Manuscript Preparation Guidelines

Welcome to the Electronic Paper Submission Portal for the M&M 2024 Meeting. The submission process is entirely online. All submissions, whether invited or contributed, whether platform or poster, must be submitted on this site in Microsoft Word format.

Each room used for platform presentations is supplied with a computer projector. **You must bring your own computer/device for your presentation.**

A printed poster is required; use of computers for presentation of supplemental data may not be in lieu of the printed poster. Power is NOT supplied for poster presentations – no exceptions. Receipt of your submitted paper and files will be acknowledged via e-mail to the SUBMITTING AUTHOR listed on your submitted paper. **Presenting authors** will be notified of presentation session and day/time assignments sometime in mid-late April 2024.

Instructions for Manuscript

1. ELECTRONIC FORMAT

All papers must be submitted as a Microsoft Word file in .doc or .docx formats. Document layout instructions are provided below. Alternatively, you may download a template in Microsoft Word format by going to this URL:

https://mmconference.microscopy.org/for-authors-and-presenters

2. TEXT

The paper should be a condensed version of your presentation and include all significant findings. Write the text so readers who are not specialists can appreciate the purpose of the study and understand the procedures and conclusions. The text, entirely written in English, should include a brief introduction and motivation of the study, including experimental procedures, main results, and conclusions. It is not necessary to divide the text into sub-sections, except for the References section. Figures are NOT required for regular submissions, but submissions applying for a Meeting Award are required to have at least two figures.

All submissions to the meeting are reviewed by the Program Committee. Contributions will be reviewed according to the following criteria: (a) relevance to a specific symposium, (b) scientific content, quality, and innovative proposals, (c) clarity of the text, and (d) compliance with the format. Papers not meeting the criteria above will not be accepted.

All submissions for society and meeting awards, scholarships, and prizes must meet these requirements. After the closing date for paper submissions, neither paper content nor author lists will be accessible for corrections.

Presentations can be either platform or poster. The authors may express their preference about the form of presentation using the online paper submission site. However, the Executive Program Committee reserves the right to make the final decision concerning all requests for platform presentations. Poster submissions will not be considered for platform presentations.

All accepted papers must be presented by a meeting registrant. If the registrant cannot attend due to unforeseen circumstances an alternate presenter should be arranged by the submitter.

3. FORMAT

The document format is US Letter, portrait orientation, 8.5 x 11.0 inches or 21.59 x 27.94 cm. Document margins should be 1.0-inch (25.4 mm) top and bottom and 0.75 inches (19.1 mm) left and right. The body of the text (i.e., excluding title, authors, affiliations, references, and figure captions) should be full justified.

Paper Title: Use single spaced, Times New Roman Bold 14-point font, and left-justified formatting. The title will have a maximum of 300 characters or 75 words. Capitalize all major words in your paper title as shown in the template (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions). Use lowercase for articles: the, a, and an; for the following conjunctions: and, but, for, or, and nor; for the part of a proper name that would be lowercased in the text, such as de or von; and for the second part of a species name, such as *fulvescens* in *Acipenser fulvescens*, even if it is the last word in a title or subtitle. Leave one blank line between the title and author list.

List of Authors: Use single spaced, Times New Roman 12-point font, and left-justified formatting. Each name should have an Arabic superscript number after it to reference the author's affiliation. If desired, a superscript asterisk after the affiliation number can be used to indicate the corresponding author (i.e., the person to contact with questions about the paper after the conference). Leave one blank line between the authors' names and the list of affiliations.

Affiliations: Write each affiliation on a new line preceded by the Arabic superscript number. Include the department/institution, city, state/province/etc., and country. Avoid abbreviations for departments, institutions, and campuses, but do use abbreviations when listing states/provinces/etc. Do not use complete mailing addresses with street addresses, postal codes, etc. for affiliation listings. If desired, on a new line use an asterisk followed by "Corresponding author:" to provide an e-mail address.

Body of Document: Use single spaced, Times New Roman 12-point font, full-justified formatting, and between 100-1200 words. Papers with word counts outside of this range in the body of the document will be rejected. Use italics for taxonomic terms; do not use underlines. Avoid individualized formatting and special typefaces. Do not indent the first paragraph, but indent all subsequent paragraphs. Indicate references within the text with Arabic numbers in square brackets, preferably at the end of the sentence, before the period [1]. Define all abbreviations at the first occurrence.

4. FIGURES

Figures should appear after the body text and before the references. A maximum of **four (4)** figures may be included in a submission. Figures may have multiple panels, with each panel labeled with a letter (A, B, C, D, etc.). Be sure to include scale markers when appropriate on all figures. Captions should be in Times New Roman 12-point font, left-justified, start with "**Fig. (#).**" in bold, and be placed below their respective figures. Artwork and tables must be electronically inserted into the document. The maximum file size of an image before insertion should be 25MB, and a resolution of at least 300 DPI is recommended.

Figures must also be uploaded to the submission site as separate files. This is so our Proceedings production team has access to the original file(s) in case of distortion or file corruption when converting files for the Proceedings. **The preferred file formats are .tif or .eps** (.jpg is acceptable), and the files must have a resolution of 300 DPI.

Color figures may be used and will be reproduced in any electronic distribution of the proceedings. Printed copies, if made available, will be in grayscale, so authors should ensure that color coding used for legends is distinguishable in grayscale. Line art must be created either in a drawing program or scanned into a suitable format for importing into the document. Check that the line widths and font sizes allow the figure to be clear and sharp at its final size. Consider accessibility when designing your figure(s), so that your images can be easily understood by color-blind and visually impaired readers. Here are guidelines for preparing different image types, including recommendations for color palettes, color contrast, image layout, and text accessibility.

5. TABLES

All tables must be electronically incorporated into the document. Use the table-making functions of your word processor to create the table with a horizontal line at the top and bottom and below the column headings. Indicate units (in parentheses) in column headings as needed. Type information single spaced within the table.

6. REFERENCES

References should be included at the end of the text, with the appropriate reference styles for journal articles [1, 2], books [3], conference proceedings [4], and websites [5] (see example below). For references with three or more authors, use the first-named author followed by "*et al.*" Do not include article titles. Journal names may be written out in full or abbreviated based on the Chemical Abstracts Service Source Index (CASSI). A DOI link may be added to the end of a listed reference but cannot be used as a reference by itself. **References to personal communications, unpublished data, manuscripts in preparation/submitted/in review, or papers being presented concurrently at the M&M conference are unacceptable.** If desired, acknowledgments, statements regarding the division of work, or disclaimers should be included in the last reference, which is cited at the end of the last sentence of the text [6].

Example:

References: (Times New Roman, 12-pt, left justified)

1. F Author and S Author, *Journal* **volume** (year), p. 1. https://doi.org/10.1038/s41592-021-01156-w
2. F Author et al., *Journal* [Online] **volume**, Article number (year), http://www.website.com (accessed Month Day, Year).
3. F Author in "Introduction to abstract writing", ed. T Editor, (Publisher, City) p.1.
4. F Author and S Author, Conference Proceedings (year), p. 1.
5. Title of website, http://www.examplewebsite.com (accessed Month Day, Year).
6. The authors acknowledge funding from the Prydonian Academy, X-File Department. Dr. E Gilbert is thanked for her many useful discussions and contributions to this work.