JHC – Information for Authors

Checklist of Requirements for Submission

ONLINE SUBMISSION & REVIEW

☐ Letter of Transmittal
Must include the following:
- Manuscript Title
- Author(s) Name(s)
- Corresponding Author Information
- Type of Manuscript
- Statement of Significance
- Statement of Each Author’s Contribution

☐ Manuscript Format - (Original Articles)
Supply Microsoft Word compatible format file, double-spaced, right justified, 12pt Times, Times New Roman, or Arial font, use symbol fonts, and superscript or subscript functions only.
- Running Headline
- Title Page & Contributing Author Information
- Abstract
- Key Words
- Materials & Methods
- Results
- Discussion
- Acknowledgements
- Literature Cited – Harvard Style (Name & Year)
- Figure & Table Legends

☐ Other Manuscript Types – Format

Reviews & Perspectives
- Materials & Methods and Discussion sections are NOT required.

Letters to the Editor
- No Charge for Publication
- Sections are NOT required
- Size and Image Limitations

☐ Figures
Submit 300 to 800 dpi image files with composites sized at 19.5p, 28p, or 40.5p with equal routing between panels.
- Digital Images (300 dpi)
- Digital Line Art or Combination Composites (800 dpi)
- Sizing & Layout
- Labeling

☐ Supplemental Materials
Must be submitted with your manuscript, have complete legends, and be referenced in your manuscript.
- Extra Figures and Tables
- Datasets
- Movies

REVISING YOUR MANUSCRIPT

☐ Point-by Point Response
- Written response to all Reviewer and Editor Comments

☐ Figures
Submit 300 to 800 dpi image files with composites sized at 19.5p, 28p, or 40.5p with equal routing between panels.
- Digital Images (300 dpi)
- Digital Line Art or Combination Composites (800 dpi)
- Sizing & Layout
- Labeling

☐ Deadline
- 90 days

POST-ACCEPTANCE

☐ Contributor Form / License To Publish
- Complete Online Contributor Form

☐ Online First

☐ Open Access – “SAGE CHOICE”
- Only available for Articles and Reviews
- Open Access publication fee: $3,000 (only for accepted manuscripts)
- Author Alterations to Typeset Proofs:
  - $30 per change to any single word in text or single global change in text. Please note that there is no charge for alterations due to changes that result from copyeditor queries.
  - $30 per revision or replacement of a gray-scale/black and white figure.
  - $60 per revision or replacement of a color figure.

☐ Production Fees
- Manuscript Processing Fee: $450 (only for accepted manuscripts)
- Author Alterations to Typeset Proofs:
  - $30 per change to any single word in text or single global change in text. Please note that there is no charge for alterations due to changes that result from copyeditor queries.
  - $30 per revision or replacement of a gray-scale/black and white figure.
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- Online Order -
  http://www.sagepub.com/journalsReprints.nav?countrytabs=0
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Submission Guidelines

Types of Articles Published

Authors are invited to submit manuscripts for publication as:

- Articles (full-length research reports) – Open Access “SAGE CHOICE” option available.
- Reviews – Open Access “SAGE CHOICE” option available.
- Perspectives
- Letters to the Editor

Manuscript Submission Process

JHC is now using a new peer-review system, SAGEtrack. If you are new to the SAGEtrack system, you will be asked to create a profile. As the submitting Author, click on the Create Account link. You will then be guided through the process of making your profile. Once this is completed, return to the main page and log in with your username and password. The option to submit a manuscript should be available at the top of the screen. SAGE Track will guide authors through the submission process.

To submit go to: http://mc.manuscriptcentral.com/hcs

LETTER OF TRANSMITTAL

Please include the following items in your submission letter:

1. Manuscript Title - The Author(s) name(s) (identify the corresponding author, with complete address, telephone, FAX, and e-mail information).
2. Type of Manuscript - Article, Review, Perspective, Letter to the Editor
3. Statement that describes the significance of the paper.
4. Provide a statement that describes each author’s contribution to the paper (i.e. planning, execution, analysis of the study, etc…), and that have read and approved the version submitted.
5. (Optional) The contact information of any suggested reviewers (names, addresses, and e-mail).

The signatures of the authors are not required. Unfortunately, manuscripts submitted without a letter of transmittal cannot be processed for peer review.

LICENSE TO PUBLISH

The corresponding author will be contacted via email to complete the JHC License to Publish form upon an editorial decision of Accept. This form is completed and submitted online.
MANUSCRIPT FILE

The manuscript file should be in Microsoft Word compatible format (.doc, .txt, .rtf). Follow these specifications when submitting the manuscript file:

Do not attempt to produce a ‘typeset look’ or use any special formatting. This may interfere with the production process.

Avoid using the ‘Insert Symbol’ function in Word (they tend to not come through). For Greek symbols such as mu and alpha, please use the Symbol Font, which is available as a standard font with most word processors.

Use superscript or subscript functions. Do not attempt to achieve this effect by varying point size or positioning.

Special Note if using ‘Track Changes’ or similar features: If you use the Track Changes feature of Microsoft Word, or another word processor, before submitting your manuscript document file you must accept or reject all of your changes and turn the change tracking option off for the manuscript document file. If your submission is received with track changes, we will accept all changes. If errors occur due to this it is the responsibility of the authors.

PAGE & CONTENT LAYOUT

Manuscript documents should be formatted as follows:

· Double-spaced
· 2.5 cm (1 inch) margins
· Left-justification
· Page numbers at the bottom of each page; centered or right-justified
· 12-point font; restrict fonts to Times New Roman, Times, or Arial throughout the manuscript (Use of other fonts is not recommended and could result in problems with converting your manuscript for review.)
· Avoid boldface, underlining, or italics in the manuscript

Other formatting notes:

· Footnotes or Appendices are not published.
· Do not embed figures into the manuscript. They must be uploaded as separate files for each figure.

Manuscript Layout should be as follows:

Page 1. Running headline: All capitals, no more than 48 characters and spaces.

Page 2. Title page: Complete title; first name, middle initial, last name of each author; where work was done (use authors’ initials in parentheses if necessary); mailing address, phone, FAX, and e-mail of the author designated for correspondence and reprint requests (if different from the first author).

Page 3. Abstract: No more than 200 words, followed by 3 to 10 key words.

Beginning on Page 4 - Sections for Original Articles should include, and be ordered, as follows:

Introduction, Materials and Methods, Results, Discussion, Acknowledgments, Literature Cited, Figure Legends, Tables and Table Legends.
Manuscript Content Variations

Reviews - Materials and Methods and Discussion are not required
Perspectives - Materials and Methods and Discussion are not required
Letters to the Editor - No sections are required, and there is no charge for publishing a Letter, but the size is limited as follows:

- Maximum of 2 figures (up to 1 full page composite per figure)
- Maximum of 1 color figure (up to 1 full page composite)
- Maximum of 2 tables (up to 1 full page per table)
- Maximum length of 10,000 characters and spaces (includes all non-image/table manuscript contents)

Begin each section on a new page. Individual sections, including figure legends, must all be contained in the same single document file.

ABBREVIATIONS & STYLE

Customary abbreviations in wide use need not be defined in text (e.g., DNA, ATP). Define other abbreviations the first time that they are used. Refer to the Journal of Biological Chemistry for recommended abbreviations for biological compounds, Chemical Abstracts for names of chemical compounds, Conn’s Biological Stains (10th Edition, RW Horobin and JA Kiernan (eds.), BIOS Scientific Publishers) for nomenclature, and the CSE Style Manual (2006, 7th ed., Council of Science Editors) for scientific abbreviations. Use SI units only. The Journal does not print the degree symbol before temperature symbols. All temperatures are printed as follows: 78°C, 32°F, 276K.

MATERIALS & METHODS

Give the manufacturer’s name and location (city and state for US, city and country for outside the US) in parentheses for reagents and instruments. Indicate the sources for all antibodies and nucleotide sequences. Any new antibodies must be characterized by biochemical methods such as Western blots. Controls for all histochemical methods must be reported. For studies that employ animals, provide assurance that all procedures were followed in accordance with institutional, local and/or National Research Council guidelines. If human subjects were used, indicate whether the procedures followed were in accordance with the Helsinki Declaration of 1975 or if they were approved by an institutional committee on human experimentation. Quantitative results must be presented as graphs or tables and supported by appropriate experimental design and statistical tests. Group data should be reported as means and standard errors, with statistical p-values and sample sizes.

LITERATURE CITED

Reference work published or in press, and give the name of the journal. Cite unpublished work as such in the text (e.g. Smith et al. In Press). Personal communications should be acknowledged in the text, and be accompanied by written permission. Abbreviations should conform to PubMed format. In the text, cite references by name and year, with earlier references listed first, and references with the same year listed alphabetically (e.g. Spicer et al. 1965; Graham and Karnovsky 1966; Lillie 1966).

For references, JHC uses Harvard citation format (name and year). For example:

Order references alphabetically by first author, and include all co-authors. When references have the same list of authors, order them chronologically, beginning with the earliest date of publication. When the same author has more than one publication in a year, use lower case letters (e.g. 1989a, 1989b, etc.). Do not use periods after authors’ initials, abbreviated journal titles, use inclusive page numbers. For more detailed information you may consult The CSE Manual for Authors, Editors, and Publishers, 7th Edition.

**Special Note regarding Reference/Citation Managers**

If you use citation or reference managers to assemble your references there are some common problems. Such programs generally use ‘field codes’ to track and arrange the citations in your manuscript. Unfortunately, field codes can (very unintentionally) result in deletions when the manuscript document file is used for publication. JHC requires that all field codes be removed from your manuscript text before it is submitted for publication. The following excerpt from Adept Scientific describes how to do this in Microsoft Word:

Many publishers require that you remove ALL field codes before submitting an electronic manuscript. Field codes are used in Microsoft Word to link your citations to your bibliographic references.

Make sure you remove hidden codes in a copy of your final manuscript. Please note that once you remove all hidden codes, you can no longer reformat or unformat the citations or bibliography so always make a copy of your document prior to removing any codes.

To remove the hidden codes go to the Edit menu and choose Select All. Press Ctrl+Shift+F9 or Cmd+6 to unlink all fields. Your in-text citations and bibliography become regular text, without field codes or any hidden links.

**FIGURE LEGENDS**

Figure legends are to be placed after the Literature Cited section. Figure legends are required for peer review. Indicate scale bar size in the legend rather than directly on the image/figure.

**TABLES**

Each table must be appended to the end of the manuscript, after the Figure Legends, in either Word or Excel table format. *DO NOT* embed photographs or image files of tables. Legends or keys must accompany each table and should not be added to the Figure Legends. Tables should be numbered consecutively using Arabic numerals, and should include a brief title. Use footnotes (superscripted lower-case letters) to explain abbreviations, statistics, etc.

**FIGURES**

Figures are to be cited in the manuscript in ascending numeric order. Subsequent references need not be in order, but the first citation of a figure must occur after preceding figures and before following figures (e.g. Figure 2 cannot be referenced until after Figure 1 has been). Figures can be first referenced in groups or in the same figure reference (e.g. Fig. 1-3 or Fig. 5 and 6). In text citation of figures – Spell out “Figure” at the beginning of a sentence, abbreviate “Fig.” in all other instances.

Label panels (A, B, C, etc…) and include scale bars. Bar sizes need to be stated in the legend of the manuscript. JHC does not publish magnifications.
Submit figures at a **minimum resolution** of **300 pixels/dots** per inch for image composites, and **800 pixels/dots** per inch for line art or combination composites.

Author images should accurately reflect the original data. Linear adjustments in brightness, contrast, or color balance are acceptable if applied to the entire image. Selective linear adjustments to portions of images are not acceptable. Non-linear adjustments are acceptable only if they are applied to the entire image, are clearly disclosed in the figure legend, and do not alter interpretation of the original image.

Author-submitted images in Accepted manuscripts will undergo forensic image analysis, and if prohibited alterations are detected, the authors will be requested to provide the original, unaltered images for comparison. If the original images are not available from the authors, manuscript Acceptance will be rescinded and the authors’ affiliated institutions will be notified.

**SUPPLEMENTAL MATERIAL**

Supplemental Materials are images, movies, data sets, and other files that support and augment the content of a JHC manuscript, and they are intended for publication only in the online version of JHC. These materials are referenced in your manuscript, and then accessed via the online Journal. Supplemental Materials generally fall into the following categories:

- Extra Tables
- Extra Figures
- Datasets (e.g. sequences, sequence alignments, GenBank Accession information)

Supplemental Material is posted online as submitted by the author. No copyediting or typesetting is performed by the Publisher. Supply your files as you wish them to be presented online. Each file will be presented as a link within the Supplemental Material section of the online article publication.

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  - $60 per revision or replacement of a color figure.

**OPEN ACCESS & PMC DEPOSITS – “SAGE CHOICE”**

The Journal of Histochemistry and Cytochemistry provides the following assistance to authors whose articles require deposit to the National Library of Medicine’s PubMed Central (PMC).

Manuscripts funded through US agencies such as the National Institutes of Health (NIH), JHC will deposit the “author’s final manuscript” into PMC for release twelve months after publication which will comply with Federal Guidelines for Public Access. JHC considers the “author’s final manuscript” to be the peer reviewed, copyedited version of the article.
Manuscripts funded by entities requiring release of an article prior to twelve months (Wellcome Trust, The Howard Hughes Medical Institute (HHMI), Research Councils UK (RCUK), etc.), JHC’s publisher, SAGE Publications, offers the “SAGE Choice” open access publishing option. The cost of SAGE Choice is $3000. Following payment, SAGE will publish the manuscript as Open Access, with immediate and permanent access in perpetuity. Additionally, SAGE will deposit the article into PMC for immediate release.

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