

Author Checklist

Below is a quick checklist that may be helpful when preparing your submission. This list 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	<ul style="list-style-type: none"> <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.
Initial Submissions	<ul style="list-style-type: none"> <input type="checkbox"/> For initial submissions, <i>mBio</i> welcomes papers in any format. You may upload a single PDF that incorporates the full text, tables, and figures or you may upload individual source files. The reference style, the arrangement of sections of the paper, and other formatting issues are at the discretion of the author. (For revised submissions and resubmissions, some key formatting guidelines will be listed in your decision letter.)
Page Format/Length	<ul style="list-style-type: none"> <input type="checkbox"/> While not required, you should prepare your manuscript in a way that is easily readable for Editors and reviewers (e.g., double-space and left-justify the manuscript; use 12-point type). Line numbers assist Editors and reviewers when commenting on your manuscript. <input type="checkbox"/> Most article types have word limits (which do not include Materials and Methods, References, tables, or figure legends), and some have limits on the numbers of figures and/or references. See the Instructions to Authors for detailed information. <input type="checkbox"/> On the title page (first page of your manuscript), include the full working title, author byline with all authors' full names and affiliations, and the corresponding author's contact information.
Abstract/Importance	<ul style="list-style-type: none"> <input type="checkbox"/> Most article types require an abstract (see the Instructions to Authors for exceptions). The abstract should concisely summarize the content of the paper without presenting extensive experimental details. <input type="checkbox"/> For Research Articles and Observations, include a separate Importance paragraph of ≤ 150 words. This is a nontechnical explanation of why the work was undertaken.
Data Availability and Acknowledgments	<ul style="list-style-type: none"> <input type="checkbox"/> An "Accession number" or "Data availability" paragraph should appear at the end of Materials and Methods (for Research Articles) or at the end of the text (for Observations). <input type="checkbox"/> The source(s) of any direct financial support (funding) received for the work being published must be indicated on the submission form; any other form(s) of assistance that you received may be noted in an Acknowledgments section. <input type="checkbox"/> Recognition of personal assistance should be given as a separate paragraph, as should any statements disclaiming endorsement or approval of the views reflected in the paper or of a product mentioned therein.
References	<ul style="list-style-type: none"> <input type="checkbox"/> The numbered citation (citation-sequence) reference method should be used. List and number references in the References section in the order in which they are cited in the text. <input type="checkbox"/> Include references for accession numbers and code (with URLs).
Tables	<ul style="list-style-type: none"> <input type="checkbox"/> At the revision stage, place all tables after the References section. <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. Create footnotes for content that does not conveniently fit in the title or in data cells. Use superscript lowercase italic letters in alphabetical order as the footnote symbols (<i>a</i>, <i>b</i>, <i>c</i>, etc.).
Figures	<ul style="list-style-type: none"> <input type="checkbox"/> On initial submission, figures may be supplied within the text file or as PDF files. <input type="checkbox"/> For revisions, figures must be supplied as individual TIFF or EPS files. At the revision stage, place all figures after the References section and after tables, if any. The figure legend(s) should be provided in the manuscript file, separate from the figure file(s). <input type="checkbox"/> Multipanel figures must be assembled onto one page if at all possible. <input type="checkbox"/> Refer to each figure at the appropriate place in the body of the text. <input type="checkbox"/> If any figure is being adapted or reproduced from a previously published version, secure all necessary permissions from the original authors and publishers and forward these to the <i>mBio</i> Central Office (mbio@asmusa.org) at the manuscript revision stage. Include the manuscript number and title on the correspondence.
Supplemental Material	<ul style="list-style-type: none"> <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"/> At the revision stage, each item in the supplemental material must be submitted as a separate file, i.e., multiple figures should not be zipped together or combined in a single PDF. 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 Movie S1 and Fig. S1 and S2). Supplemental material must be cited at least once in the text. If references are included for supplemental material, add 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	<ul style="list-style-type: none"> <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.