

Submission Manuscript CHECKLIST

(Last update October 24, 2022)

At the initial submission stage prepare your manuscript as a single PDF document (<16Mb) including text, tables and illustrations. Send your cover letter as a separate document. Once the manuscript has been accepted specific file formats for text, illustrations, etc. will be requested by our Editorial Office.

A.- COVER LETTER TO THE EDITOR

The cover letter which accompanies the manuscript should contain the following statements:

- *The present version of this paper has met with the approval of all authors who have examined both the text and illustrations in detail.*
- *The authors declare that this manuscript has not been submitted simultaneously for publication in any other journal, nor have the findings been partially disclosed in any other publication.*

B.- COVER PAGE OF THE MANUSCRIPT

Containing:

1. *Title of article with no more than 120 characters.*
2. *Full names of authors (including first names).*
3. *Institutional affiliation of all authors (without detailed postal addresses).*
4. *Short running title with no more than 50 characters.*
5. *Key words (up to five).*
6. *List of frequently used Abbreviations and symbols in the text of the article in alphabetical order and with their full explanation (only very frequent ones, like DNA, RNA, mg, etc. can be excluded).*
7. *Complete postal address, e-mail and ORCID of the Corresponding author. Web page and telephone number(s) can be also included.*
8. *E-mail addresses of all the other authors. ORCID of all authors can be included also.*

C.- ABSTRACT

All research papers must include a structured abstract which will be published in PubMed and other databases. This may include the following sections: *Background, Methods, Results, Conclusions* and should not exceed 250 words.

D.- TEXT OF THE ARTICLE

- **Space and layout limitations:** There are no space or number of references limitations.
- **Article types:** Papers must be submitted as one of the following article types with the indicated principal headings:
 - Original Article:** Abstract, Introduction, Results, Discussion, Materials & Methods, Acknowledgements, References, Tables and Figure Legends.
 - Review:** Abstract, Text, Acknowledgements, References, Tables and Figure Legends.
 - Short Communication:** Same format as Original Article, but presenting preliminary results with potentially outstanding relevance.
 - Developmental Expression Pattern:** Must present concise descriptions of relevant genes or proteins and discussing their potential relevance for the interpretation of the mechanisms of

development. DNA and amino acid sequences and corresponding accession numbers should be provided.

Technical Article: Abstract, Introduction, Experimental Protocols, Results & Discussion, Acknowledgements, References, Tables and Figure Legends.

Essay, Special Contribution, Developmental Perspective or Meeting Report: There are no structural restrictions, but an Abstract must be provided. Essays typically include theoretical considerations, whereas Special Contributions are devoted, for instance, to the update of tables of development of different organisms.

Interview: Introduction (biographical sketch and relevance of the personality of the interviewee in Developmental Biology), Questions and Answers, Acknowledgements and References and/or Selected Bibliography.

- **In-text Cites:** A citation style based on an author-date system must be used (e.g. Gonzalez, 2009). Use *et al.*, for more than two authors and separate cites by semicolons (e.g. Gimlich 1988; Ackerman *et al.* 2003). For publications by the same authors in successive years, specify them in chronological order, separated by commas (i.e.: Jamrich *et al.*1985, 1986). If more than one paper by the same authors in the same year, is cited, use lower case letters in alphabetical sequence (Gurdon 1990a).
- **List of References:** Make sure that all citations in the text have their corresponding reference and vice versa. It is not necessary to format the references in a specific style, as long as they have enough information to be correctly identified: Authors, year, title, journal or book, volume, pages or locator... We recommend that you include the DOIs whenever possible because this will avoid possible confusion or incorrect identification of the reference.

However, the references should be arranged in alphabetical order. You can use any citation style based on an author-date system, as Harvard, APA...

We recommend that you use a reference management software where selecting or changing a citation style is easy, but if you need more information, you can consult the multiple guides of styles based on the author-date system, such as Harvard, APA or others. If you have difficulties to organize the references in this way, please indicate it and we will assist you.

- **Figure Legends:** Each Figure must have a title. If a figure contains various illustrations (A,B,C...), then indicate each in bold in the legend. See example below:

Fig. 2. Pattern of expression of GluR3 in a 17 day old kitten. In situ hybridization to **(A)** the visual cortex and **(B)** the superior colliculus. Transcripts are localized in few cells located principally in cortical layers II/III. Scale bar, 100 μ m.

NOTES: The essential meaning of the result being portrayed should be clearly explained in the corresponding legend. It is now advisable to explicitly refer to colors in legends, since these can be altered during the printing process (e.g. red may become more orange). To avoid this problem, it is thus recommended to use a color key to indicate features in your figures.

See, for example: Fig. 6 in FERNÁNDEZ-TERÁN and ROS M A (2008) The apical ectodermal ridge: morphological aspects and signaling pathways. *Int J Dev Biol* 52: 857-871. (<http://dx.doi.org/10.1387/ijdb.072416mf>)

E.- TABLES

They should also be included in the initial submission PDF manuscript. Once the manuscript has been accepted, the tables will be required in Word format.

Tables should not be tab or space delineated. Preferably use the *Microsoft Word* table function. Word Tables should include a concise title, footnotes and/or legend. Tables not created using *Microsoft Word* application will need to be revised by the author.

F.- ILLUSTRATIONS

As mentioned above, they should also be included in the initial submission PDF manuscript. These general considerations should be taken into account when preparing them:

- Always take the primary photographs with maximal resolution (for digital cameras, set the resolution option to maximum).
- If scanning photos, do so with a resolution between 300 – 600 dpi.

Once the manuscript has been accepted, the original image formats will be requested by Editorial Office. As a general guideline please follow these indications:

- Manipulate images as little as possible, so as to avoid losing resolution. You should send us the original file, produced by the software used to compose the image (e.g. *PowerPoint*, *Photoshop*, *Illustrator*, etc.). It is not necessary to export to other formats such as *JPG* or *EPS*, since this kind of procedure may cause loss of information. If exporting images, ensure that you export at a maximal resolution (e.g. 300dpi, not at 72 dpi!).
- If the image has several layers, include them all, without merging them.
- Feel free to consult our Editorial Office at ijdb@ehu.eus, if any queries arise during the preparation of the digital version of your illustrations.

IMPORTANT.- Do not forget that the final reproduction of your illustrations, as they appear in the Journal, depends on the quality with which you send them to us. *If poor resolution figures are sent... poor quality images are reproduced!*

G.- SUPPLEMENTARY TEXT AND ILLUSTRATIONS

Supplementary data are items which are pertinent to the results or Conclusions of the paper, but not of sufficient importance to appear in the print edition of the journal. Supplementary files (text, movies, databases, tables, etc.) will be published only on *Internet*.

H.- FINAL NOTES

- When submitting a final version, please accompany it with the corresponding complete PDF, to contrast with other files if necessary.
- Your revised manuscript must be correctly formatted in order to ensure more easy and rapid publication.