

# CryoLetters: INSTRUCTIONS FOR AUTHORS

## JANUARY 2024

The journal publishes **concise original research reports, authoritative reviews (PERSPECTIVES)**, and technical developments on the effects produced by low temperatures on a wide variety of biophysical and biological processes, or studies involving low temperature techniques in the investigation of biological and ecological topics. The Journal will accept papers that reach a high standard of scientific endeavour as judged by international peer review.

Contributions are peer-reviewed by an international editorial board and referees. **There are no page charges (unless the author opts for Open Access publishing) and we offer a free PDF file to authors. Circulation is world-wide and the journal is abstracted by all major services.**

All submissions must include an illustrative image for use on the CryoLetters website. This should ideally be a photographic image but could be, in decreasing order of preference, a diagram, chart, graph or table of data. The image should be full-colour if possible, but black and white is acceptable. The image should be your own or you must have the owner's permission for it to be used on the CryoLetters website. Often the image will be one that is used in the submitted paper, but this is not a requirement, as sometimes a different image may be more appropriate. For example, if the paper features a particular species or technique then an image of that species or relevant item of equipment may have more impact. The image can be submitted in any image file format (TIFF, PNG or JPG preferred). The minimum dimensions of the image should be 800 × 500 px, but a larger image which we can then resize and/or crop as necessary would be preferred.

### Manuscript layout

1. Papers will be edited directly from authors' electronic submissions, which therefore must conform to a standardised house-style, be accurate, clear and well laid out. For speed of publication, no proofs are printed, and final responsibility for accuracy rests with author(s) who may be contacted by the editor for clarification during sub-editing.
2. Authors have access to **downloadable templates** – see CryoLetters manuscript templates – [www.cryoletters.org/information-for-authors/template.php](http://www.cryoletters.org/information-for-authors/template.php) – **which must be used for submission of articles**. See **Template Instructions** below – point 22 onwards.
3. Research articles must be **concise, and preferably around 10 – 12 pages long, including Figures, Tables and References**. Longer articles may need prior agreement with the Executive or Associate Editors.
4. **PERSPECTIVE articles** are timely, insightful reviews. The topics are agreed with the Executive Editor in advance. These reviews should be about 12+ pages long and include up to 100 references. PERSPECTIVE articles are made available as Open Access at no cost to the authors.
5. **Electronic submission is essential**. Manuscripts should **use the downloadable templates** and be single line spaced with the text in Times (New) Roman 11 point font, except for the text in the Tables and Figures which should be in Arial 10 point font. Manuscripts which do not conform to this specification may be returned for resetting. (In the event of difficulty in conforming to the specification, contact the Editorial Office for help - [editor@cryoletters.org](mailto:editor@cryoletters.org) ).
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**Editorial Office.** The article will be made available by Ingenta Open Access **on receipt** of the fee.

7. The title page should have:
  - The **TITLE (in 13-point font) in BOLD CAPITALS CENTRED** on the page with 72 point spacing before (i.e., about a **5 cm top margin**). Note that the top margin for all other pages is 2.5 cm, and all pages have a left, right and bottom margin of 3.0 cm, 2 cm and 2.5 cm, respectively.
  - This should be followed by the **Author(s) names (regular font)** separated from the title by a single line space, centred and indicated by an asterisk\* for the author to whom correspondence should be addressed. The last author name should be preceded by 'and'. To assist information retrieval, titles should be specific and informative. If preferred, the family name of the author(s) can be given in CAPITALS.
  - The **full correspondence address(es)** should be left-aligned and separated by a single line space from the author names. Additionally, a valid E-mail contact address **must** be given. Superscripted numerals<sup>1,2,3</sup> should be used to indicate which addresses are associated with which authors.
  - The **Abstract** should be no more than 250 words, with a bold heading as shown and be split into sections: **BACKGROUND, OBJECTIVE, MATERIALS AND METHODS, RESULTS, and CONCLUSIONS**. The abstract should be specific and informative to assist retrieval.
  - Up to six **Keywords:** (heading left-aligned) continuing the line. Words should be arranged in alphabetical order with a semi-colon between them.
8. **The page layout to the end of the Keywords should be single column.** Thereafter, the text (including the REFERENCES) should be twin columns with a width of 7.64 cm and a separation of 0.72 cm.
9. The text should normally be divided into conventional sub-sections under the following main headings: **INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION and REFERENCES**. These headings should be **BOLD, UPPER CASE and CENTRED**. Any **Acknowledgements:** (heading left-aligned) should appear after the text (before the References) continuing the line.
10. **The text** should be fully justified and continuous with no spaces between paragraphs. Paragraph first lines should be indented 0.8 cm. **Subheadings** should be in lower case bold, italic with initial capital. **Sub-subheadings** should be in regular script underlined with initial capital and conclude with colon or full stop; text should then continue the line. Leave a 24 pt space prior to a main **HEADING**, and 12 pt afterwards. Leave a 12 pt space before a sub-heading. **If you use a font other than Times Roman or Arial to prepare the document, please ensure that all characters are properly converted to Times Roman or Arial before submitting the document to the Editorial Office.** Please use the correct characters for degree Celsius (°C) not a superscripted 'o'. Statistical symbols should be italicised according to this example (*P, F, t, χ*). The correct formatting is the Author(s) responsibility.
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18. References should be referred to in the text by number in parenthesis, starting with (1), (2), etc., for the first ones mentioned. This is the order in which the references should appear in the list at the end of the manuscript (not in alphabetical order). All authors should be listed and the general formatting should be as follows:
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  - ii. Reed BM (2001) *CryoLetters* **22**, 97-104.
  - iii. Thurston LM, Watson PF & Holt WV (2003) *Theriogenology* **60**, 101-113.
  - iv. Songsasen N, Tong J & Leibo S (1998) *Journal of Experimental Zoology* **280**, 189-196.

Include the doi when possible.

19. The Journal maintains its high standard by means of expert refereeing by an international panel. After review, if considered worthy of publication the manuscript will normally be returned for revision as recommended by the referee(s) and / or editors.
20. Revised manuscripts must be marked up to show revisions as requested by the Editorial Office. The Executive Editor will work on the draft PDF with the corresponding author. The **responsibility for the appearance of the final revised article rests with the Authors.**
21. **Ethical standards**
  - i. All experimental work involving animals should conform to European Convention on the use of Experimental Animals (<https://www.coe.int/en/web/conventions/full-list?module=treaty-detail&treatyid=123>) and the Directive (<https://rm.coe.int/168007a67b>) that seeks to implement it. Where appropriate, authors should state that animal experiments were conducted in accordance with a named National Policy or Licensing Authority and were approved by the Institutional Ethics Committee. Experimental methods should include details of anaesthetic (generic name, dose, route of administration) and surgical procedures. Chilling alone is not an acceptable method for rendering vertebrates insentient; an anaesthetic agent must be used. Work on isolated tissues, including primary cell cultures, must state from where and how the materials were derived.
  - ii. All work involving humans or human tissues or cells must contain in the text a statement that approval for the study has been obtained from the appropriate National or Institutional Ethics Committee and conforms to the standards set by the Declaration of Helsinki (ETHICAL PRINCIPLES FOR MEDICAL RESEARCH INVOLVING HUMAN SUBJECTS; [https://www.e-dmj.org/file/WMA-Declaration\\_of\\_Helsinki-2013.pdf](https://www.e-dmj.org/file/WMA-Declaration_of_Helsinki-2013.pdf)), and that material was obtained only with Informed Consent in writing for each individual in the study.

- iii. The editors reserve the right to refuse publication of any work which does not conform to these essential ethical standards.

### **How to use the CryoLetters templates**

22. The templates were designed to facilitate the authors of CryoLetters to prepare their 'camera-ready' typescripts in a standardised format. These template make it easy for authors to lay out the text, Figures, Tables, images and legends. They conform to the format of the journal.
23. The templates are written in Microsoft Office 2010 and are compatible with later versions. Copy the files to **C: programs/Microsoft office/templates**. To use them, open Word first, go to **File**, click **New**, and browse to the templates. Alternatively, you can copy a template to any folder ,and to use it you simply click the template file twice.
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**If you cannot delete the last page, just leave it there.**

### **Submission of manuscripts**

Electronic submission is essential to the Editorial Office or the appropriate Regional Associate Editor, together with a completed copy of the [Declaration and Copyright Transfer form](#) (Microsoft Word document).

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