AMERICAN SOCIETY FOR MICROBIOLOGY | Journal of Virology®

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INSTRUCTIONS TO AUTHORS

SCOPE

The *Journal of Virology*® (JVI) is devoted to the timely dissemination of significant new knowledge about the viruses of animals, archaea, bacteria, fungi, plants, and protozoa. Investigators in all areas of basic virology are invited to submit reports of original research. Original articles should contain experimental observations that address a hypothesis, lead to new concepts, and indicate new directions in research. Computational analyses of viruses and viral components that advance the field are also appropriate.

JVI encourages reports on virus structure and assembly, viral genome replication and regulation of viral gene expression, viral genetic diversity and evolution, virus-cell interactions, cellular responses to viral infection, transformation and oncogenesis, gene delivery, viral pathogenesis and immunity, and vaccines and antiviral agents. Manuscripts contributing new information about virus-host interactions, disease mechanisms, immune responses, and immunopathology are appropriate for JVI. Manuscripts describing the development, mechanisms of action, and preclinical evaluation of new antiviral vaccines and therapeutics are also appropriate for JVI. The editors seek to promote the publication of research that enhances an understanding of the virus-cell and virus-organism interface.

JVI encourages the submission of manuscripts describing studies in which viruses or viral genetic elements are used as components of vectors for the delivery of therapeutic genes into animals and plants. These original articles should contain experimental observations that lead to new concepts and understanding relevant to gene delivery, regulated expression of therapeutic genes, or viral pathogenesis.

JVI considers manuscripts that include microarrays and similar parallel profiling analyses of viral or cellular gene expression. However, such manuscripts will be published only if they provide novel insight into the biology of the virus or the infected cell or if they form the basis for additional experiments that provide such insights. It is expected that the primary data from such analyses will be incorporated into the text or figures or will be made available as supplemental material on the ASM website, on a publicly accessible laboratory website, or in a public repository (such as the National Center for Biotechnology Information).

The journal will not publish descriptive studies, such as those that provide a new nucleotide sequence, complete genome sequence, or genome analysis or report the isolation or characterization of a viral variant or a new strain or type of virus. Such information must instead be used in further experiments to test an idea or mechanistic model or to relate a clear set of novel conclusions that derive from the data.

ASM publishes a number of journals covering various aspects of microbiology. Each journal has a prescribed scope that must be considered in determining where to publish each manuscript. The following guidelines may be of assistance.

(i) JVI will consider papers that describe the use of antiviral agents in elucidating the basic biological processes of viruses and host cells. Papers describing other aspects of antiviral agents and chemotherapy will be considered for *Antimicrobial Agents and Chemotherapy*®.

(ii) Studies involving the use of bacteriophages as a diagnostic typing system will be considered by the *Journal of Clinical Microbiology*®. Those dealing with phages in relation to industrial microbiology will be considered by *Applied and Environmental Microbiology*®.

(iii) Manuscripts describing new methods or improvements in media and culture conditions will not be considered by JVI. Such manuscripts are more appropriate for *Applied and Environmental Microbiology* or the *Journal of Clinical Microbiology*.

(iv) Manuscripts reporting clinical investigations should be submitted to the *Journal of Clinical Microbiology*.

(v) Manuscripts reporting ecological or environmental studies are most appropriate for *Applied and Environmental Microbiology*.

(vi) Manuscripts reporting the use of a standard viral vector to elicit an immune response to a nonviral antigen; the application of a virus as a tool to understand a new aspect of immunity; the development or better understanding of adjuvants, immunization routes, or duration of immunity; or vaccine trials for humans where efficacy is the focus should be submitted to *mSphere*®.

We understand that there may be overlap in the scope statements of the ASM journals that publish articles of interest to virologists. 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 AND ETHICAL GUIDELINES

As a member of the Committee on Publication Ethics (COPE), ASM adheres to COPE's Best Practice Guidelines and expects authors to observe the high standards of publication ethics set out by COPE.

ASM requirements for submitted manuscripts are consistent with the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, as last updated by the International Committee of Medical Journal Editors in December 2014 (http://www.icmje.org/).

Instructions to Authors are updated throughout the year. The current version is available on the journal website.

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The Council on Microbial Sciences (COMS) 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 COMS resolution mentioned above. Members of the ASM Journals Board will evaluate the rare manuscript that might raise such issues during the review process. However, as indicated elsewhere in these Instructions, primary-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. We ask that authors pay particular attention to the NSAR Select Agent/Toxin list on the CDC website https://www.selectagents.gov/index.html and the U.S. Government Policy for Oversight of Life Sciences Dual Use Research of Concern (March 2012; http://www.phe.gov/s3/dualuse/Documents/us-policy-durc-032812.pdf).

Use of Human Subjects or Animals in Research

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Patient Identification

Informed consent is not needed if the patient cannot be identified from any material in a manuscript. In the absence of informed consent, identifying details, such as patient initials, specific dates, specific geographic exposures, or other identifying features (including body features in figures), should be omitted, but this must not alter the scientific meaning. Important information that is relevant to the scientific meaning should be stated so that the patient cannot be identified, e.g., by stating a season instead of a date or a region instead of a city. If a patient can be identified from the material in a manuscript, all efforts should be made to obtain informed consent to publish from patients or parents/legal guardians of minors. Informed consent requires that the patient have the opportunity to see the manuscript prior to submission. The written consent must state either that the patient has seen the complete manuscript or that the patient declines to do so. Patient consent should be archived with the authors and be available upon request. A statement attesting the receipt and archiving of written patient consent should be included in the published article.

Publishing Ethics

Authorship. ASM journals follow the criteria for authorship as outlined in the International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals ("Defining the Role of Authors and Contributors"). Briefly, an author is one who makes a substantial contribution to the design, execution, and/or analysis and interpretation of experiments in addition to drafting, revising, and/or approving the initial submission and any subsequent versions of the article. All authors of a manuscript must have agreed to its submission and are responsible for appropriate portions of its content. Submission of a paper before all coauthors have read and approved it is considered an ethical violation.

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ASM applies forensic imaging tools to screen selected manuscripts for inappropriate manipulation of figures. If unacknowledged and/or inappropriate image manipulations are detected, the matter will be referred to the journal's ethics panel for consideration.

Fabrication, manipulation, and falsification of data. As a member of the Committee on Publication Ethics (COPE), ASM encourages authors to consult COPE's "Code of Conduct and Best Practice Guidelines for Journal Editors" (https://publicationethics.org/files/Code_of_conduct_for_journal_editors_0.pdf). Fabrication, manipulation, and falsification of data constitute misconduct. As defined by the U.S. Department of Health and Human Services, fabrication is "making up

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- A serial, periodical, or book
- A conference report or symposium proceedings
- A technical bulletin or company white paper
- A public website (see "Preprint policy")
- Any other retrievable source

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- Posting of a limited amount of original data on a personal/university/corporate website or websites of small collaborative groups working on a problem
- Deposit of unpublished sequence data in a public database
- Preliminary disclosures of research findings as meeting posters, webcast as meeting presentations, or published in abstract form as adjuncts to a meeting, e.g., part of a program
- Posting of theses and dissertations on a personal/university-hosted website

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Data citation. To promote reproducibility, ASM expects researchers to identify and cite data sets and/or code used in

their experiments and studies. These may be large or complex data sets that can include, but are not limited to, data from microarray, genomic, structural, proteomic, or video imaging analyses. **Authors should cite both the data set repository and the published article in which the data set and/or code was originally described.** Citations of data should be included in the reference list with persistent unique identifiers (e.g., active URLs, accession numbers, etc.). If computer code or software was created to generate results or interpret data, then a statement to that effect should be included in the "Data availability" paragraph. For cases in which the software is publicly available (e.g., FigTree to generate phylogenetic trees), the URL of the software informational page should be provided. **It is preferred that authors use established, publicly available data type-specific repositories.** If there is no appropriate repository available, general publicly available repositories should be used (e.g., Dryad, figshare, etc.). Examples of proper data citation are included in the "References" section of these Instructions to Authors.

Authentication of cell lines. Cell line misidentification or contamination can adversely impact the validity of research findings. Authors should describe the source along with the date and method used for authentication of any cell lines used in manuscripts submitted to this journal. Cell lines used less than 6 months after receipt from a cell bank that performs authentication do not require reauthentication, but the source and method of authentication should be reported in the Materials and Methods section.

Nucleotide and amino acid sequences. Newly determined nucleotide and/or amino acid sequence data must be deposited and GenBank/ENA/DDBJ accession numbers must be included in the manuscript no later than the modification stage of the review process. It is expected that the sequence data will be released to the public no later than the publication (initial online posting) date of the accepted manuscript. Authors are encouraged to comply with community metadata standards, such as the "Minimal Information about any (X) Sequence" (MIxS) checklist (http://gensc.org/projects/mixs-gsc-project/), when submitting to GenBank, ENA, or DDBJ. The accession numbers should be included in a separate paragraph with the lead-in "Accession number(s)" at the end of the Materials and Methods section. If conclusions in a manuscript are based on the analysis of sequences and a GenBank/ENA/DDBJ accession number is not provided at the time of the review, authors should provide the annotated sequence data as supplemental material not for publication.

It is expected that, when previously published sequence accession numbers are cited in a manuscript, the original published article(s), as well as a citation of the database where the accession number is deposited, will be included in the References section.

Authors are also expected to do elementary searches and comparisons of nucleotide and amino acid sequences against the sequences in standard databases (e.g., GenBank) immediately before manuscripts are submitted and again at the proof stage.

Analyses should specify the database, and the date of each analysis should be indicated as, e.g., 6 January 2018. If relevant, the version of the software used should be specified.

See "Presentation of Nucleic Acid Sequences" for nucleic acid sequence formatting instructions.

The URLs of the databases mentioned above are as follows: DNA Data Bank of Japan (DDBJ), http://www.ddbj.nig.ac.jp/; European Nucleotide Archive (ENA), https://www.ebi.ac.uk/ena/; and GenBank, National Center for Biotechnology Information, https://www.ncbi.nlm.nih.gov/nucleotide.

Proper use of locus tags as systematic identifiers for genes. To comply with recommendations from the International Nucleotide Sequence Database (INSD) Collaborators and to avoid conflicts in gene identification, researchers should implement the following two fundamental guidelines as standards for utilization of locus tags in genome analysis, annotation, submission, reporting, and publication. (i) Locus tag prefixes are systematic gene identifiers for all of the replicons of a genome and as such should be associated with a single genome project submission. (ii) New genome projects must be registered with the INSD, and new locus tag prefixes must be assigned in cooperation with the INSD to ensure that they conform to the agreed-upon criteria.

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The URLs of the databases mentioned above are as follows: Gene Expression Omnibus (GEO), https://www.ncbi.nlm.nih.gov/geo/; ArrayExpress, https://www.ebi.ac.uk/arrayexpress/; and Center for Information Biology Gene Expression Database (CIBEX), http://cibex.nig.ac.jp/data/index.html.

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SUBMISSION, REVIEW, AND PUBLICATION PROCESSES

Initial Submissions

For initial submissions, JVI welcomes papers in any format (format-neutral submissions). At this stage, authors are encouraged to upload a single PDF that incorporates the full text, tables, and figures. The reference style, the arrangement of sections of the paper, and other formatting issues are at the discretion of the author at initial submission. (For revised submissions and resubmissions, formatting guidelines are described in detail below.)

Submission Process

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To facilitate the review, copies of in-press and submitted manuscripts that are important for judgment of the present manuscript should be included as supplemental material not for publication.

When a manuscript is submitted to the journal, it is given a control number (e.g., JVI00123-18) and assigned to one of the editors. **(Always refer to this number in communications with the editor and the Journals Department.)** From there it is assigned to at least two independent experts for peer review. A single-blind review, where authors' identities are known to reviewers, is applied. It is the responsibility of the corresponding author to inform the coauthors of the manuscript's status throughout the submission, review, and publication processes. The reviewers operate under strict guidelines set forth in "Guidelines for Reviewers" (http://journals.asm.org/site/misc/reviewguide.xhtml) and are expected to complete their reviews expeditiously.

The corresponding author is notified, generally within 4 to 6 weeks after submission, of the editor's decision to accept, reject, or require modification. When modification is requested, the corresponding author must either submit the modified version within 2 months or withdraw the manuscript. A point-by-point response to the reviews must be uploaded as a separate file (identified as such), and a compare copy of the manuscript (without figures) should be included as a Marked Up Manuscript if the editor requested one.

Manuscripts that have been rejected with the option to resubmit, or withdrawn after being returned for modification, may be resubmitted to the same ASM journal if the major criticisms have been addressed. A manuscript rejected on scientific grounds or on the basis of its general suitability for publication by one ASM journal, with the exception of *mBio*®, is considered rejected by all other ASM journals. A rejection from *mBio* does not disqualify a manuscript from being newly submitted to another ASM journal (the rejection by *mBio* need not be mentioned in the cover letter). A manuscript rejected solely on the basis of scope may be resubmitted to a more appropriate ASM journal.

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- 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
- Websites

These references 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.*}
. . . as suggested by the World Health Organization (http://www.who.int/campaigns/immunization-week/2017/en/).

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) Citations in abstracts. Because the abstract must be able to stand apart from the article, references cited in it

should be clear without recourse to the References section. Use an abbreviated form of citation, omitting the article title, as follows.

(P. S. Satheshkumar, A. S. Weisberg, and B. Moss, J Virol 87:10700–10709, 2013, doi:10.1128/JVI.01258-13)
(J. H. Coggin, Jr., p. 93–114, *in* D. O. Fleming and D. L. Hunt, ed., *Biological Safety. Principles and Practices*, 4th ed., 2006)
". . . in a recent report by D. A. Hopwood (mBio 4:e00612-13, 2013, doi:10.1128/mBio00612-13) . . . ."

This style should also be used for Addenda in Proof.

(iv) References related to supplemental material. If references must be cited in the supplemental material, list them in a **separate** References section within the supplemental material and cite them by those numbers; do not simply include citations of numbers from the reference list of the associated article. If the same reference(s) is to be cited in both the article itself and the supplemental material, then that reference would be listed in both References sections.

Gems

Gems are brief invited reviews (limited to 4,000 words) on a current topic or emerging story in virology. The aim is to publish cogent summaries of key findings and new developments written clearly and succinctly for the broad virology community. Gems should also include a discussion of the importance of the new findings in advancing the field and may include opinions and views on future directions. Gems should include one or two figures or tables. The abstract is limited to 75 words. Gems are solicited by JVI associate editors. Authors may propose topics to the associate editors, who will select the topics and invite submissions. Unsolicited Gems will not be considered.

Minireviews

Minireviews are brief (**limit of 6,000 words, exclusive of references**) summaries of important developments in virology research. They must be based on published articles and may address any subject within the scope of the journal.

Minireviews are solicited by the Minireview editors and are subject to review. Unsolicited reviews will not be considered. Ideas for Minireviews may be sent to the Minireview editors. Manuscripts should be submitted via the eJP online manuscript submission and peer review system.

Minireviews must have abstracts. Limit the abstract to 250 words or fewer. The body of the Minireview may have section headings and/or paragraph lead-ins.

Author bios. At the editor's invitation, corresponding authors of minireviews may submit a short biographical sketch and photo for each author for publication with the article. Biographical information should be submitted at the modification stage.

- The text limit is 150 words for each author and should include WHO you are (your name), WHERE you received your education, WHAT positions you have held and at WHICH institutions, WHERE you are now (your current institution), WHY you have this interest, and HOW LONG you have been in this field.
- The photo should be a black-and-white head shot of passport size. Photos will be reduced to approximately 1.125 inches wide by 1.375 inches high. Photos must meet the production criteria for regular figures and should be checked for production quality by using Rapid Inspector, provided at the following URL: http://rapidinspector.cadmus.com/RapidInspector/zmw/index.jsp.
- To submit, upload the text and photos with your modified manuscript in the eJP online manuscript submission and peer review system. Include the biographical text after the References section of your manuscript, in the same file. Upload the head shots in the submission system as a "Minireview Bio Photo"; **include the author's name or enough of it for identification in each photo's file name.**

Contact the scientific editor if you have questions about what to write. Contact the production editor if you have questions about submitting your files.

Commentaries

Commentaries are invited communications concerning topics relevant to the readership of JVI and are intended to engender discussion. Reviews of the literature, methods and other how-to papers, and responses targeted at a specific published paper are not appropriate. Commentaries are subject to review.

The length may not exceed 3,000 words, and the format is like that of a Minireview (see above) except that the abstract is limited to 75 words.

Letters to the Editor

Two types of Letters to the Editor may be submitted. The first type (Comment Letter) is intended for comments on final, typeset articles published in the journal (not on accepted manuscripts posted online) and must cite published references to support the writer's argument. The second type (New-Data Letter) may report new, concise findings that are not appropriate for publication as Research Articles.

Letters may be **no more than 500 words long and must be typed double-spaced**. Refer to a recently published Letter for correct formatting. Note that authors and affiliations are listed below the title.

All Letters to the Editor must be submitted electronically, and the type of Letter (New Data or Comment) must be selected from the choices in the submission form. For Letters commenting on published articles, the cover letter should state the volume and issue in which the article was published, the title of the article, and the last name of the first author. In the Abstract section of the submission form, put "Not Applicable." Letters to the Editor do not have abstracts. Both types of Letter must have a title, which must appear on the manuscript and on the submission form. Figures and tables should be kept to a minimum.

If the Letter is related to a published article, it will be sent to the editor who handled the article in question. The letter will be sent for peer review. If the editor believes that publication is warranted, he/she will solicit a reply from the corresponding author of the article and make a recommendation to the editor in chief. Final approval for publication rests with the editor in chief.

New-Data Letters will be assigned to an editor according to subject matter and will be sent for peer review by that editor. After review, the editor will send a recommendation to the editor in chief. Final approval for publication rests with the editor in chief.

Please note that some indexing/abstracting services do not include Letters to the Editor in their databases.

Errata

Errata provide 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 eJP 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. Please see a recent issue for correct formatting.

Author Corrections

Author Corrections provide 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 [noncritical] portion 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 Correction via the eJP online manuscript submission and peer review system (see "Submission, Review, and Publication Processes"). Select Author Correction as the manuscript type. In the Abstract section of the submission form (a required field), put "Not Applicable." Upload the text of your Author Correction as a Microsoft Word file. Please see a recent issue for correct formatting. Signed letters of agreement from all authors must be included as supplemental material not for publication (scanned and submitted as 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 the eJP 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 Retraction as a Microsoft Word file. Letters of agreement signed by all of the authors must be supplied as supplemental material not for publication (scanned and submitted as PDF files). The Retraction will be assigned to the editor in chief of the journal, and the editor who handled the paper and the chairperson of the ASM Journals 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.

CrossMark

ASM has implemented CrossMark. CrossMark is a multipublisher initiative to provide a standard way for readers to locate the current version of an article. Clicking on the CrossMark logo will indicate whether an article is current or whether updates have been published. Additional information about CrossMark can be found on CrossMark's website and on ASM's CrossMark policy page.

ILLUSTRATIONS AND TABLES

Illustrations

Image manipulation. Digital images submitted for publication may be inspected by ASM production specialists for any manipulations or electronic enhancements that may be considered to be the result of scientific misconduct based on the guidelines provided below. Any images/data found to contain manipulations of concern will be referred to the editor in chief, and authors may then be requested to provide their primary data for comparison with the submitted image file. Investigation of the concerns may delay publication and may result in revocation of acceptance and/or additional action by ASM.

Linear adjustments to contrast, brightness, and/or color are generally acceptable, as long as the measures taken are necessary to view elements that are already present in the data and the adjustments are applied to the entire image and not just specific areas. Unacceptable adjustments to images include, but are not limited to, the removal or deletion, concealment, duplication (copying and pasting), addition, selective enhancement, or repositioning of elements within the image.

Nonlinear adjustments made to images, such as changes to gamma settings, should be fully disclosed in the figure legends at the time of submission. In addition, images created by compiling multiple files, including noncontiguous portions of the same image, should clearly convey that these multiple files are not a single image. This can be done by "tooling," or inserting thin lines, between the individual images.

File types and formats. Illustrations may be continuous-tone images, line drawings, or composites. Color graphics may be submitted. Suggestions about how to ensure accurate color reproduction are given below.

At the modification stage, production-quality digital files must be provided. Because the legends will be copyedited and typeset for final publication, they should appear within the main text, after the References section, and should not be in-

cluded as part of the figure itself at this stage. 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. JVI 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, refer to the Cadmus digital art website, http://art.cadmus.com/da/instructions/ppt_disclaimer.jsp. Note that, due to page composition system requirements, you must verify that your PowerPoint files can be converted to PDF without any errors.

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. Please note when using Rapid Inspector to check PowerPoint files that there is a known bug in the application that can occasionally fail PowerPoint Presentation (.pptx) files, even though the files meet all required production criteria. If you experience this bug, the issue can be corrected by saving the PowerPoint files as an older version, PowerPoint 97-2004 Presentation (.ppt), during the Save As process (use the drop-down format menu and select this format). Once you save your files as .ppt, they will pass Rapid Inspector if all required production criteria have been met.

If you have additional questions about using the Rapid Inspector preflighting tool, please send an e-mail inquiry to helpdesk.digitalartsupport@cenveo.com.

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

Size. All graphics **should be submitted at their intended publication size** 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 figure width: 6.875 inches (ca. 17.4 cm)
- Maximum figure height: 9.0625 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. At the modification stage, production-quality digital figure files (without legends) must be provided. 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 uploading 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.

Color illustrations. All figures submitted in color will be processed as color. Adherence to the following guidelines will help to ensure color reproduction that is as accurate as possible.

The final online version is considered the version of record for JVI 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 reprints, ASM's print provider will automatically create CMYK versions of color illustrations from the supplied RGB versions. Color in the reprints 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/guidelines_rgb.jsp.

Drawings

Submit graphs, charts, complicated chemical or mathematical formulas, diagrams, and other drawings as finished prod-

ucts not requiring additional artwork or typesetting. All elements, including letters, numbers, and symbols, must be easily readable, and both axes of a graph must be labeled.

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) Use type that is no 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 Système International d'Unités (SI) symbols (μ for 10^{-6}, m for 10^{-3}, k for 10^{3}, and M for 10^{6}, etc.). Thus, a representation of 20,000 cpm on a figure ordinate is to be made by the number 20 accompanied by the label kcpm. 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*, 3rd ed. (RSC Publishing, Cambridge, United Kingdom, 2007), and at https://www.nist.gov/physical-measurement-laboratory/special-publication-811.

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 $\times$ 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 (e.g., Courier) 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

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 complex 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.

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

TABLE 1 Distribution of protein and ATPase in fractions of dialyzed membranes[a]

Membrane	Fraction	ATPase	
		U/mg of protein	Total U
Control	Depleted membrane	0.036	2.3
	Concentrated supernatant	0.134	4.82
E1 treated	Depleted membrane	0.034	1.98
	Concentrated supernatant	0.11	4.6

[a] Specific activities of ATPase of nondepleted membranes from control and treated bacteria were 0.21 and 0.20, respectively.

into the text by the copy editor. Table 1 is an example of a well-constructed table.

Cover Photographs and Drawings

JVI publishes visually striking photographs and drawings on the front cover. Invitations to submit potential illustrations are issued to authors whose manuscripts are returned for modification or whose manuscripts have been accepted for publication in JVI; material should be related to the work presented in the manuscript. Unsolicited photos will also be considered. A short description of the cover material will be included at the end of the table of contents. 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. Technical specifications and comments on potential illustrations can be obtained from the cover editor, Stacey Schultz-Cherry (stacey.schultz-cherry@stjude.org).

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 Online* (https://www.rsc.org/merck-index) is also an excellent source. For biochemical terminology, including abbreviations and symbols, consult *Biochemical Nomenclature and Related Documents* (Portland Press, London, United Kingdom, 1992), available at http://www.sbcs.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*.

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 its supplements and at http://www.sbcs.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. 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/projects/strenda/guidelines).

For nomenclature of restriction enzymes, DNA methyltransferases, homing endonucleases, and their genes, refer to the article by Roberts et al. (Nucleic Acids Res 31:1805–1812, 2003).

Nomenclature of Mice

For mouse strain and genetic nomenclature, ASM encourages authors to refer to the guidelines set forth by the International Committee on Standardized Genetic Nomenclature for Mice, available on the Mouse Genome Informatics home page at http://www.informatics.jax.org/ and in *Genetic Variants and Strains of the Laboratory Mouse*, 3rd ed. (M. F. Lyon et al., ed., Oxford University Press, Oxford, England, 1996).

Nomenclature of Viruses

Names used for viruses should be those approved by the International Committee on Taxonomy of Viruses (ICTV) and reported on the ICTV Virus Taxonomy website (https://talk.ictvonline.org/). In addition, the recommendations of the ICTV regarding the use of species names should generally be followed: when the entire species is discussed as a taxonomic entity, the species name, as with other taxa, is italic and has the first letter and any proper nouns capitalized (e.g., *Tobacco mosaic virus*, *Murray Valley encephalitis virus*). When the behavior or manipulation of individual viruses is discussed, the vernacular (e.g., tobacco mosaic virus, Murray Valley encephalitis virus) should be used. If desired, synonyms may be added parenthetically when the name is first mentioned. Approved generic (or group) and family names may also be used.

Nomenclature of Bacteria

Binary names, consisting of a generic name and a specific epithet (e.g., *Escherichia coli*), should be used for all bacteria. 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 bacterial taxa (kingdoms, phyla, classes, orders, families, genera, species, and subspecies) are printed in italics; strain designations and numbers are not.

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.

When appropriate for viral genetic systems, use the recommendations of Demerec et al. (Genetics 54:61–76, 1966) as a guide.

(i) Phenotype designations must be employed 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. Phenotype 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, a series of bacteriocin-tolerant mutants might be designated TolI, TolII, and TolIII, etc., or a series of nucleic acid polymerase mutants might be designated Pol1, Pol2, and Pol3, etc. Wild-type characteristics can be designated Tol^+ or Pol^+, and, when necessary for clarity, negative superscripts (Tol^- 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). Phenotype designations should be defined.

(ii) Genotype designations are also indicated by three-letter locus symbols. These are lowercase italic (e.g., *pol src*). If several loci govern related functions, these are distinguished by italicized capital letters following the locus symbol.

(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) The rules for genetic nomenclature of viruses (phages) differ from those of bacteria. As a general rule, the entire description of a virus is italicized, including the designations *am* or *sus* (amber suppressible) and *ts* (temperature sensitive). Superscripts are employed to indicate hybrid genomes. Genetic symbols may be one, two, or three letters. For example, a mutant strain of λ might be designated λ *c*I857 *int*2 *red*114 *sus*A11; this strain carries mutations in genes *c*I, *int*, and *red* and a suppressible (*sus*) mutation in gene *A*. A strain designated λ *imm*^{21} *att*^{434} would represent a hybrid of phage λ that carries the immunity (*imm*) region of phage 21 and the attachment (*att*) region of phage 434. Host DNA insertions into viruses should be delineated by square brackets, and the genetic symbols and designations for such inserted DNA should conform to those employed for the host genome. Genetic symbols for phage λ can be found in reports by Echols and Murialdo (Microbiol Rev 42:577–591, 1978) and Szybalski and Szybalski (Gene 7:217–270, 1979).

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. 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." ASM style preserves 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.

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) demonstrat*ed* that XYZ cells *grow* at pH 6.8," "Figure 2 show*s* that ABC cells fail*ed* 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 inhibit*ed* . . . ."

For an in-depth discussion of tense in scientific writing, see *How To Write and Publish a Scientific Paper*, 7th 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 abbreviationsthat 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)
cRNA (complementary RNA)
RNase (ribonuclease)
DNase (deoxyribonuclease)
rRNA (ribosomal RNA)
mRNA (messenger 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)
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)
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)
expt (experiment)
exptl (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 act (specific activity)
sp gr (specific gravity)
temp (temperature)
vol (volume)
vs (versus)
wk (week)
wt (weight)
yr (year)

Drugs and Pharmaceutical Agents

Chemical or generic names of drugs should be used; the use of trade names is not permitted. When code names or corporate proprietary numbers are to be used, either the chemical structure of the compound or a published literature reference illustrating the chemical structure, if known, must be provided at the first occurrence of the code name or number. For compounds not identified by generic nomenclature, all previous or concurrent identification numbers or appellations should be listed in the manuscript.

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 prefixes c for 10^{-2} and 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 articles by Olsen (Infect Immun 71:6689–6692, 2003; Infect Immun 82:916–920, 2014).

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, labeling is indicated in the chemical formula (e.g., $^{14}CO_2$, ^3H_2O, and $H_2{}^{35}SO_4$). 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 ^{3}H-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}C]urea
L-[*methyl*-^{14}C]methionine
[2,3-^{3}H]serine
[α-^{14}C]lysine
[γ-^{32}P]ATP
UDP-[U-^{14}C]glucose
SV40 [^{32}P]DNA
fructose 1,6-[1-^{32}P]bisphosphate