

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.
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A sample article title

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Abstract

Background

Text for this section of the abstract...

Methods

Text for this section of the abstract...

Results

Text for this section of the abstract...

Conclusions

Text for this section of the abstract...

Background

Text for this section.

Methods

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Results

Sub- heading for this section

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...Discussion

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Conclusions

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Text for this section...

List of abbreviations (optional section)

Text for this section.

Declarations

Authors' contributions

What each author contributed to the study and writing of the article.

Authors' Information (optional section)

Text for this section.

Acknowledgements (optional section)

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Ethics approval and consent to participate

Text for this section... (If not applicable, please write “Not applicable”)

Consent for publication

Text for this section... (If not applicable, please write “Not applicable”)

Availability of data and materials

Text for this section ... (If you do not wish to share your data, please state that data will not be shared, and state the reason.)

Competing interests

Please declare any conflicts of interests here (If none, please state so)

Declaration

Publication of this article was funded by...

References

1. Shuman S: **Structure, mechanism, and evolution of the mRNA capping apparatus.** *Prog Nucleic Acid Res Mol Biol* 2000, **66**:1-40
2. Chomczynski P, Sacchi N: **Single-step method of RNA isolation by acid guanidinium thiocyanate-phenol-chloroform extraction.** *Anal Biochem* 1987, **162**:156-159
3. Sambrook J, Fritsch EF, Maniatis T: *Molecular Cloning: A Laboratory Manual.* Cold Spring Harbor, Cold Spring Harbor Press 1989

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4. Wessely S, Wood F: **Peer review of grant applications: a systematic review.** In: *Peer review in Health Sciences*. Edited by Godlee F, Jefferson T. London, BMJ Books 1999, 14-31
5. Advisory Committee on Genetic Modification: *Annual Report*. London; 1999.

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Figures

Figure 1 - Sample figure title

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Figure 2 - Another sample figure title

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Tables

Table 1 - Sample table title

Table legend text.

	Variable	Variable	Variable
Variable	Example data	Example data	Example data
Variable	Example data	Example data	Example data

Table 2 - Another sample table title

Table legend text.

	Variable	Variable	Variable
Variable	Example data	Example data	Example data
Variable	Example data	Example data	Example data

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Additional file 1 – Sample additional file title

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Additional file 2 – Another sample additional file title

Additional file description text (including details of how to view the file, if it is in a non-standard format).