

Nucleic Acids Research

INSTRUCTIONS FOR SUBMITTING YOUR REVISED MANUSCRIPT

Revised manuscripts should preferably be uploaded within **60 days** of the decision email. You will receive an automatic reminder if this does not occur. If the revised version of a manuscript is not uploaded within **six months** of the decision email, the manuscript will be withdrawn from the system, unless the Editor concerned agrees to extend the deadline.

IMPORTANT: for Database and Web Server manuscripts, the revision times are much shorter. Please check the decision letter for exact due dates.

Please pay attention to the following instructions. The most common mistakes occur with the Manuscript and Figure files format (often submitted as pdf), the revisions not marked in red and the Supplementary data. Any error will delay the review process and ultimately the publication of the manuscript, if accepted.

Submission

Log on to the online submission web site (<http://mc.manuscriptcentral.com/nar>) and click on 'Manuscripts Awaiting Revision > create a revision' in your 'Author Centre'.

On step 1 of the submission process 'View and respond to decision letter', you will see the editor's decision letter with the referees' comments. You must enter a concise point-by-point response to these comments under 'Your Response'. You can also upload your response as a 'Response to referees' file in step 6 of the submission process.

The 'Upload files' screen will automatically be populated with the files that you uploaded at initial submission. You should delete all files that have been changed during revision and upload your revised files in their place, by the procedure used during initial submission. You will also be able to amend, if necessary, any of the associated manuscript information, using the same 7 steps followed in your initial submission. If you wish to complete the process another time, you will find the manuscript in your 'Revised manuscripts in Draft' list.

When you have completed your revision, press the 'Submit' button. If your revised manuscript has been successfully submitted, you will see a confirmation screen showing your manuscript number; this will be the same as that of your initial submission with the extension '.R1' (or .R2, .R3 as appropriate). You will also receive an email confirming the submission.

Changes in Authorship

Explain any change in authorship in your cover letter to the Editor (step 5 of the submission process)

Manuscript file format

Please note, these instructions do not apply to Supplementary Material.

As well providing a concise point-by-point response to the referee's comments, any text in the manuscript that you change or add should be marked in **red**.

Text files must be in **.doc**, **.rtf** or **LaTeX** format. Revised manuscripts are **NOT** accepted in Portable Document Format (*.pdf), as this cannot be used for publication.

Manuscripts should be ordered into sections as follows: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Data Availability, Funding, Acknowledgements, References, Figure Legends.

LaTeX: please note that if you submit your manuscript in LaTeX you must upload your source file and all other files (bib/sty/etc). You must also ensure that you do not use Type 3 fonts. You are encouraged to use the LaTeX templates available to download from our homepage (https://academic.oup.com/nar/pages/Ms_Prep_Submission).

Figures

600 dpi is required for line drawings (black and white) and 300 dpi for colour and greyscale. Colour figures must be supplied in CMYK not RGB colours.

A number of different file formats are acceptable, including: PowerPoint (.ppt), Tagged Image File Format (.tif), Encapsulated PostScript (.eps), Adobe Illustrator (.ai) (please save your files in Illustrator's EPS format), Portable Network Graphics (.png), Microsoft Word (.doc), Rich Text Format (.rtf), Excel (.xls) and editable Portable Document Format (.pdf).

Please ensure that the figure is clearly labelled with its figure number.

References

Check references very carefully; their accuracy is your responsibility. Please note that **full titles** of all cited articles are required. Check that you are using a recent version of 'Endnote' or other reference manage package which has the correct NAR format. Please visit Endnote (<http://www.endnote.com/support/enstyles.asp>) to check this.

Manuscripts 'submitted' or 'in preparation', **preprints**, unpublished results, personal communications, statistical packages, computer programs or web site addresses must go in the text only.

Supplementary Material

All Supplementary data **MUST** be referred to in the main manuscript at an appropriate point in the text.

The supplementary data should preferably be saved as one single PDF file, including all text, figures, tables and **legends**. If this is not possible, a maximum of 10 files is acceptable to make up the supplementary data unit for the article (see below). ***NO material intended for publication as online-only supplementary data should be included in the main manuscript file.***

If you cannot convert all your files to PDF (.pdf), please provide the following:

- text files in MS Word (.doc), HTML (.html) or RTF (.rtf) format.
- spreadsheet files in MS Excel (.xls) or CSV format. Where possible, combine all tables into a single Excel workbook, saving individual tables on separate clearly labelled worksheets (tabs).
- image files in tif, eps, png or pdf format. Images should be a maximum size of 640 x 480 pixels (9 x 6.8 inches at 72 pixels per inch).
- sound clips in mp3 format.
- movie clips in mpeg format.

Supplementary data **will not be typeset** and will be published online as submitted. Therefore, please **do not** mark your revisions in red in the Supplementary files but provide details of your revisions in your 'response to referees'.

Graphical Abstract

Graphical Abstracts are NOT compulsory, except for manuscripts submitted the Web Server issue.

If supplied, please ensure that the GA adheres to the following technical requirements:

- Size: The image should have a resolution of 300 dpi and be 75 x 100mm minimum
- Font: Use a sans serif font, 12–16 points
- File type: editable PDF, TIFF, JPG or PNG
- Format: use a landscape 4x3 aspect ratio for your image

The graphical abstract should

- be simple
- be original (no trademark or copyright images)
- use colour
- use text sparingly, mainly for labels
- consist of a drawing, diagram, graph, etc. illustrating a main point or methodology of the paper
- read from top down or left to right

See [examples](#) from previous issues.

Conflicts of interest

NAR policy requires that authors of all manuscripts reveal any conflicts of interest as detailed in the Instructions to Authors: <https://academic.oup.com/nar/pages/Policies>. As corresponding author you are responsible for bringing this to the attention of all co-authors of this manuscript and make a declaration on their behalf at submission.

Getting help

If you experience any problems during the online submission process, please consult the Author's User Guide which provides more detailed submission instructions and 'movie tutorials' explaining how to submit your manuscript. You will find this under 'User Tutorials' (<http://mchelp.manuscriptcentral.com/gethelpnow/>) on the Log in screen.

If your problems are purely technical (e.g. failure of files to be uploaded or converted), contact the ScholarOne support team using the 'Get Help Now' (<http://mchelp.manuscriptcentral.com/gethelpnow/>) link in the top right hand corner of every screen.

If you still have queries please contact the [Senior Editorial Office](#).