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.

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*Instructions to Authors are published annually in the January issue. A separate html version, which is updated throughout the year, is at http://jb.asm.org/misc/ifora.dtl.

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//www.ddbj.nig.ac.jp/; EMBL Nucleotide Sequence
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for Genes

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researchers should implement the following two funda-
mental guidelines as standards for utilization of locus
tags in genome analysis, annotation, submission,
reporting, and publication. (i) Locus tag prefixes are
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genome and as such should be associated with a single
genome project submission. (ii) New genome projects
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SUBMISSION, REVIEW, AND PUBLICATION PROCESSES

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Optional open access fee. Author-paid optional open access (OOA) is now available for all article types. The 2011 fee is $2,000. This fee is in addition to any page charges, color charges, or supplemental material charges and permits immediate public access to both the preliminary “Accepts” version and the copyedited, typeset version published in the online journal. This option is in addition to the open access already provided through NIH’s PubMed Central repository; all primary research published in ASM journals is freely available through PubMed Central 6 months after publication.

ORGANIZATION AND FORMAT

Editorial Style

The editorial style of ASM journals conforms to the ASM Style Manual for Journals (American Society for Microbiology, 2011, in-house document) and How To Write and Publish a Scientific Paper, 6th ed. (Greenwood Press, Westport, CT, 2006), as interpreted and modified by the editors and the ASM Journals Department.

The editors and the Journals Department reserve the privilege of editing manuscripts to conform with the stylistic conventions set forth in the aforesaid publications and in these Instructions.

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” (L); 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 any words that should appear in italics, and indicate paragraph lead-ins in boldface 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, the running title (not to exceed 54 characters and spaces), the name of each author, the 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).

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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.

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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 suffi-
cient 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 ($g$ 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, and plasmids, etc. Enzyme purifications should be described in this section, but the results of such procedures should be described in the Results section. A method or 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.

Appendices. Appendixes that contain additional material to aid the reader are permitted. Titles, authors, and reference 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 paper 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.

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


5. 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.)


10. 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.}


14. Stratagene. 2006. Yeast DNA isolation system: instructions 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., JB00577-11) if it is a journal article or the name of the publication if it is a book.

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(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 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 and 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.)


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

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typeset version is made freely available to the public. Manuscripts will not be published ahead of print. Effective July 15, 2011, authors of Genome Announcements are subject to a nonwaivable flat publication fee of $250 for ASM members ($375 for nonmembers).

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The Erratum section provides a means of correcting errors that occurred during the writing, typing, editing, or publication (e.g., a misspelling, a dropped word or line, or mislabeling in a figure) of a published article. Submit Errata via the online manuscript submission and peer review system (see “Submission, Review, and Publication Processes”). In the Abstract section of the submission form (a required field), put “Not Applicable.” Upload the text of your Erratum as a Microsoft Word file. Letters of agreement signed by all of the authors must be supplied as supplemental material (scanned PDF files). The Erratum will be assigned to the editor in chief of the journal, and the editor who handled the paper and the chairperson of the ASM Publications Board will be consulted. If all parties agree to the publication and content of the Erratum, it will be sent to the Journals Department for publication.

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ILLUSTRATIONS AND TABLES

Illustrations

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.

On initial submission, illustrations should be supplied as PDF files, with the legend on the same page, to assist review. At the modification stage, production quality digital files must be provided, along with text files for the legends. The legends are copyedited and typeset for final publication, not included as part of the figure itself.

File types and formats. 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.

On initial submission, illustrations should be supplied as PDF files, with the legend on the same page, to assist review. At the modification stage, production quality digital files must be provided, along with text files for the legends. The legends are copyedited and typeset for final publication, not included as part of the figure itself.

All graphics submitted with modified manuscripts must be bitmap, grayscale, or in the RGB (preferred) or CMYK color mode. See “Color illustrations.” Halftone images (those with various densities or shades) must be grayscale, not bitmap. JB accepts TIFF or EPS files but discourages PowerPoint for either black-and-white or color images.

For instructions on creating acceptable EPS and TIFF files, refer to the Cadmus digital art website, http://art.cadmus.com/da/index.jsp. 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. For proper font use in PowerPoint images,

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Minimum resolution. It is extremely important that a high enough file resolution is used. All separate images that you import into a figure file must be at the correct resolution before they are placed. (For instance, placing a 72-dpi image in a 300-dpi EPS file will not result in the placed image meeting the minimum requirements for file resolution.) 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 combination art (lettering and images)
1,200 dpi for line art

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Maximum width for a 1-column figure: 3⅛ inches (ca. 8.4 cm)
Maximum width for a 2-column figure: 6⅞ inches (ca. 17.4 cm)
Minimum width for a 2-column figure: 4¼ inches (10.8 cm)
Maximum height: 9⅛ inches (23.0 cm)

Contrast. Illustrations must contain sufficient contrast to be viewed easily on a monitor or on the printed page.

Labeling and assembly. All final lettering and labeling must be incorporated into the figures. On initial submission, illustrations should be provided as PDF files, with the legend beneath each image, to assist review. At the modification stage, production quality digital figure files must be provided, along with text files for the legends. Put the figure number 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: Arial, Helvetica, Times Roman, European PI, Mathematical PI, or Symbol. Courier may be used but should be limited to nucleotide or amino acid sequences, where a nonproportional (monospace) font is required. All fonts other than these must be converted to paths (or outlines) in the application with which they were created.

Compression. When figure files are uploaded to the manuscript submission and review system, they may be compressed with WinZip.

Color illustrations. Color costs must be borne by the author. See “Publication Fees.” All figures submitted in color will be processed as color. Adherence to the following guidelines will help to minimize costs and to ensure color reproduction that is as accurate as possible.

The online version is considered the version of record for JB and all other ASM journals. To maximize online reproduction, color illustrations should be supplied in the RGB color mode, as either (i) RGB TIFF images with a resolution of at least 300 pixels per inch (raster files, consisting of pixels) or (ii) Illustrator-compatible EPS files with RGB color elements (vector files, consisting of lines, fonts, fills, and images). CMYK files are also accepted. Other than in color space, CMYK files must meet the same production criteria as RGB files. The RGB color space is the native color space of computer monitors and of most of the equipment and software used to capture scientific data, and it can display a wider range of colors (especially bright fluorescent hues) than the CMYK (cyan, magenta, yellow, black) color space used by print devices that put ink (or toner) on paper. For the print version (and reprints), ASM’s print provider will automatically create CMYK versions of color illustrations from the supplied RGB versions. Color in the print journal may not match that in the online journal of record because of the smaller range of colors capable of being reproduced by CMYK inks on a printing press. For additional information on RGB versus CMYK color, refer to the Cadmus digital art site, http://art.cadmus.com/da/guidelinesRgb.jsp.

Drawings

Submit graphs, charts, complicated chemical or mathematical formulas, diagrams, and other drawings as finished products not requiring additional artwork or type-setting. 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 formats.
When creating line art, please use the following guidelines:

(i) All art must be submitted at its intended publication size. For acceptable dimensions, see “Size,” above.

(ii) 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,

(a) Generate the image at line screens of 85 lines per inch or less.

(b) When applying multiple shades of gray, differentiate the gray levels by at least 20%.

(c) Never use levels of gray below 5% or above 95% as they are likely to fade out or become totally black when output.

(iii) Use thick, solid lines that are no finer than 1 point in thickness.

(iv) No type should be smaller than 6 points at the final publication size.

(v) Avoid layering type directly over shaded or textured areas.

(vi) Avoid the use of reversed type (white lettering on a black background).

(vii) Avoid heavy letters, which tend to close up, and unusual symbols, which the printer may not be able to reproduce in the legend.

(viii) 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 \(10^{3}\), and 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 (RSC Publishing, Cambridge, United Kingdom, 2007); an abbreviated list is available at http://old.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 should be “2” and the label should be “10^4 cells per ml” (not “cells per ml × 10^{-4}”). Likewise, an enzyme activity of 0.06 U/ml might be shown as 6 accompanied by the label 10^{-2} U/ml. The preferred designation is 60 mU/ml (milliunits per milliliter).

Presentation of Nucleic Acid Sequences

Long 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 or 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, and 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

On initial submission, to assist review, the legend should be incorporated in the image file and appear beneath the figure. At the modification stage, figure legends must be provided as text files separate from the image file.

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 Microsoft 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 and is being submitted in Rapid
TABLE 1. Induction of creatinine deiminase in Clostridium sp. strains XP32 and XP56

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</tbody>
</table>

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

<sup>b</sup> Enzyme units in cell extract obtained from ca. 10<sup>10</sup> cells.

Review, 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 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.

Cover Photographs and Drawings

JB publishes photographs and drawings on the front cover. Since we still want to optimize print presentation for covers even though the online journal is the journal of record (see above), color cover art must be prepared in the CMYK color space. 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 if their cover art is selected. Copyright for the chosen material must be transferred to ASM. A short description of the cover image will be included at the end of the table of contents or the author index. Technical specifications are available from the cover editor, Roberto Kolter (rkolter@hms.harvard.edu).

NOMENCLATURE

Chemical and Biochemical Nomenclature

The recognized authority for the names of chemical compounds is Chemical Abstracts (CAS; http://www.cas.org/) 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.gmu.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.gmu.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. Authors of papers describing enzymological studies should review the standards of the STRENDA Commission for information required for adequate description of experimental conditions and for reporting enzyme activity data (http://www.beilstein-institut.de/en/projekte/strenda/guidelines/).

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 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 Typhimurium, S. Typhimurium, or Salmonella serovar Typhimurium. For other information regarding serovar designations, see Antigenic Formulæ of the Salmonella Serovars, 9th ed. (P. A. D. Grimont and F.-X. Weill, WHO Collaborating Centre for Reference and Research on Salmonella, Institut Pasteur, Paris, France, 2007; see http://www.pasteur.fr/ip/portal/action/WebserviceActionEvent/oid/01s-000036-089). For a summary of the current standards for Salmonella nomenclature and the Kaufmann-White cri-

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., American Society for Microbiology, 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 or 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 chairperson: Maria Costanzo (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 recommendations 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, and 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⁺ 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: the Coli Genetic Stock Center (http://cgsc.biology.yale.edu/). For the genus Salmonella, the registry is the Salmonella Genetic Stock Centre (http://people.ucalgary.ca/~kesander/). For the genus Bacillus, the registry is the Bacillus Genetic Stock Center (http://www.bsgc.org/).

(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* "mecA" 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 *gln* A1 and *gln* A2. 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*trp* A432, Δ(*ara* P-aceE)419, or Δ(*his* Q-*his* J) 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(*ara*B'-lacZ") 96 indicates that the fusion results in a truncated *ara* B gene fused to an intact *lac* Z gene, and Φ(*mal* E-*lac*Z") 97 (Hyb) shows that a hybrid protein is synthesized. An inversion is shown as IN(*rnm* D-rnm* E*). An insertion of an *E. coli* *his* gene into plasmid pSC101 at zero kilobases (0 kb) is shown as pSC101 Ω (0kb::*K-12his* B)4. An alternative designation of an insertion can be used in simple cases, e.g., *galT* 236::*Tn* 5. 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".), ΔMu 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 parentheticals. 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/F8*gal*+.


**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 *yaa* 4, 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 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/index.php). 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 *Eco* *mecA* 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. 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 and the 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 have a common evolutionary origin; partial homology is not recognized. 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 cl857; this strain carries mutations in genes cl, 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, and phage Mu, etc.) should follow the recommendations of Campbell et al. (Gene 5:197–206, 1979), with the modifications given in section vi of “Bacteria,” 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-specific 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, and Leu, etc.) may also be used. 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 mea-
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); mRNA (messenger RNA); rRNA (ribosomal RNA); tRNA (transfer RNA); AMP, ADP, ATP, dAMP, ddATP, and GTP, etc. (for the respective 5' phosphates of adenosine and other nucleosides) (add 2', 3', or 5' when needed for contrast); ATPase and dGTPase, etc. (adenosine triphosphatase and 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) and poly(dT), etc. (polyadenylic acid and 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 ether)–N,N,N,N-tetraacetic acid); EGTA [ethylene glycol-bis(β-aminoethyl ether)-N,N,N,N-tetraacetic acid]; HEPES (N-(2-hydroxyethyl)piperazine-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)
- approx (approximately)
- avg (average)
- concn (concentration)
- diam (diameter)
- exp (experiment)
- exp (experimental)
- ht (height)
- mo (month)
- mol wt (molecular weight)
- no. (number)
- prepn (preparation)
- SD (standard deviation)
- SE (standard error)
- SEM (standard error of the mean)
- sp (specific activity)
- sp (specific gravity)
- temp (temperature)
- tr (trace)
- vol (volume)
- vs (versus)
- wk (week)
- wt (weight)
- yr (year)

**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 10^3. Avoid compound prefixes such as mµ or µµ. Use µg/ml or µg/g in place of the ambiguous ppm. Units of temperature 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 “µmol/g” is preferable to “nmol/µg.” It is also preferable that an unambiguous form such as exponential notation be used; for example, “µmol g^-1 min^-1” is preferable to “µmol/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., 14CO2, 3H2O, and H235SO4). 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., 32S-ATP) or to a word that is not a specific chemical name (e.g., 131I-labeled protein, 14C-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:

- [14C]urea
- l-[methyl-14C]methionine
- [2,3-3H]serine
- [α-14C]lysine
- [γ-32P]ATP
- UDP-[U-14C]glucose
- E. coli [13P]DNA
- fructose 1,6-[1-32P]
- [32P]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).