

Instructions for preparation of manuscripts for publication in supplements to BioMed Central journals

General information

The Editor of the journal retains editorial control at all times and is responsible for all final acceptance decisions. The Editor may request changes, corrections, re-review or reject articles which do not meet journal standards.

Manuscripts accepted by the journal will be published online in fully browseable web forms and formatted PDF files. Articles will be available through BioMed Central website and submitted for inclusion in PubMed where applicable.

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Editorial policies

All manuscripts submitted for publication in supplements to BioMed Central journals must comply with our editorial policies. Before submission, please ensure that your manuscript meets the criteria outlined on our general policy page online at <http://www.biomedcentral.com/about/editorialpolicies>.

Policies should be followed closely to minimise delays in the review and production process. They cover authorship, competing interests, peer review, confidentiality, ethics, trial registration, registration of systematic reviews, standards of reporting, publication of clinical datasets, data and material release, software describing new taxa, duplication publication, citations, copyright/libel and misconduct.

The Duplicate publication policy is of particular importance for conference publications. Authors are required to ensure that no material submitted as part of a manuscript infringes existing copyrights, or the rights of a third party. The article should not already have been published in another journal or other citeable publication and should not be under consideration by any other journal (though it can already have been deposited on a preprint server). If articles have been published previously as extended abstracts then they must be significantly expanded, and include novel methods, results, analysis or interpretation. The original publication must be cited. Copying text from previously published work of others without acknowledging the source is plagiarism and may be regarded as misconduct. Text recycling (also known as self-plagiarism, i.e. republication of the author's own previously published work) is also inappropriate and may breach copyright. Any quotations must be clearly indicated by quote marks and the original source must be cited. For further guidance, please see BioMed Central's Duplicate Publication Policy <http://www.biomedcentral.com/submissions/editorial-policies#duplicate+publication>.

Instructions for authors – articles for submission to supplements

Please prepare your manuscript in accordance with the instructions for the relevant article type on the journal's website <http://www.biomedcentral.com/submissions/>. For *BMC Proceedings*, please follow the instructions for *BMC Bioinformatics* (<http://www.biomedcentral.com/bmcbioinformatics/authors/instructions#submitManuscript>) for biology-based supplements or *BMC Medical Genetics* (<http://www.biomedcentral.com/bmcmedgenet/authors/instructions#submitManuscript>) for medicine-based supplements.

The following word processor file formats are acceptable for the main manuscript document:

- Microsoft word (DOC, DOCX)
- Rich text format (RTF)
- Tex/LaTeX (please also provide a PDF version for submission checks)

Important exceptions to the instructions for articles to be submitted to supplements are outlined below:

Submission

Please do not submit your supplement manuscript via our online submission system unless specifically asked to do so. **Manuscripts (in English) and figures for supplements should be submitted to the supplement organizers and will then be submitted by email or via our ftp site to BioMed Central.**

Payment

Standard article processing charges (APCs) do not apply for supplements. Publication fees do apply, and arrangements for payment are made outside the online APC payment system. Please contact the Supplements Office if you have any questions regarding fees or payment. Please note that we cannot process supplement payments via membership schemes and cannot apply waivers to supplements.

Declarations

In addition to the online guidance, all supplement articles must include a Declarations section stating specifically the source of funding for the article's publication fee. If an arrangement has been made for an organization to pay publication fees on behalf of authors, BioMed Central will add this statement. Where authors are arranging to pay a fee directly to BioMed Central, they make their own declaration in this section and this is usually in the form "Publication charges for this article have been funded by..."

Competing interests

All articles should include a Competing interests section. It is particularly important for sponsored supplements to include relevant disclosures and to include a statement regarding any named sponsor products or compounds in development referred to in the article.

Proofs

You will receive a PDF proof from our production department and will be asked to respond to any queries and return any corrections within 2 days.

Author presubmission checklist for manuscripts for publication in supplements to BioMed Central journals

Before submitting the manuscript to your supplement organizer, please go through the list of points below, and refer back to the main instructions if necessary. You should be aware that failure to follow the instructions may cause interruptions to the review and production process which could result in delayed publication of the whole supplement. If it is necessary to make any changes in proof due to incorrect formatting of the original files, changes will be at the discretion of the Editors

When you have checked each of the points, please make the required changes to your files.

Incorrectly formatted manuscripts cause problems and delays during the production process.

Title page of manuscript

1. Authors' affiliations should be in the following format: Department, Institute, City, Post/Zip code, Country.
2. Each affiliation must be linked to an author.
3. All authors must be linked to their corresponding affiliation(s) using superscript numerals.
4. Authors should not list their qualifications on the title page.
5. One corresponding author should be indicated.
6. A contact email address must be listed for each author.
7. The title should be in bold, sentence case with no full stop at the end and no underlining.

Manuscript sections

8. Abstracts should be no longer than 350 words.
9. Abstracts should not cite references, figures or tables, and the use of abbreviations should be minimized.
10. The abstract should include trial registration details, if appropriate.
11. All articles should include the following sections (in order): Abstract; Background; Main text with appropriate subheadings (see online instructions for authors - for research articles headings should include Methods, Results, Discussion, Conclusions); List of abbreviations used (if any); Competing interests; Ethics and consent; Declarations; Acknowledgements; References; Figure legends (if any); Tables (if any); Additional data files (if any). Do not number the sections.
12. **Please use sentence case for titles, headings and subheadings, with no unnecessary initial capital letters.**
13. Figures must be supplied as separate files (see below).
14. Do not include footnotes or text boxes.
15. Avoid including long URLs in the main body of the text, put them in the reference section with the name of the website.
16. A competing interests section must be included
17. A declarations section must be included
18. Ensure that permission has been obtained to reproduce any previously published materials (e.g. text sections, reproduced figures/tables, etc") and make sure the original publications are correctly referenced

References

19. References must be cited in the text using consecutive numbers in square brackets.
20. References to other articles from within the same Supplement as your article must be highlighted in red.
21. The reference list should be provided in the correct format so that the links to each referenced article's abstract on PubMed (and/or the full text on the publisher's website if applicable) can be created.

Figures

22. **Each figure must be provided as a separate file, not embedded in the main manuscript file.**
23. If a figure consists of separate parts e.g. A and B, it is important that these parts are submitted in a single figure file and not as individual figure files.
24. The image file should not include the figure number, title or legend; these should be included in the manuscript file after the references. Sub-labelling (e.g. A, B, C) may be included in the figure file.
25. Figures must be closely cropped so that only a small white border appears around the image.
26. Figures should be of adequate resolution to ensure good reproduction online.
27. Please name figure files so it is easy to identify which manuscript they belong to and which figure number they are.
28. Indicate clearly if a figure is being reproduced or adapted with permission from another publication

Tables

29. Tables smaller than one side of A4 (210mm x 297mm) can appear within the main article and should be included at the end of the manuscript file, in the order that they are referred to in the text.
30. Tables must be divided into cells/fields - tables generated with tabbed text are not acceptable.
31. Tables should not include colour or shading

Additional files

32. These may consist of larger tables or other files, such as movies, PDF files, etc, that are not intended to appear within the body of the article.
33. If authors have included additional files, they must include a separate section in the manuscript that lists: file name(s), file format(s), title(s) of data and short description(s) of data.
34. Additional files **must** have the appropriate three-letter file extension for the programme you have used to generate them (e.g. .xls for Excel; .pdf for Acrobat files etc). Additional files must be cited in the text in the following way, eg: "see Additional file 1".