

Author Checklist

Below is a quick checklist of formatting issues that we commonly ask authors to address. This is not all inclusive. Authors are encouraged to review the Instructions to Authors for more guidelines and details. These guidelines apply to articles contributed by AAM Fellows as well as direct submissions. If this is a revision/resubmission, specific issues identified by the Editor, reviewers, or Central Office staff are listed in your decision letter. Please be sure to review and address these issues.

Selection of Editors	<input type="checkbox"/> Suggest at least three Editors from the Board of Editors who are experts in the field of research for your manuscript. This will allow staff to assign the manuscript appropriately and avoid delays in securing Editors. <input type="checkbox"/> In the cover letter, list Editors that you prefer not to handle your manuscript.
Page Format/Length	<input type="checkbox"/> Double-space and left-justify the manuscript; use 12-point type and 1-inch margins; use portrait layout for 8 ½ x 11 paper. Line numbers assist Editors and reviewers when commenting on your manuscript. <input type="checkbox"/> Some article types have page restrictions. Please consider this when preparing your manuscript. A page estimation spreadsheet is available. <input type="checkbox"/> Title page that includes full working title, author byline with all authors' full names and affiliations. Provide corresponding author contact information name, and email, and address.
Abstract/Importance	<input type="checkbox"/> Create a 250-word or fewer abstract that is fully representative of the scope of the manuscript, written in the third person. <input type="checkbox"/> For Research Articles and Observations, include an importance paragraph of 150-words or fewer. This is a nontechnical explanation of why the work was undertaken.
Acknowledgments	<input type="checkbox"/> The source of any financial support received for the work being published must be indicated in the Acknowledgments section and on the submission form.
References	<input type="checkbox"/> The numbered citation (citation-sequence) reference method is use. List and number references in the References section in the order in which they are cited in the text. <input type="checkbox"/> Be sure to refer to the Instructions for Authors for specific formatting instructions.
Tables	<input type="checkbox"/> Place tables at the end of the manuscript. <input type="checkbox"/> Refer to each table at the appropriate place in the body of the text. <input type="checkbox"/> Create tables using the Table function of Microsoft Word (preferably without using the spacing and tabbing features). <input type="checkbox"/> Create fully descriptive table captions and place them above the body of the table. <input type="checkbox"/> Create footnotes for content that doesn't conveniently fit in the title or in data cells. Use superscript lowercase letters in alphabetical letters as the symbols (a, b, c, etc.). <input type="checkbox"/> Overly long tables may be recommended to be included as supplemental material.
Figures	<input type="checkbox"/> Please supply each figure as a separate file. <input type="checkbox"/> Multipanel figures must be assembled into one file. <input type="checkbox"/> Refer to each figure at the appropriate place in the body of the text. <input type="checkbox"/> mBio accepts only TIFF and EPS file types. Powerpoint files will not be accepted. <input type="checkbox"/> Compose a legend that sufficiently explains the figure to allow it to stand independent of the text. <input type="checkbox"/> Is written permission to use previously published figures needed? If so, please be sure to obtain this and send to the mBio Central Office (mbio@asmusa.org). Be sure to include the manuscript number and title on all correspondence.
Supplemental Material	<input type="checkbox"/> ASM will post no more than 10 individual supplemental items. If during the review the Editor/reviewer asked you to modify supplemental material that will cause your manuscript to exceed the limits, please indicate this in the manuscript comment section or cover letter. <input type="checkbox"/> Each item in the supplemental material should be submitted as a separate file, e.g., multiple figures should not be zipped together or combined in a single PDF <input type="checkbox"/> Include a legend for each item of supplemental material at the end of the manuscript text file. This includes supplemental text files, table files, etc. <input type="checkbox"/> Each different type of supplemental material should be numbered with a separate series of "S" numbers (e.g., a set of files that includes a movie and two figures should be numbered as follows: Movie S1 and Fig. S1 and S2). Each individual item should be cited at least once in the text. If references must be cited for an item in the supplemental material, include those references in the supplemental item itself and cite them by those numbers. Do not include references in the main text that are cited only in the supplemental material.
AAM Contributions	<input type="checkbox"/> At least two external reviewer forms are required. Close scientific associations such as previous postdocs, graduate students, and recent collaborators are not appropriate as reviewers. <input type="checkbox"/> Provide responses to reviewer comments. <input type="checkbox"/> Provide e-mail verification from reviewers stating that he or she has seen the final manuscript and agrees that the authors have addressed the concerns.