

## **Directions for Electronic Submission of Manuscripts to *Science***

**These directions apply only to submission of a new manuscript to *Science*. Please follow these directions when submitting a manuscript either by mail or the electronic submission web site.**

First, please refer to our Information for Contributors to prepare your manuscript. After reading these instructions, when you are ready to submit a manuscript electronically, return to the electronic submission form.

## General information

We now convert most submissions including hard copies to pdf files for initial evaluation and review (and use hardcopies where necessary). We highly recommend use of this web form for submission. We will of course receive submissions by mail, but please include a disk containing files that follow the directions below. We accept files on all 3.5", Zip, and Jaz disks and CDs formatted for a Macintosh or PC.

To insure accurate conversion of manuscripts, we are able to accept only the following formats:

- pdf** (portable document format)
- ps** (postscript)
- eps** (encapsulated postscript)
- prn** (print file to a postscript printer)
- doc** (Microsoft Word) version 6.0 and higher
- wpd** (WordPerfect) version 7.0 and higher

Most applications can save files into one of these formats. Instructions for common applications are provided below. Please send only one text file. Figures can be included in the text file or sent separately.

## Preparing files

### General guidelines

Maximum file size for each manuscript submission is 5 Mb (including figures) when using the electronic submission form. If larger figure files are necessary, please send these by mail on an appropriate disk (Zip, Jaz or CD). We accept on all 3.5", Zip, and Jaz disks and CDs formatted for a Macintosh or PC.

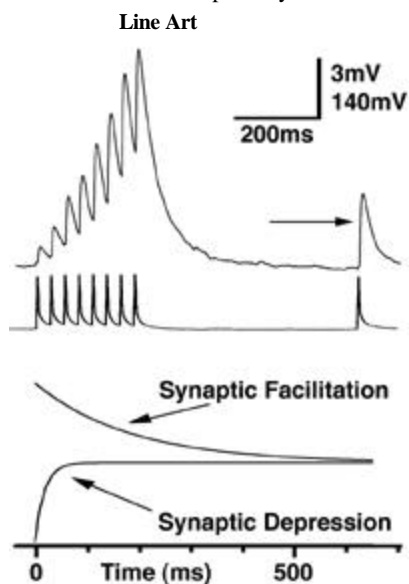
Format all pages to 8.5" x 11" (standard U.S. letter-sized paper) with at least 1.25" or 3-cm margins. This can be done using the "Page Setup" command in most word processors and graphics programs. Please reformat pages from A4 to this size with these margins. Postscript files should be formatted for standard U.S. letter-sized paper. This will ensure that if we need to print a hard copy of your paper, it is formatted correctly.

### Text

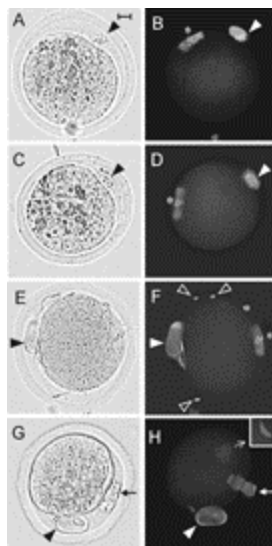
1. Include text, references, figure captions, and all tables as part of a single text file.
2. For best conversion, we recommend use of Times and Symbol fonts only.

### Graphic files and figures

1. It is acceptable to embed graphic files into the text file in any of the allowed formats. We thus encourage submission of one complete manuscript file containing text, tables, and all figures. In general, line drawings and simple graphics can be pasted into a Microsoft Word or WordPerfect file without loss of resolution. This is not the case for halftones or complicated graphics, and these files should be sent separately.



### Continuous Tone Art



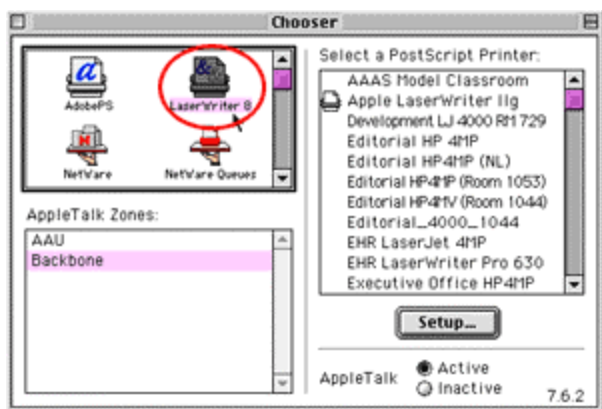
2. If submitting files separately, either include all figures with the text or no figures with the text.
3. Graphic files should be sized to fit on 1 page (8.5" by 11") at a resolution of no higher than 300 dots per inch (dpi). Higher resolution files will be requested upon acceptance for publication. Keep in mind that colors will appear differently on different screens or printers.

- Each figure should be complete and contain all of the figure parts. If this is not possible, rework figure parts as complete figures. Reports should generally have four complete figures or less; Research Articles, six or less; Reviews five or less.
- Photoshop files should be saved as .ps or .eps (with a TIFF or jpeg header). Note: Adobe's Photoshop supports export to the PDF format in version 5.0.
- Adobe Illustrator also supports export to PDF format in version 7.0.

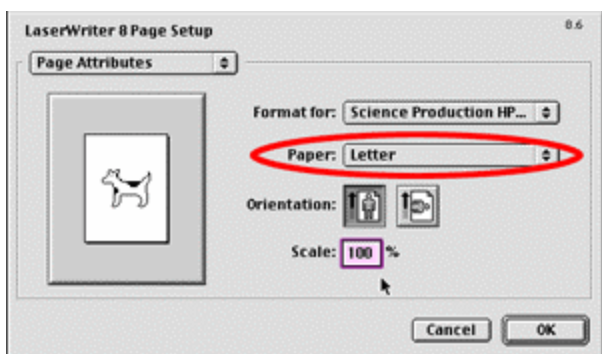
### How to save files in acceptable formats

Below are some tips on how to create files in the acceptable formats from most applications. For more information, see the expanded instructions in the PDF.

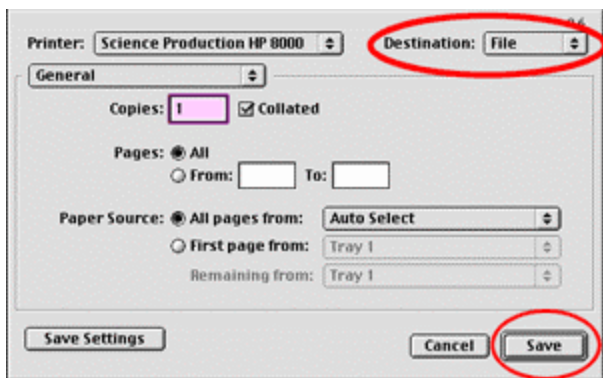
- Creation of .pdf files requires Adobe Acrobat or another pdf writer. See [www.adobe.com](http://www.adobe.com) for additional information.
- For Unix or other machines using LaTeX, these files can be easily converted to .ps (postscript) files. Please do not send LaTeX files for submission.
- You can create a .ps (postscript) file on a Macintosh from any application by printing the document as a file. First, open the chooser and select a postscript printer (LaserWriter 8 is typically installed on most Macs and is a postscript printer) You do not need to have the actual printer, only the printer driver installed so you can select it on the chooser.



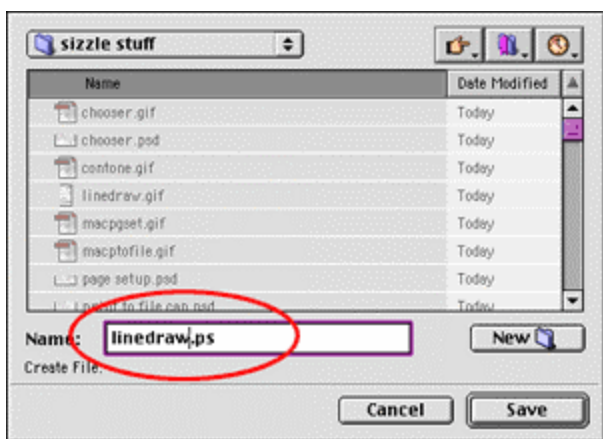
Next, select "Page Setup" and be sure that your document is correctly formatted (U.S. letter with 1.25" or 3 cm margins).



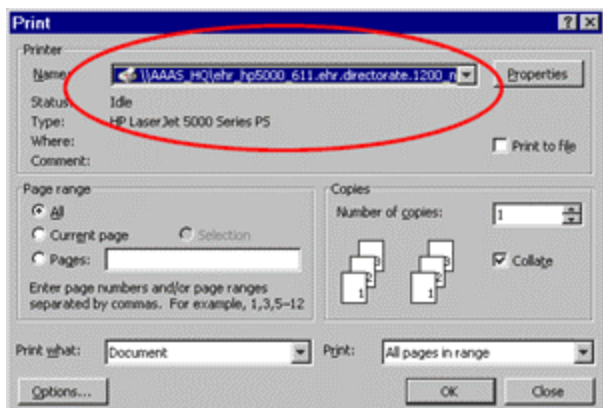
Then, in any application, select Print, and then choose "Print to file." The "Print" button will become a "Save" button. Do not include fonts in the .ps file (we have standard fonts loaded in our converter), and we recommend that you format your manuscript in Times and Symbol fonts.



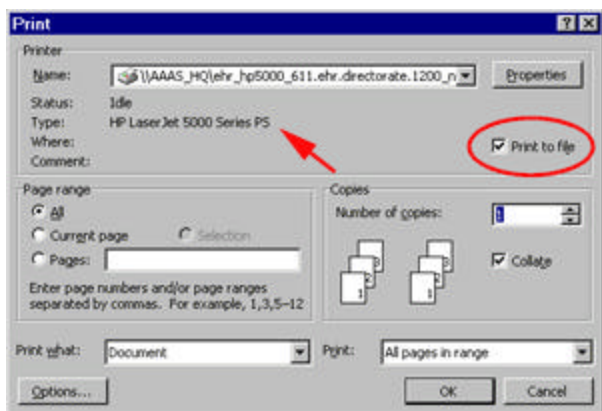
When you click "Save," you will see a dialog box asking for the file name and destination. The file name should have a .ps extension. Name the file according to the guidelines below (remember to include the .ps file extension if it is not added automatically), and you will have created a postscript file. This approach will work in word processing or graphics applications.



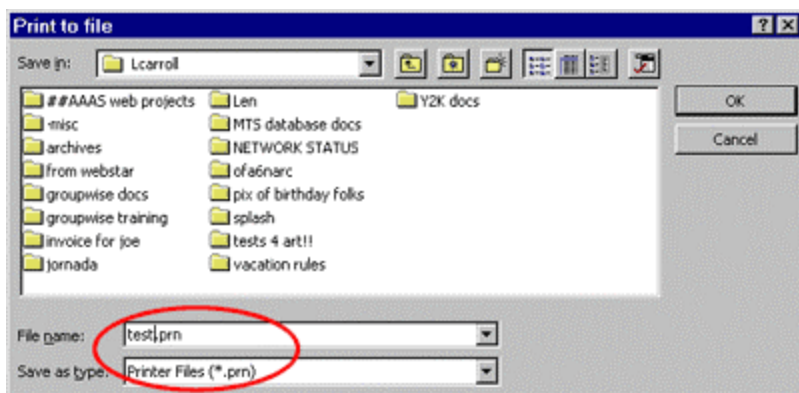
4. On a PC, you can make .prn (print) files from most applications that allow printing to a file. You must select a postscript printer driver first. Install any postscript printer driver on your list of available printers. Postscript printer drivers will have a "PS" or "postscript" after the driver name. Postscript printer drivers are often included on your printer disk for laser writers, or can often be downloaded from the printer manufacturer's web site. Follow the directions in Windows for selecting and installing this driver (you do not need to have the actual printer, only the driver installed). In any application, select "Print," and in the print menu, select the postscript printer you have installed.



Select the checkbox next to "Print to file" on the right side of the dialogue box under the "Properties" button. Click "okay".



The next dialog box will ask for the file name and designate its location. The .prn file extension will automatically be added.



File sizes for .ps and .prn files are typically somewhat larger than the parent file. You cannot view these files, but they can be printed to a postscript printer and readily converted to pdf files. For Microsoft Word and WordPerfect, you can cut and paste graphics into the document before converting them to .ps or .prn files. We can accept the Microsoft Word or WordPerfect files with embedded graphics, and you can convert these to .ps and .prn files as indicated above. Embedding the figures usually works fine for most line drawings and diagrams. In some figures with detailed shading or color, this process will degrade the quality of the figures in the .pdf files created from these files. Thus, these graphics should be kept as separate files. If your paper is accepted, we'll need you to submit the manuscript again without figures embedded.

### Naming files

You can create a .ps (postscript) file on a Macintosh from any application by printing the document as a file. First, open the chooser and select a postscript printer (LaserWriter 8 is typically installed on most Macs and is a postscript

1. Our electronic submission form will only accept files with the correct extension designating the file type.
2. Name all files starting with the last name of the first author. Follow this by an indication of whether this is the text or the figure name. The file name ends with the extension.
3. Examples of acceptable file names are:
  - smithtext.doc
  - smithtextfigs.prn
  - smithfig1.eps
  - smithtextfigs.ps
  - smithms.ps
4. Unacceptable file names are:
  - smithfig1C.ps (each figure should be complete, not broken into parts)

smithtext (all files should end in a file extension)

5. We have put a limit of 5 Mb on file uploads, so collectively the text and figure files should all be less than this limit. If your manuscript requires larger file sizes, please send the manuscript on a disk by mail directly to Science. We can accept all Zip, 3.5", and Jaz disks and CDs formatted for a Macintosh or PC.

### **How to Use the *Science* Web Form to Submit a Manuscript**

The web form will take you through a series of screens to upload a manuscript. The order of the screens is given below. Please have all of the information regarding your submission available before beginning. See our Information for Contributors for further information on submitting a manuscript to *Science*. In the current version of this submission form, the "back" button of your browser is disabled on most screens (you can jump between these directions and the form though, or open these directions in one browser window and the form in another). The data are transferred sequentially to *Science*, so be sure that the information on each screen is filled out before proceeding to the next page. Name, address, phone, and email are required for each author.

### **Introduction**

- Accept terms regarding submission of a manuscript to *Science*.
- Provide contact information for first author.
- Provide contact information for corresponding author (if different from the first author).
- Provide contact information for all other authors (order is not important).
- Indicate the type of manuscript submitted (e.g., Report), enter or paste a text version of the title and abstract, and paste or enter general information regarding the review and submission of your paper that are typically included in the cover letter (such as a statement of the main point and relation of the paper
- Provide contact information (name, department, phone, and email) for up to five suggested reviewers.
- Upload the manuscript and figure files.
- Receive a temporary reference number.
- When the manuscript is formally entered into our database, usually within one working day, the corresponding author will receive a formal acknowledgment by email, which will include a final manuscript number to be used in all further communication.

### **Supplemental information**

Authors should supply *Science* with supplemental information needed to verify or support the data presented in the paper and copies of papers that are related to the manuscript and are submitted to other journals but not yet published. Brief information can be included within the text of the manuscript as an appendix or as an additional figure(s) within the 5-Mb upload limit.

Do not upload a second text file of supplemental material or a second manuscript. Only one text file will be accommodated in the upload, so any additional supplemental material should be sent by mail to the

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Indicate that additional material is being sent separately on the upload page in our submission form.

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