

Biologia – Editorial Policy

1. Purpose and Scope

The Biologia is devoted to the publication of research results of scientific importance in botany, cellular and molecular biology and zoology. The primary mission of Biologia is to assist Central and Eastern European researchers in communicating their achievements to the global scientific community, nevertheless, contributions from other regions of the world are by no means excluded. The journal is peer-reviewed and is published bimonthly in paper and electronic versions . The language of the Biologia is English .

2. Manuscript submission

To avoid unnecessary delays in the review process, please consider the following policies carefully before you submit your manuscript.

Manuscripts preferred for publication in Biologia are those which:

contain original work - which is not published elsewhere in any medium by the authors or anyone else, and is not under consideration for publication in any other medium. This restriction does not apply to review articles

are focused on the core aims and scope of the journal - Biologia is a scientific journal publishing fundamental research results from botany, cellular and molecular biology and zoology

are clearly and correctly written - should contain all essential features of a complete scientific paper, should be written in a clear, easy to understand manner, and be readable for a wide audience of biologists

are written in English - should be clearly and grammatically written, in an easily readable style. Attention to detail of the language will avoid severe misunderstandings which might lead to rejection of the paper (Please note that authors who are not native-speakers of English can be provided with help in rewriting their contribution in correct English)

are delivered in electronic format

Manuscripts along with the covering letter should be emailed directly to the Executive Editors of Biologia:

Section Botany:

Dr. I. Mistrik, CSc.

e-mail: igor.mistik@savba.sk

Section Cellular and Molecular Biology:

Dr. Stefan Janecek

e-mail: biologia.C@savba.sk

Section Zoology:

Dr. M. Kazimírová

e-mail: biologia.zoo@savba.sk

The covering letter should contain all important details about the submission such as:
your full name (submitted by),
the full title of your article, the short title,
full list of authors,
status of article: new, reviewed or accepted (with reference ID if reviewed or accepted),
e-mail address and contact address,
telephone/fax numbers,
number of attached files,

details of any previous or concurrent submission,
area of biology you would like to submit your manuscript in,
recommendations of reviewers for Editor

Biologia considers submissions of:

Research Articles - papers based on original research that are judged, after Editorial review, to make a novel and important contribution to the understanding of any area of biology

Rapid Communications - are intended to present new information of exceptional novelty, exciting results of high urgency and interest to the broad readership of Biologia. Please note, that the purpose of Rapid Communication is not intended simply to be short versions of Research Articles although they share the same general paper organization

Reviews - full critical reviews on important subjects reflecting new trends in biology. Please note, that, a Review should provide a critical but balanced view of the field.

Minireviews - topical minireview discusses briefly a focused topic of recent experimental research

Reports - reporting exciting, controversial and provocative observations concerning own or others work. Report discusses the experimental objectives, the limitations of current techniques or a detailed protocol of the new technique but must contain some data to demonstrate the power of the technique. Report publication decision strictly relay on the enthusiastic recommendations of the reviewers. Reports follow the same general organization as research articles

Commentaries - provide a forum for presentation of a scientific argument or synthesis that may not fit the standard criteria of general paper organization. Commentaries should provide novel insights into a significant question or issue in biology

other formats- Guest Commentaries, Letters to the Editor (should present short, decisive observations of interest based on published data), Erratum, Addendum, Retraction, Corrigendum - Please seek any additional information or guidance for those paper formats at Executive Editors of Biologia.

Book Review

Biologia declares publishing Invited Reviews

3. Peer Review Process

All manuscripts receive individual identification codes. The Executive Editor then sends it to an appropriate Editor. However a submission may be declined by the Executive Editor without review, if deemed inappropriate for reasons other than scientific merit. Please note , that papers that do not conform to the general criteria for publication will be returned immediately, without detailed review.

a) choice of reviewers

The group of Biologia Editors assembles experts in botany, mollecular and celular biology and zoology. The Editor most suitable for the subject of paper research seeks advice from reviewers. Reviewers being specialists in the appropriate field of biology make an objective, impartial scientific judgment and evaluation of the manuscript. Research articles and communications are reviewed by a minimum of two reviewers, review papers by at least three.

b) suggestions from authors

Authors are requested to suggest persons competent to review their manuscript. However please note that this will be treated only as a suggestion, and the final selection of reviewers is exclusively the Editor's decision.

The Editors are fully responsible for decisions about manuscripts. The final decision whether to accept or reject a paper rests with them. The Executive Editor only communicates the final decision, and informs the authors about further processing. The primary criteria for judging the acceptability of a manuscript are its scientific importance. Manuscripts judged lacking in these respects will be declined, even if the experimental work appears technically sound. This policy permits declination of a manuscript solely on the Editorial Board's judgment that the studies reported are not sufficiently novel or important to merit publication in the *Biologia*.

4. Conflicts of Interest

A conflict of interest includes a financial association or relationship that could influence the objectivity, integrity, or interpretation of a manuscript. Such conflicts of interest include relationships with corporations whose products or services are related to the subject matter of the article. These relations include employment, substantive ownership of stock, membership on a standing advisory council or committee, service on the board of directors, or public association with the company or its products. Other areas of conflict of interest could include receiving consulting fees, patent filings, serving as a paid spokesperson, or providing services in exchange for honoraria. Another possible conflict of interest concerns referees, who have recent or ongoing collaborations with the authors, have commented on drafts of the manuscript, are in direct competition, have a history of dispute with the authors. In the interests of transparency and to avoid the possibility of financial and other conflicts confronting authors, referees, and Editors the *Biologia* policy constitutes that all authors, members, referees, and Editors must declare any association that poses a conflict of interest in connection with the manuscript.

a) Authors of original research papers are required during submission of their manuscript to declare any competing commercial interests in relation to the submitted work. The corresponding author must ensure that all authors have been asked to declare any conflicts of interest.

b) Referees and Editors are also asked to indicate any potential conflict they might have reviewing a particular paper. Referees and Editors are asked to rescue themselves from handling a paper if the conflict makes them unable to be objective and to make an impartial scientific judgment or evaluation. A Referee or Editor who has a conflict but believes that it does not preclude their making a proper judgment must disclose to *The Biologia* the nature of the conflict.

5. Revised manuscript submission

When revision of a manuscript is requested, authors should return the revised version of their manuscript as soon as possible. Prompt action may ensure fast publication if a paper is finally accepted for publication in *Biologia*. If it is the first revision of an article authors need to return their revised manuscript within 60 days. If it is the second revision authors need to return their revised manuscript within 14 days. If these deadlines are not met, and no specific arrangements for completion have been made with the Editor, the manuscript will be treated as a new one and will receive a new identification code along with a new registration date.

6. Final proofreading

Authors will receive a pdf file with the edited version of their manuscript for final proofreading. This is the last opportunity to view an article before its publication on the Journal web site. No changes or modifications can be introduced once it is published. Thus authors are requested to check their proof pages carefully against manuscript within 3 working days and prepare a separate document containing all changes that should be introduced. Authors are sometimes

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7. Ready to be on-line Service

Manuscripts accepted for publication will be posted on-line in a special service as soon as they are ready for publication (that is when final proofreading is performed by authors, and all concerns are resolved). Final manuscripts for publication may appear on the Web 1-2 months prior to regular issue publication. Once a manuscript appears on the Web site it is considered as published.

8. Reprints

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9. Errata

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Section Botany:

Dr. I. Mistrík, CSc.,
Institute of Botany,
Slovak Academy of Sciences,
Dúbravská cesta 14, SK - 845 23 Bratislava IV,
Slovakia phone: ++421-2-59426121,
fax: ++421-2-54771948,
e-mail: igor.mistrík@savba.sk

Section Cellular and Molecular Biology:

Dr Stefan Janecek
Institute of Molecular Biology,
Slovak Academy of Sciences,
Dubravska cesta 21, SK - 84551 Bratislava,
Slovakia phone: ++ 421-2-5930-7420
fax: ++ 421-2-5930-7416
e-mail: biologia.C@savba.sk

Section Zoology:

Dr. M. Kazimírová
Institute of Zoology,
Slovak Academy of Sciences,
Dúbravská cesta 9, SK - 84506 Bratislava,
Slovakia phone.: ++ 421-2-59302602;
fax: ++ 421-2-59302646
e-mail: biologia.zoo@savba.sk