

***Cell Structure and Function* Author Checklist**

The purpose of this checklist is to help authors ensure that their manuscripts are ready for submission to *Cell Structure and Function*. The checklist is for the authors' information only; it does not need to be submitted to ScholarOne or the Editorial Office.

For more detailed guidelines on the preparation and submission of manuscripts, please see the journal's Instructions to Authors. Manuscripts that do not adhere to the journal's requirements may be rejected without peer review.

ETHICS

- All authors:
- have seen and approved of the manuscript
 - have agreed to its submission to *Cell Structure and Function*
 - have permission to publish their work
- The manuscript represents original work and contains no plagiarized material
 - The authors have declared any potential conflicts of interest
 - Experiments using animals or humans (or their material) conform to appropriate guidelines
 - Digital image processing follows the journal's guidelines

MANUSCRIPT FILE

- The manuscript file is formatted in Microsoft Word using double spacing with >3 cm margins
- The text is written in clear, grammatically correct English
- The Title Page includes the Title, Authors' full names, Affiliations, Key words, Running title, and the name and full address (including telephone number, facsimile number and email address) of the corresponding author
- The Main text includes all relevant sections for the article type
- The authors have cited all funding sources for the work in the Acknowledgements
- Supplementary Material is provided in separate files, each of which is referenced in the manuscript file

FIGURES

- The authors have obtained the permission of the copyright holder(s) and relevant publisher to include any previously published material

SUBMISSION PROCESS

- The submitting author has the full names, institutional addresses and email addresses for all authors
- The submitting author has the names and email addresses of any preferred or non-preferred referees
- A cover letter that briefly describes an overview of the work, its significance and justification for publication, as well as suggestions for potential Associate Editors to handle the manuscript

REVISED MANUSCRIPTS

- Any changes to the text are clearly marked, e.g. using Microsoft Word's 'track changes' feature
- All responses to referees' comments are clearly numbered in a separate file

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