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TYPES OF PAPERS

Standard full-length paper should be divided into these parts: Summary, Key words, Abbreviations, Introduction, Materials and Methods, Results, Discussion (or Results and Discussion), Acknowledgements, References, Tables, and Legends to figures. A typical standard paper contains 15–25 pages (without figures).

Short communication must not exceed 10 pages (without figures). It may have either a structured form of standard paper or a non-structured form with just Summary, Key words, Abbreviations, the core of the paper, Acknowledgements, References, Tables, and Legends to figures. It should report a completed work but not preliminary findings.

Letter-to-the-Editor represents the most rapid form of publication of very original results. It should not exceed 5 pages inclusive of one table or figure without numbering and title. It is not divided into sections. The description of materials and methods used should be kept at minimum. Only essential references should be cited in the text by serial numbers and listed in References in an abbreviated form, without titles of papers.

Review or minireview should to give an overview of a topical field interesting for wide spectrum of readers. While a review should not exceed 25–50 pages, a minireview may have 10–25 pages. It is usually divided into Summary, an optimal number of topical sections and subsections, and References. Tables and

figures are recommended. The standard system of citation and listing of references should be employed. The latter may have a complete or abbreviated form (without titles of papers).

DETAILS OF FORMAT

General. In writing a paper, intending authors should observe Instructions to Authors published in the first issue of each volume of Acta virologica and available at <http://www.elis.sk> . The simple past tense in relation to the results of the paper and the simple present tense for the generally accepted views are recommended. In general, SI units should be used. Standard abbreviations (PFU, LD50 etc.) can be used without definition. Non-standard abbreviations should be defined on first appearance and listed in Abbreviations.

Title page should contain full title of paper, running title, names(s) of author(s) (the name of the corresponding author should be marked with an asterisk), name(s) and address(es) of institution(s) in which the work has been performed, full postal address of the author, Summary or its first part, and a footnote with E-mail address and present postal address of the author if different from that given above, and Abbreviations (an alphabetical list of non-standard abbreviations).

Summary limited to 250 words should concisely summarize all important results of the paper without excessive methodical and experimental details. Non-documented results (data not shown) should not be included. If it is essential to include a reference, it should be given without the title of paper.

Key words. Up to six key words characterizing the paper should be given.

Introduction should give a concise background and provide the rationale to the presented study. It must not be an exhaustive review of the topic under study or irrelevant data.

Materials and Methods should give sufficient information to allow others to repeat the work. It should consist of paragraphs with individual methods. In detail may be described only the procedures of not yet published methods or modified parts of established methods. Established methods should be just cited.

Results should describe the rationale and design of the experiments and the obtained results. It may be divided into subsections.

Discussion must not merely repeat parts of Introduction or Results. It should relate the presented results to those of previous own or other studies, interpret them and draw conclusions. It can outline working hypotheses, theories, and applications. A combined section of Results and Discussion is optional.

Acknowledgements. This optional section contains acknowledgements of personal and/or financial assistance.

References should be listed in alphabetical order. In the text, they should be referred to by name(s) (two names in case of two authors, and the name of the first author in case of more authors) and year. Several papers from the same author(s) in the same year should be distinguished by letters a, b, c etc., placed after the year of publication. All listed references should be cited in the text. The label in press may be used only for a paper accepted for publication in the indicated journal. Unpublished data and personal communications may be cited in the text but not listed in References. Papers in preparation or submitted for publication should not appear either in the text or References. In References, journal names should be abbreviated according to the latest issue of BIOSIS Serial Sources, Biosis, Philadelphia, USA. The style of writing references derived from various sources (periodicals, monographs, abstracts of conferences etc.) is as follows.

Biswal N, McCain B, Benyesh-Melnick M (1971): The DNA of murine sarcoma-leukemia virus. *Virology* **45**, 697–706.

Burton K (1968): Determination of DNA concentration with diphenylamine. In Grossman L, Moldave K (Eds): *Methods in Enzymology*. Vol. 12, Part B.

Academic Press, New York-London, pp. 163–166.

Howard CR, Zuckerman AJ (1986): Arenaviruses. Elsevier, Amsterdam, pp. 120–134.

Johnson AB (1990): Chemotherapy of AIDS. Proc. VI. Int. Conf. AIDS. San Francisco, pp. 45–50.

Zorba TG: A new antiviral compound. Acta Virol. (in press).

Tables should be numbered consecutively with Arabic numerals and have short descriptive titles. They should contain only horizontal lines. Legends and footnotes (marked with a, b, c etc.) placed below tables are optional.

Titles and legends to figures should be cumulatively listed.

Figures with numbers but without titles and legends should form a separate file. Reproduction of photographs in color is possible following an extra payment specified by the Editorial Office.

Nucleotide and amino acid sequences. As a rule, complete sequences of genes or proteins (polypeptides) are not reproduced, they are referred to only by their accession numbers in databases. Partial sequences are reproduced in justified cases. These should be computer-generated. One page line may contain optimally 80–120 nucleotides or amino acids in single-letter code with a space between blocks of ten symbols and position numbering.

Chemical and biochemical nomenclature should be in accord with Chemical Abstracts Service Index (1985), Biochemical Nomenclature and Related Documents (1978), and Instructions to Authors of the Journal of Biological Chemistry. It is recommended to define the size of nucleic acids by the number of bases (b, kb) or base pairs (bp, kbp), and that of proteins by relative molecular mass (M_r , unitless, i.e. without Daltons).

Nomenclature of restriction endonucleases should be conform with standard usage (e.g. Bukhari et al. (Eds): DNA Insertion Elements, Plasmids, and Episomes. Cold Spring Harbor Laboratory, Cold Spring Harbor, 1977, pp. 757–768.).

Isotopically labeled compounds should be written according to the conventions described in Instructions to Authors of the Journal of Biological Chemistry and illustrated below.

[14C]urea SV40[32P]DNA
[2,3-3H]serine UDP-[U-14C]glucose
[gamma-32P]ATP fructose 1,6-[1-32P]biphosphate

Virus nomenclature approved by International Committee on Taxonomy of Viruses (Fauquet CM, Mayo MA, Maniloff J, Desselberger U, Ball LA (Eds) (2005): Virus Taxonomy. Eighth Report of the International Committee on Taxonomy of Viruses. Elsevier-Academic Press, Amsterdam) should be used (<http://www.ncbi.nlm.nih.gov/ICTVdb/Ictv/ICTVindex.htm>). Vernacular names of viruses (not italicized nor capitalized) may be used in case the viruses had been first correctly taxonomically identified or they are generally known. All virus taxons should be italicized and capitalized. Nomenclature of bacteria should use binary names in full (e.g. *Escherichia coli*) or abbreviated form (e.g. *E. coli*).

Genetic nomenclature should be conform with standard usage (e.g. Demerec et al. (Genetics 54, 61–76 (1966))).

PROCESSING OF PAPERS

Each MS is first subjected to a preliminary examination by the Editor-in-Chief to establish that it fits the scope of the Journal. In positive case the MS is reviewed

by two independent referees and, on the basis of their critical remarks, the Editor-in-Chief decides to return the MS to the author for revision with specified critical remarks or to reject it. As a rule, the receipt of the MS by the Editorial Office, the outcome of the reviewing formulated by the Editor-in-Chief, and the acceptance of the MS are communicated to the author. All the communication between the Editorial Office and the author is realized via E-mail. The MS is accepted either immediately following the reviewing or after acceptable revision. The Journal editors maintain the right to edit the MS to the extent necessary to achieve clarity and precision in expression and conformity with English usage and the Journal's conventions. The edited version of the MS is sent to the author for checking, approving or correcting. No substantial changes can be made by the author at this stage. The checked and/or corrected edited version with all changes in bold should be returned within 48 hrs by E-mail. The galley proofs of the MS are sent to the author in pdf format. After checking and correcting they should be returned within 48 hours. Finally, the article in pdf format exactly matching the printed version is sent to the author.

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