

Preparing Your Revised Manuscript in Word or WordPerfect

For resubmission of revised manuscripts after peer review -- in contrast to the procedures for initial submission of manuscripts before review -- we ask that authors submit manuscript text (including tables) in a single electronic file, and figures in separate files. At the revision stage, the manuscript flow will be smoothest if authors submit their electronic text files in one of several common word processing program formats. (Authors wishing to submit manuscripts in TeX or LaTeX should see our special instructions for these formats.)

Irrespective of their original format, all files at the revision stage are converted into Microsoft Word format for copyediting and production processing. Thus, although we can receive papers in most word processing programs, we strongly recommend that authors use Word (or, on the Macintosh, Word98) for preparing their revised manuscript if possible. On this page, we provide some suggestions for preparing your manuscript using these or other common word processing programs, for the smoothest possible trip through our editorial and production process. Then, we offer some information about the actual process of uploading your revised manuscript, figures, and supplemental data.

Manuscript Preparation

Files and formats

- For both initial submission and submission of a revised manuscript after peer review, word processor files should be saved in a version compatible with Word. One exception: Files in rich text format (RTF) *cannot* be accepted at initial submission, though they are acceptable for the revised manuscript.
- Format the manuscript for U.S. letter-sized paper.
- Do not include hidden text or comments in the file. If you have been using a word processing feature that tracks changes to the manuscript, make sure to instruct the program to "accept all changes"; then save the file as a new file after accepting the changes and turning off the "track changes" feature.
- Ensure that all text boxes are deleted from the file. Move content of text boxes into the main text. The only boxes that should appear are those for embedded equations.
- Clear all tabs.
- For revised manuscripts (after peer review), files for the main text should be named using the manuscript number, followed by an extension signifying the file type. Example: For manuscript #1058736, prepared in Word, the appropriate filename would be 1058736.doc.

Fonts

- Use Times or Times New Roman font for normal text and Symbol font for all symbols. Authors may want to download a Word list of commonly used symbols that can be cut and pasted into manuscripts.
- On the Macintosh, please use the "Insert Symbol" command sequence (in Word) rather than keystroke shortcuts to insert symbols. This creates a character using the correct font, versus one from an extended font set.
- Please avoid unusual or exotic fonts. Even the well-known Zapf Dingbats font can cause font-mapping problems across platforms, software, and printer drivers. (Authors who wish to use dingbats in their manuscript should, if possible, use the equivalent TrueType font, Wingdings.)
- Use subscripts and superscripts where appropriate. Do not use raised or lowered baselines. Use a degree symbol, not a raised or superscript lowercase "o".
- Use boldface only for volume numbers in references.
- Do not use colored text. All text should be black on white background.

Equations

- Long equations should be set off from the text and numbered sequentially. After an equation is introduced, refer to it by number (e.g., "Eq. 1," "Eqs. 3 and 4").
- If some or all of your equations are simple (on a single baseline), use normal text and fonts:

$$E(t) \cdot r = D^+[\exp(-i t)] + D^-[\exp(i t)] \quad (1)$$

- Complex equations should be embedded using standard plug-ins like Mathtype or Word Equation Editor:

$$E(d) = \int_{R_c}^d f(z) dz \quad (2)$$

- If the paper includes many equations or schemes, these can be collected in a table of equations, which we can shoot as a boxed figure. This will avoid errors in typesetting.

References

- Arrange references as a simple list at the end of your manuscript, per *Science* reference style. *Do not use autonumbering bookmarks, automatic footnoting or endnoting, or other such features.* These must be manually removed at *Science* and will slow the processing of your

manuscript. If you use a reference manager such as EndNote, please resolve EndNote references before submitting.

- We cannot accept Word95 files with embedded EndNote links, because these are treated as graphic elements in the conversion to later versions of Word. Please either resolve all EndNote references in these files, or save into a later version of Word and delete all of the graphics.

Headers and footers

- A running header or footer (for example, with page numbers) can be included on your files; it will be replaced during the editing of the manuscript. Please do *not* use footnotes, however, except in tables.

Graphics and figures

- Graphics and figures can be embedded in manuscripts being prepared for initial submission, but *must* be prepared as separate image files for manuscripts being resubmitted after peer review and revision. Further guidelines can be found in our instructions for preparing art and figures.

Tables

- Tables set up in Word or WordPerfect can be included directly in the manuscript file for both initial submissions and revisions. If you have a table file prepared in Microsoft Excel, these can be handled directly for supplemental material, but please convert them to Word if they are to be included in the print article or report. Tables should be sized to be printed on U.S. letter-sized paper.
- If any of your tables have columns delimited only by tabs or spaces, convert them to Word or WordPerfect tables.
- Tables should have a descriptive caption. Authors are encouraged to examine previous issues of *Science* for samples of appropriate table captions.
- Tables can include footnotes. These are called out using a series of characters in this order: *, †, ‡, §, ||, ¶.

The Upload Process

When you have prepared electronic files for your text and tables, your figures, and your supplemental data according to the instructions provided in these pages (as well as an electronic version of any illustration that you wish to have considered for the cover of *Science*), along with a cover letter, you are ready to upload your revised manuscript using our revision upload form. (The form supports only version 4 or higher of Netscape Navigator and Internet Explorer, and

requires that JavaScript and cookies be enabled on the browser.) We recommend a quick review of the instructions listed at that site (which briefly cover items such as file naming conventions). Then: You will be guided through a series of screens:

1. Click on the "Proceed with Revised Submission" link.
2. Enter the user I.D. and password supplied to you in the letter from the manuscript editor. Click "Submit".
3. Use the "Browse" buttons to find the cover letter file, manuscript text file, figure files, supplemental data files, cover art file on your hard drive and insert those files into the form. Click "Upload Files" to complete the process.

Uploading the files will take several to many minutes depending on the speed of your connection and the size of your files. *Please do not interrupt or cancel the upload once it's started.*

Good luck with submission of your revised manuscript, and thanks for publishing in *Science*.