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Scientists from any country may submit manuscripts to *Cell Structure and Function*, irrespective of whether they are members of the Japan Society for Cell Biology.

Submission to the journal implies that all authors have seen and approved of the manuscript, have agreed to its submission, and have the right to publish their work. Submission to the journal also implies that the manuscript is original work that has not been previously published in any language and is not under consideration elsewhere. Authors must inform the editors if any related publications are under consideration or in press elsewhere.

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All manuscripts must be submitted via the journal's online submission system, ScholarOne: <https://mc.manuscriptcentral.com/csf>. The original or revised manuscript text may be uploaded as a PDF or MS Word file, but a Word file is required for the final manuscript text. Figures may be submitted separately in several other formats.

If you encounter any problems with online submission, please contact the Editorial Office:

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Cell Structure and Function

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MANUSCRIPT TYPES

Cell Structure and Function welcomes five manuscript types, all of which are subject to single-blind peer review.

Full Articles

Full and comprehensive reports describing original research presented in the standard format of Abstract, Introduction, Methods, Results, Discussion and References. The main text (excluding references, tables, and figure legends) should not exceed 6000 words.

Short Communications

Concise, topical reports describing original research that may not warrant a Full Article, but deserve publication as soon as possible. The main text should not exceed 2000 words and should follow the format for Full Articles.

Reviews and Mini-reviews

Articles presenting novel or unique overviews of recent or important developments in the field. Reviews must be insightful and must address the question(s) of interest using appropriate and fully presented evidence; exhaustive general summaries will not be published. Reviews are generally 5000-6000 words and can explore several aspects of importance in a broader subject area; Mini-reviews are shorter (2000 words) and address a single issue. Reviews and Mini-reviews are occasionally commissioned by the Editor-in-Chief, and the journal welcomes proposals from prospective authors.

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Concise articles that allow authors to report new or significant advances or developments in the techniques, technology or related aspects of cell biology. The journal also welcomes descriptions of methods that accompany new or newly developed techniques.

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Fully peer-reviewed, evidence-based articles that offer authors the opportunity to present novel viewpoints or opinions, or raise important matters, for the attention of the cell biology community. New data is not usually provided, but the journal will consider articles that use novel information to support their case. Perspectives should follow the same format as Full Articles, where relevant, and are generally 1000-2000 words in length.

MANUSCRIPT PREPARATION

Style

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English standard

Manuscripts should be written in clear, grammatically correct English. Authors whose native language is not English are strongly encouraged to have their manuscript checked by a native English speaker or by an editing service (such as [INLEXIO](#)) prior to submission. If a manuscript is not clear due to poor English, it may be rejected without undergoing peer review.

Cover Letter

A cover letter must be submitted, which provides in a brief paragraph an overview of the work, its significance and justification for publication. The journal also encourages authors to nominate one or more Associate Editors as potential handling editor(s) of their manuscript. The list of Associate Editors is available via links from the journal homepage.

Format

Each Full Article should comprise the following sections: Title, Authors, Affiliations, Key words, Running title, Footnotes including abbreviations, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References, Tables, Figure Legends, and Figures (including photographs). In other article types, sections may be omitted or combined as appropriate.

The first page of each manuscript should contain: Title, Authors' full names, Affiliations, Key words, Running title, and the name and full address (including telephone number, facsimile number, and e-mail address) of the corresponding author.

Title

The title should describe the content of the article briefly but clearly. Do not use the same main title with numbered minor titles, even for a series of papers by the same authors. Do not use abbreviations in the title, except those used generally in related fields. The title should not exceed 100 characters, including spaces.

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Provide the full names of the author(s).

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Provide full names and addresses of institutions (including Laboratory, Department, Institute and/or University, city, state and country). When authors belong to different institutions, their respective addresses should be indicated by superscript numbers. When authors have new addresses, they should be given in a footnote and should be indicated by superscript symbols (such as * and **).

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A maximum of five key words should be provided.

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The running title should not exceed 50 characters, including spaces.

Footnotes

Footnotes, if any, should be typed in a separate sheet (the second page of the manuscript). Abbreviations should also be listed on this page.

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Each abbreviation should be defined in parentheses together with its non-abbreviated term when it first appears in the text (except in the Title and Abstract). Common abbreviations that may be used without any explanation include ATP (NTP), ADP (NDP), AMP (NMP), cAMP, DNA, RNA, mRNA, tRNA, rRNA, DEAE, EDTA, and SDS.

Abstract

The Abstract should clearly express the basic content of the paper in a single paragraph and should include the problem addressed, experimental approach, main results and findings, and conclusions. Abstracts must not exceed 250 words for all article types except Short Communications, which should be limited to 200 words. Avoid using specific abbreviations. If it is essential to refer to a previous publication, omit the article title (e.g. Maekawa, S., Endo, S., and Sakai, H. (1989). *Cell Struct. Funct.*, 14: 249–259). The Abstract should be typed in a separate sheet (the third page of the manuscript when Footnotes are used, or the second page when Footnotes are not used).

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The Introduction should provide sufficient background information to allow the reader to understand the purpose of the investigation and its relationship with other research in related fields, although it should not include an extensive review of the literature.

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equipment should be described, and the location (city, country) of the company should be provided in parentheses. If hazardous materials or dangerous procedures are used in the experiments and the precautions related to their handling are not widely recognized, it is recommended that the authors provide the necessary details.

Results

This section includes the results of the experiments. The Results and Discussion sections may be combined if this helps readers to understand and evaluate the study. Tables and figures, including photographs, can be used to present the experimental results (see below). Excessive explanations of the data presented in tables and figures should be avoided.

Discussion

The Discussion should be concise and should deal with the interpretation of the results. Novel models or hypotheses may be proposed in this section only if they are suggested by the results obtained in the experiments. Do not repeat the description of the experimental results in this section.

Acknowledgments

This section should be brief. Authors should list all funding sources for their work in the Acknowledgments section.

References

All the publications cited in the manuscript should be listed alphabetically according to the first author. When two or more publications by the same first author are cited in the text, they should be listed chronologically. References are cited in the text by surname and year within parentheses, e.g. (Tuma et al., 1999; Hurd and Saxton, 1998).

EndNote users can use the output style file, available [here](#) (created by [USACO Corporation](#)).

An “in press” paper may be included in the references if the paper is expected to be published during the processing of the manuscript for publication in *Cell Structure and Function*. In this case, the authors are required to send three copies of the preprint to the Editorial Office to facilitate the review process.

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Journal abbreviations should follow the system used in the Serial Sources for the Biosis Database (published by BioSciences Information Service of Biological Abstracts, 2100 Arch Street, Philadelphia, PA 19103, USA). Examples of reference citations are as follows:

1. Edelman, G.M. 1987. Neural Darwinism. Basic Books, Inc., New York. 371 pp.
2. Nishida, E., Tobe, K., Kadowaki, T., Kasuga, M., Sato, C., and Sakai, H. 1988. Stimulation of the phosphorylation of cytoskeletal 350-kDa and 300-kDa proteins by insulin-like growth factor-I, platelet-derived growth factor and phorbol ester in rat 3Y1 cells. *Cell Struct. Funct.*, 13: 417-423.

3. Yamamori, T., Osawa, T., Tobe, T., Ito, K., and Yura, T. 1982. Escherichia coli gene (hin) control transcription of heat-shock operons and cell growth at high temperature. In: Heat Shock from Bacteria to Man (M.J. Schlesinger, M. Ashburner, and A. Tissieres, eds.). Cold Spring Harbor Laboratory, Cold Spring Harbor, New York, pp. 131-137.

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Number tables consecutively using Roman numerals (I, II, III, IV, etc.). A title should be given to each table and it must use capital letters. Explanatory material and footnotes should be typed below the table and should be designated with superscript letters, such as a) or b). Units of measurement should be included with numerical values at the top of columns. Avoid detailed explanations of the experimental conditions used to obtain the data shown in tables (which should be included in the Materials and Methods section).

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Figures include line drawings and photographs. Single-column figures must not exceed 84 mm x 220 mm. Double-column figures must not exceed 173 mm x 220 mm. Magnifications of photographs should be indicated in the legends and/or by scales included in the photographs. Illustrations must be self-explanatory and they should be numbered consecutively with Arabic numerals (i.e., Fig. 1, Fig. 2, etc.). Each figure should have a short title. Figure legends should be typed together in a separate sheet(s). Figure legends should include sufficient experimental details to make the figures intelligible; however, duplicating the descriptions provided in the Materials and Methods should be avoided.

Supplementary material

Supplementary material adds, but is not essential, to a reader's understanding of a manuscript. Authors are encouraged to submit supplementary material for online-only publication. Supplementary material may comprise data, text, audio or movie files, and is published online alongside the accepted manuscript.

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JOURNAL POLICIES

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Authors must disclose the source of publicly available data and materials, such as public repositories or commercial manufacturers, by including accession numbers or company details as appropriate.

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As *Cell Structure and Function* uses single-blind peer review, the identities of referees are kept confidential. Journal staff will not disclose a referee's identity unless the referee specifically requests such disclosure. As part of their responsibilities, referees agree to maintain the confidentiality of submitted manuscripts.

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