade out or become totally black upon scanning and reduction.
3. Use thick, solid lines that are no finer than 1 point in thickness.
4. No type should be smaller than 6 points at the final publication size.
5. Avoid layering type directly over shaded or textured areas.
6. Avoid the use of reversed type (white lettering on a black background).
7. Avoid heavy letters, which tend to close up, and unusual symbols, which the printer may not be able to reproduce in the legend.
8. If colors are used, avoid using similar shades of the same color and avoid very light colors.

In figure ordinate and abscissa scales (as well as table column headings), **avoid the ambiguous use of numbers with exponents.** Usually, it is preferable to use the appropriate Système International d’Unités (SI) symbols (μ for 10^{-6} , m for 10^{-3} , k for 10^3 , M for 10^6 , etc.). A complete listing of SI symbols can be found in the International Union of Pure and Applied Chemistry (IUPAC) publication *Quantities, Units and Symbols in*

Physical Chemistry (Blackwell Science, Oxford, United Kingdom, 1993); an abbreviated list is available at <http://www.iupac.org/reports/1993/homann/index.html>. Thus, representation of 20,000 cpm on a figure ordinate should be made by the number 20 accompanied by the label kcpm.

When powers of 10 must be used, the journal requires that the **exponent power be associated with the number shown**. In representing 20,000 cells per ml, the numeral on the ordinate would be “2” and the label would be “10⁴ cells per ml” (not “cells per ml × 10⁻⁴”). Likewise, an enzyme activity of 0.06 U/ml would be shown as 6 accompanied by the label 10⁻² U/ml. The preferred designation would be 60 mU/ml (milliunits per milliliter).

Presentation of Nucleic Acid Sequences

Nucleic acid sequences of limited length which are the primary subject of a study may be presented free-style in the most effective format. Longer nucleic acid sequences must be presented as figures in the following format to conserve space. Print the sequence in lines of approximately 100 to 120 nucleotides in a nonproportional (monospace) font that is easily legible when published with a line length of 6 inches (ca. 15.2 cm). If possible, lines of nucleic acid sequence should be further subdivided into blocks of 10 or 20 nucleotides by spaces within the sequence or by marks above it. Uppercase and lowercase letters may be used to designate the exon-intron structure, transcribed regions, etc., if the lowercase letters remain legible at a 6-inch (ca. 15.2-cm) line length. Number the sequence line by line; place numerals, representing the first base of each line, to the left of the lines. **Minimize spacing between lines of sequence, leaving room only for annotation of the sequence.** Annotation may include boldface, underlining, brackets, boxes, etc. Encoded amino acid sequences may be presented, if necessary, immediately above or below the first nucleotide of each codon, by using the single-letter amino acid symbols. Comparisons of multiple nucleic acid sequences should conform as nearly as possible to the same format.

Figure Legends

Legends should provide enough information so that the figure is understandable without frequent reference to the text. However, detailed experimental methods must be described in the Materials and Methods section, not in a figure legend. A method that is unique to one of several experiments may be reported in a legend only if the discussion is very brief (one or two sentences). Define all symbols used in the figure and define all abbreviations that are not used in the text.

Tables

Tables that contain artwork, chemical structures, or shading must be submitted as illustrations in an acceptable format at the modification stage. The preferred format for regular tables is MS Word; however, WordPerfect and Acrobat PDF are also acceptable. Note that a straight

Excel file is *not* currently an acceptable format. Excel files must be either embedded in a Word or WordPerfect document or converted to PDF *before* being uploaded. **If your modified manuscript contains PDF tables, select “for reviewing purposes only” at the beginning of the file upload process.**

Tables should be formatted as follows. Arrange the data so that **columns of like material read down, not across**. The headings should be sufficiently clear so that the meaning of the data is understandable without reference to the text. See the “Abbreviations” section (p. 19) of these Instructions for those that should be used in tables. Explanatory footnotes are acceptable, but more extensive table “legends” are not. Footnotes should not include detailed descriptions of the experiment. Tables must include enough information to warrant table format; those with fewer than six pieces of data will be incorporated into the text by the copy editor. Table 1 is an example of a well-constructed table.

TABLE 1. Induction of creatinine deiminase in *Clostridium* sp. strains XP32 and XP56

N source ^a	<i>Clostridium</i> sp. strain XP32		<i>Clostridium</i> sp. strain XP56	
	Total enzyme ^b	Sp act (U/mg of protein)	Total enzyme	Sp act (U/mg of protein)
Ammonia	0.58	0.32	0.50	0.28
Glutamic acid	5.36	1.48	2.18	0.61
Aspartic acid	2.72	0.15	1.47	0.06
Arginine	3.58	2.18	3.38	2.19
Creatinine	97.30	58.40	104.00	58.30

^a The inoculum was grown in glucose broth with ammonium sulfate, washed twice, and then transferred into the media with the N sources listed above.

^b Enzyme units in cell extract obtained from ca. 10¹⁰ cells.

Cover Photographs and Drawings

JB publishes photographs and drawings on the front cover. Invitations are issued to authors whose manuscripts are returned for modification or whose manuscripts have been accepted for publication in JB; material should be related to the work presented in the manuscript. Unsolicited photos will also be considered. No material submitted for consideration will be returned to the author. Authors will be notified only if their cover art is selected. Copyright for the chosen material must be transferred to ASM. A short description of the cover material will be included at the end of the table of contents or the author index of the issue. Technical specifications are available from the cover editor, Roberto Kolter (e-mail: rkolter@hms.harvard.edu).

NOMENCLATURE

Chemical and Biochemical Nomenclature

The recognized authority for the names of chemical compounds is *Chemical Abstracts* (CAS, Columbus, OH) and its indexes. *The Merck Index*, 14th ed. (Merck & Co.,

Inc., Whitehouse Station, NJ, 2006), is also an excellent source. For guidelines to the use of biochemical terminology, consult *Biochemical Nomenclature and Related Documents* (Portland Press, London, United Kingdom, 1992), available at <http://www.chem.qmul.ac.uk/iupac/bibliog/white.html>, and the instructions to authors of the *Journal of Biological Chemistry* and the *Archives of Biochemistry and Biophysics* (first issues of each year).

Do not express molecular weight in daltons; molecular weight is a unitless ratio. Molecular mass is expressed in daltons.

For enzymes, use the recommended (trivial) name assigned by the Nomenclature Committee of the International Union of Biochemistry (IUB) as described in *Enzyme Nomenclature* (Academic Press, Inc., New York, NY, 1992) and at <http://www.chem.qmul.ac.uk/iubmb/enzyme/>. If a nonrecommended name is used, place the proper (trivial) name in parentheses at first use in the abstract and text. Use the EC number when one has been assigned, and express enzyme activity either in katal (preferred) or in the older system of micromoles per minute.

Nomenclature of Microorganisms

Binary names, consisting of a generic name and a specific epithet (e.g., *Escherichia coli*), must be used for all microorganisms. Names of categories at or above the genus level may be used alone, but specific and subspecific epithets may not. A specific epithet must be preceded by a generic name, written out in full the first time it is used in a paper. Thereafter, the generic name should be abbreviated to the initial capital letter (e.g., *E. coli*), provided there can be no confusion with other genera used in the paper. Names of all taxa (kingdoms, phyla, classes, orders, families, genera, species, and subspecies) are printed in italics and should be italicized (or underlined) in the manuscript; strain designations and numbers are not. Vernacular (common) names should be in lowercase roman type (e.g., streptococcus, brucella). For *Salmonella*, genus, species, and subspecies names should be rendered in standard form: *Salmonella enterica* at first use, *S. enterica* thereafter; *Salmonella enterica* subsp. *arizonae* at first use, *S. enterica* subsp. *arizonae* thereafter. Names of serovars should be in roman type with the first letter capitalized: *Salmonella enterica* serovar Typhimurium. After the first use, the serovar may also be given without a species name: *Salmonella* serovar Typhimurium. For other information regarding serovar designations, see *Antigenic Formulas of the Salmonella Serovars*, 8th ed. (M. Y. Popoff, WHO Collaborating Centre for Reference and Research on Salmonella, Institut Pasteur, Paris, France, 2001). For a summary of the current standards for *Salmonella* nomenclature and the Kaufmann-White criteria, see the article by Brenner et al. (*J. Clin Microbiol.* **38**:2465–2467, 2000), the opinion of the Judicial Commission of the International Committee on Systematics of Prokaryotes (*Int. J. Syst. Evol. Microbiol.* **55**:519–520, 2005), and

the article by Tindall et al. (*Int. J. Syst. Evol. Microbiol.* **55**:521–524, 2005).

The spelling of bacterial names should follow the *Approved Lists of Bacterial Names (Amended) & Index of the Bacterial and Yeast Nomenclatural Changes* (V. B. D. Skerman et al., ed., ASM Press, Washington, DC, 1989) and the validation lists and notification lists published in the *International Journal of Systematic and Evolutionary Microbiology* (formerly the *International Journal of Systematic Bacteriology*) since January 1989. In addition, two sites on the World Wide Web list current approved bacterial names: Bacterial Nomenclature Up-to-Date (http://www.dsmz.de/microorganisms/main.php?contentleft_id=14) and List of Prokaryotic Names with Standing in Nomenclature (<http://www.bacterio.cict.fr/>). If there is reason to use a name that does not have standing in nomenclature, the name should be enclosed in quotation marks in the title and at its first use in the abstract and the text and an appropriate statement concerning the nomenclatural status of the name should be made in the text. "*Candidatus*" species should always be set in quotation marks.

Microorganisms, viruses, and plasmids should be given designations consisting of letters and serial numbers. It is generally advisable to include a worker's initials or a descriptive symbol of locale, laboratory, etc., in the designation. Each new strain, mutant, isolate, or derivative should be given a new (serial) designation. This designation should be distinct from those of the genotype and phenotype, and genotypic and phenotypic symbols should not be included. Plasmids are named with a lowercase "p" followed by the designation in uppercase letters and numbers. To avoid the use of the same designation as that of a widely used strain or plasmid, check the designation against a publication database such as Medline.

Genetic Nomenclature

To facilitate accurate communication, **it is important that standard genetic nomenclature be used whenever possible and that deviations or proposals for new naming systems be endorsed by an appropriate authoritative body.** Review and/or publication of submitted manuscripts that contain new or nonstandard nomenclature may be delayed by the editor or the Journals Department so that they may be reviewed by the Genetics and Genomics Committee of the ASM Publications Board.

Before submission of manuscripts, authors may direct questions on genetic nomenclature to the committee's chairman: Maria Costanzo (e-mail: maria@genome.stanford.edu). Such a consultation should be mentioned in the manuscript submission letter.

Bacteria. The genetic properties of bacteria are described in terms of phenotypes and genotypes. The phenotype describes the observable properties of an organism. The genotype refers to the genetic constitution of an organism, usually in reference to some standard wild type. The guidelines that follow are based on the recommen-

dations of Demerec et al. (Genetics 54:61–76, 1966).

(i) Phenotypic designations must be used when mutant loci have not been identified or mapped. They can also be used to identify the protein product of a gene, e.g., the OmpA protein. Phenotypic designations generally consist of three-letter symbols; these are *not* italicized, and the first letter of the symbol is capitalized. It is preferable to use Roman or Arabic numerals (instead of letters) to identify a series of related phenotypes. Thus, nucleic acid polymerase mutants might be designated Pol1, Pol2, Pol3, etc. Wild-type characteristics can be designated with a superscript plus (Pol⁺), and, when necessary for clarity, negative superscripts (Pol[−]) can be used to designate mutant characteristics. Lowercase superscript letters may be used to further delineate phenotypes (e.g., Str^r for streptomycin resistance). Phenotypic designations should be defined.

(ii) Genotypic designations are also indicated by three-letter locus symbols. In contrast to phenotypic designations, these are lowercase italic (e.g., *ara his rps*). If several loci govern related functions, these are distinguished by italicized capital letters following the locus symbol (e.g., *araA araB araC*). Promoter, terminator, and operator sites should be indicated as described by Bachmann and Low (Microbiol. Rev. 44:1–56, 1980), e.g., *lacZp*, *lacAt*, and *lacZo*.

(iii) Wild-type alleles are indicated with a superscript plus (*ara⁺ his⁺*). A superscript minus is not used to indicate a mutant locus; thus, one refers to an *ara* mutant rather than an *ara[−]* strain.

(iv) Mutation sites are designated by placing serial isolation numbers (allele numbers) after the locus symbol (e.g., *araA1 araA2*). If only a single such locus exists or if it is not known in which of several related loci the mutation has occurred, a hyphen is used instead of the capital letter (e.g., *ara-23*). It is essential in papers reporting the isolation of new mutants that allele numbers be given to the mutations. For *Escherichia coli*, there is a registry of such numbers: *E. coli* Genetic Stock Center, Department of Biology, Yale University, New Haven, CT 06511-5188. For the genus *Salmonella*, the registry is *Salmonella* Genetic Stock Center, Department of Biology, University of Calgary, Calgary, Alberta T2N 1N4, Canada. For the genus *Bacillus*, the registry is the *Bacillus* Genetic Stock Center, Ohio State University, Columbus, OH 43210.

(v) The use of superscripts with genotypes (other than + to indicate wild-type alleles) should be avoided. Designations indicating amber mutations (Am), temperature-sensitive mutations (Ts), constitutive mutations (Con), cold-sensitive mutations (Cs), production of a hybrid protein (Hyb), and other important phenotypic properties should follow the allele number [e.g., *araA230* (Am) *hisD21* (Ts)]. All other such designations of phenotype must be defined at the first occurrence. If superscripts *must* be used, they must be approved by the editor and defined at the first occurrence in the text.

Subscripts may be used in two situations. Subscripts may be used to distinguish between genes (having the

same name) from different organisms or strains; e.g., *his_{E. coli}* or *his_{K-12}* for the *his* gene of *E. coli* or strain K-12, respectively, may be used to distinguish this gene from the *his* gene in another species or strain. An abbreviation may also be used if it is explained. Similarly, a subscript is also used to distinguish between genetic elements that have the same name. For example, the promoters of the *gln* operon can be designated *glnAp₁* and *glnAp₂*. This form departs slightly from that recommended by Bachmann and Low (e.g., *desClp*).

(vi) Deletions are indicated by the symbol Δ placed before the deleted gene or region, e.g., Δ*trpA432*, Δ(*aroP-aceE*)419, or Δ(*hisQ-hisJo*)1256. Similarly, other symbols can be used (with appropriate definition). Thus, a fusion of the *ara* and *lac* operons can be shown as Φ(*ara-lac*)95. Likewise, Φ(*araB'-lacZ⁺*)96 indicates that the fusion results in a truncated *araB* gene fused to an intact *lacZ* gene, and Φ(*malE-lacZ*)97(Hyb) shows that a hybrid protein is synthesized. An inversion is shown as IN(*rrnD-rrnE*)1. An insertion of an *E. coli his* gene into plasmid pSC101 at zero kilobases (0 kb) is shown as pSC101 Ω(0kb::K-12*hisB*)4. An alternative designation of an insertion can be used in simple cases, e.g., *galT236::Tn5*. The number 236 refers to the locus of the insertion, and if the strain carries an additional *gal* mutation, it is listed separately. Additional examples, which utilize a slightly different format, can be found in the papers by Campbell et al. and Novick et al. cited below. It is important in reporting the construction of strains in which a mobile element was inserted and subsequently deleted that this fact be noted in the strain table. This can be done by listing the genotype of the strain used as an intermediate in a table footnote or by making a direct or parenthetical remark in the genotype, e.g., (F[−]), Δ*Mu cts*, or *mal::ΔMu cts::lac*. In setting parenthetical remarks within the genotype or dividing the genotype into constituent elements, parentheses and brackets are used without special meaning; brackets are used outside parentheses. To indicate the presence of an episome, parentheses (or brackets) are used (λ, F⁺). Reference to an integrated episome is indicated as described for inserted elements, and an exogenote is shown as, for example, W3110/F'8(*gal⁺*).

For information about the symbols in current use, consult Berlyn (Microbiol. Mol. Biol. Rev. 62:814–984, 1998) for *E. coli* K-12, Sanderson and Roth (Microbiol. Rev. 52:485–532, 1988) for *Salmonella* serovar Typhimurium, Holloway et al. (Microbiol. Rev. 43:73–102, 1979) for the genus *Pseudomonas*, and Piggot and Hoch (Microbiol. Rev. 49:158–179, 1985) for *Bacillus subtilis*.

Conventions for naming genes. It is recommended that (entirely) new genes be given names that are mnemonics of their function, avoiding names that are already assigned and earlier or alternative gene names, irrespective of the bacterium for which such assignments have been made. Similarly, it is recommended that, whenever possible, orthologous genes present in different organisms receive the same name. When homology

is not apparent or the function of a new gene has not been established, a provisional name may be given by one of the following methods. (i) The gene may be named on the basis of its map location in the style *yaaA*, analogous to the style used for recording transposon insertions (*zef*) as discussed below. A list of such names in use for *E. coli* has been published by Rudd (Microbiol. Mol. Biol. Rev. **62**:985–1019, 1998). (ii) A provisional name may be given in the style described by Demerec et al. (e.g., *usg*, gene upstream of *folC*). Such names should be unique, and names such as *orf* or *genX* should not be used. For reference, the *E. coli* Genetic Stock Center's database includes an updated listing of *E. coli* gene names and gene products. It is accessible on the Internet (<http://cgsc.biology.yale.edu/cgsc.html>). The Center's relational database can also be searched via Telnet; for access, send a request to berlyn@cgsc.biology.yale.edu. A list can also be found in the work of Riley (Microbiol. Rev. **57**:862–952, 1993). For the genes of other bacteria, consult the references given above.

For prokaryotes, gene names should not begin with prefixes indicating the genus and species from which the gene is derived (for example, do not use *EcmeaA* for the *mecA* gene from *E. coli*). However, subscripts may be used where necessary to distinguish between genes from different organisms or strains as described in section v of "Bacteria" above.

Locus tags. Locus tags are systematic, unique identifiers that are assigned to each gene in GenBank. All genes mentioned in a manuscript should be traceable to their sequences by the reader, and locus tags may be used for this purpose in manuscripts to identify uncharacterized genes. However, since locus tags are not genetic names, they should appear in roman type rather than in italics. In addition, authors should check GenBank to make sure that they are using the correct, up-to-date format for locus tags (e.g., uppercase versus lowercase letters, presence or absence of an underscore, etc.). Locus tag formats vary between different organisms and also may be updated for a given organism, so it is important to check GenBank at the time of manuscript preparation.

"Mutant" versus "mutation." Keep in mind the distinction between a *mutation* (an alteration of the primary sequence of the genetic material) and a *mutant* (a strain carrying one or more mutations). One may speak about the mapping of a mutation, but one cannot map a mutant. Likewise, a mutant has no genetic locus, only a phenotype.

"Homology" versus "similarity." For use of terms that describe relationships between genes, consult the articles by Theissen (Nature **415**:741, 2002) and Fitch (Trends Genet. **16**:227–231, 2000). "Homology" implies a relationship between genes that share a common evolutionary origin; partial homology is not rec-

ognized. When sequence comparisons are discussed, it is more appropriate to use the term "percent sequence similarity" or "percent sequence identity," as appropriate.

Strain designations. Do not use the genotype as a name (e.g., "subsequent use of *leuC6* for transduction"). If a strain designation has not been chosen, select an appropriate word combination (e.g., "another strain containing the *leuC6* mutation").

Bacteriophages. The genetic nomenclature for phages differs from that for bacteria and tends to have separate conventions for each phage. Genetic symbols may be one, two, or three letters and are italicized. For example, a mutant strain of λ might be designated λ *Aam11 int2 red114 cI857*; this strain carries mutations in genes *cI*, *int*, and *red* and an amber-suppressible (*am*) mutation in gene *A*. Phenotypic symbols and designations of gene products are not italicized (e.g., "the Spi phenotype" or "Int protein"), and superscript plus and minus symbols can be used to indicate wild-type and mutant phenotypes, respectively. Host DNA insertions into phages should be delineated by square brackets, and the genetic symbols and designations for such inserted DNA should conform to those used for the host genome. Lists of gene symbols for several phages can be found in *Genetic Maps*, 6th ed. (S. J. O'Brien, ed., Cold Spring Harbor Laboratory, Cold Spring Harbor, NY, 1993). Relevant references for some of the more widely studied phages are as follows: for phage λ , Daniels et al. (p. 469–515, in R. W. Hendrix, J. W. Roberts, F. W. Stahl, and R. A. Weisberg, ed., *Lambda II*, Cold Spring Harbor Laboratory, Cold Spring Harbor, NY, 1983); for phage T4, Kutter et al. (p. 491–519, in J. D. Karam, ed., *Molecular Biology of Bacteriophage T4*, American Society for Microbiology, Washington, DC, 1994); and for phage T7, Dunn and Studier (J. Mol. Biol. **166**:477–535, 1983).

Transposable elements, plasmids, and restriction enzymes. Nomenclature of transposable elements (insertion sequences, transposons, phage Mu, etc.) should follow the recommendations of Campbell et al. (Gene **5**: 197–206, 1979), with the modifications given in section vi above. The Internet site where insertion sequences of eubacteria and archaea are described and new sequences can be recorded is <http://www-is.biotoul.fr/is.html>.

The system of designating transposon insertions at sites where there are no known loci, e.g., *zef-123::Tn5*, has been described by Chumley et al. (Genetics **91**:639–655, 1979). The nomenclature recommendations of Novick et al. (Bacteriol. Rev. **40**:168–189, 1976) for plasmids and plasmid-specified activities, of Low (Bacteriol. Rev. **36**:587–607, 1972) for F' factors, and of Roberts et al. (Nucleic Acids Res. **31**:1805–1812, 2003) for restriction enzymes, DNA methyltransferases, homing endonucleases, and their genes should be used. The nomenclature for recombinant DNA

molecules constructed *in vitro* follows the nomenclature for insertions in general. DNA inserted into recombinant DNA molecules should be described by using the gene symbols and conventions for the organism from which the DNA was obtained.

Tetracycline resistance determinants. The nomenclature for tetracycline resistance determinants is based on the proposal of Levy et al. (*Antimicrob. Agents Chemother.* **43**:1523–1524, 1999). The style for such determinants is, e.g., Tet B; the space helps distinguish the determinant designation from that for phenotypes and proteins (TetB). The above-referenced article also gives the correct format for genes, proteins, and determinants in this family.

ABBREVIATIONS AND CONVENTIONS

Verb Tense

ASM strongly recommends that for clarity you use the **past** tense to narrate particular events in the past, including the procedures, observations, and data of the study that you are reporting. Use the present tense for your own general conclusions, the conclusions of previous researchers, and generally accepted facts. Thus, most of the abstract, Materials and Methods, and Results will be in the past tense, and most of the introduction and some of the Discussion will be in the present tense.

Be aware that it may be necessary to vary the tense in a single sentence. For example, it is correct to say “White (30) demonstrated that XYZ cells *grow* at pH 6.8,” “Figure 2 shows that ABC cells failed to grow at room temperature,” and “Air *was* removed from the chamber and the mice *died*, which *proves* that mice *require* air.” In reporting statistics and calculations, it is correct to say “The values for the ABC cells *are* statistically significant, indicating that the drug *inhibited* . . .”

For an in-depth discussion of tense in scientific writing, see p. 191–193 in *How To Write and Publish a Scientific Paper*, 6th ed.

Abbreviations

General. Abbreviations should be used as an aid to the reader, rather than as a convenience to the author, and therefore their **use should be limited**. Abbreviations other than those recommended by the IUPAC-IUB (*Biochemical Nomenclature and Related Documents*, 1992) should be used only when a case can be made for necessity, such as in tables and figures.

It is often possible to use pronouns or to paraphrase a long word after its first use (e.g., “the drug” or “the substrate”). Standard chemical symbols and trivial names or their symbols (folate, Ala, Leu, etc.) may also be used.

It is strongly recommended that all abbreviations except those listed below be introduced in the first paragraph in Materials and Methods. Alternatively, define each abbreviation and introduce it in parentheses the first time it is used; e.g., “cultures were grown in Eagle

minimal essential medium (MEM).” Generally, eliminate abbreviations that are not used at least three times in the text (including tables and figure legends).

Not requiring introduction. In addition to abbreviations for Système International d’Unités (SI) units of measurement, other common units (e.g., bp, kb, and Da), and chemical symbols for the elements, the following should be used without definition in the title, abstract, text, figure legends, and tables: DNA (deoxyribonucleic acid); cDNA (complementary DNA); RNA (ribonucleic acid); rRNA (ribosomal RNA); mRNA (messenger RNA); tRNA (transfer RNA); AMP, ADP, ATP, dAMP, ddATP, GTP, etc. (for the respective 5’ phosphates of adenosine and other nucleosides) (add 2’-, 3’-, or 5’- when needed for contrast); ATPase, dGTPase, etc. (adenosine triphosphatase, deoxyguanosine triphosphatase, etc.); NAD (nicotinamide adenine dinucleotide); NAD⁺ (nicotinamide adenine dinucleotide, oxidized); NADH (nicotinamide adenine dinucleotide, reduced); NADP (nicotinamide adenine dinucleotide phosphate); NADPH (nicotinamide adenine dinucleotide phosphate, reduced); NADP⁺ (nicotinamide adenine dinucleotide phosphate, oxidized); poly(A), poly(dT), etc. (polyadenylic acid, polydeoxythymidylic acid, etc.); oligo(dT), etc. (oligodeoxythymidylic acid, etc.); UV (ultraviolet); PFU (plaque-forming units); CFU (colony-forming units); MIC (minimal inhibitory concentration); Tris [tris(hydroxymethyl)aminomethane]; DEAE (diethylaminoethyl); EDTA (ethylenediaminetetraacetic acid); EGTA [ethylene glycol-bis(β-aminoethyl ether)-*N,N,N',N'*-tetraacetic acid]; HEPES (*N*-2-hydroxyethylpiperazine-*N'*-2-ethanesulfonic acid); PCR (polymerase chain reaction); and AIDS (acquired immunodeficiency syndrome). Abbreviations for cell lines (e.g., HeLa) also need not be defined.

The following abbreviations should be used without definition in tables:

amt (amount)	SE (standard error)
approx (approximately)	SEM (standard error of the mean)
avg (average)	
concn (concentration)	sp act (specific activity)
diam (diameter)	sp gr (specific gravity)
expt (experiment)	temp (temperature)
exptl (experimental)	tr (trace)
ht (height)	vol (volume)
mo (month)	vs (versus)
mol wt (molecular weight)	wk (week)
no. (number)	wt (weight)
prepn (preparation)	yr (year)
SD (standard deviation)	

Reporting Numerical Data

Standard metric units are used for reporting length, weight, and volume. For these units and for molarity, use the prefixes m, μ, n, and p for 10⁻³, 10⁻⁶, 10⁻⁹, and 10⁻¹², respectively. Likewise, use the prefix k for 10³. Avoid compound prefixes such as mμ or μμ. Use μg/ml or μg/g in place of the ambiguous ppm. Units of tem-

perature are presented as follows: 37°C or 324 K.

When fractions are used to express units such as enzymatic activities, it is preferable to use whole units, such as “g” or “min,” in the denominator instead of fractional or multiple units, such as μg or 10 min. For example, “pmol/min” is preferable to “nmol/10 min,” and “ $\mu\text{mol/g}$ ” is preferable to “nmol/ μg .” It is also preferable that an unambiguous form such as exponential notation be used; for example, “ $\mu\text{mol g}^{-1} \text{min}^{-1}$ ” is preferable to “ $\mu\text{mol/g/min}$.” Always report numerical data in the appropriate SI units.

For a review of some common errors associated with statistical analyses and reports, plus guidelines on how to avoid them, see the article by Olsen (*Infect. Immun.* **71**:6689–6692, 2003).

For a review of basic statistical considerations for virology experiments, see the article by Richardson and Overbaugh (*J. Virol.* **79**:669–676, 2005).

Isotopically Labeled Compounds

For simple molecules, isotopic labeling is indicated in the chemical formula (e.g., $^{14}\text{CO}_2$, $^3\text{H}_2\text{O}$, and

$\text{H}_2^{35}\text{SO}_4$). Brackets are not used when the isotopic symbol is attached to the name of a compound that in its natural state does not contain the element (e.g., ^{32}S -ATP) or to a word that is not a specific chemical name (e.g., ^{131}I -labeled protein, ^{14}C -amino acids, and ^3H -ligands).

For specific chemicals, the symbol for the isotope introduced is placed in square brackets directly preceding the part of the name that describes the labeled entity. Note that configuration symbols and modifiers precede the isotopic symbol. The following examples illustrate correct usage:

$[^{14}\text{C}]$ urea	$[\gamma\text{-}^{32}\text{P}]$ ATP
L- $[\text{methyl-}^{14}\text{C}]$ methionine	UDP- $[\text{U-}^{14}\text{C}]$ glucose
$[2,3\text{-}^3\text{H}]$ serine	<i>E. coli</i> $[^{32}\text{P}]$ DNA
$[\alpha\text{-}^{14}\text{C}]$ lysine	fructose 1,6- $[1\text{-}^{32}\text{P}]$ bisphosphate

JB follows the same conventions for isotopic labeling as the *Journal of Biological Chemistry*, and more-detailed information can be found in the instructions to authors of that journal (first issue of each year).