

## Submission Guidelines

*infocus Magazine provides a common forum for scientists and technologists from all disciplines which use any form of microscope, including all branches of microscopy and analysis.*

### infocus welcomes submissions of:

**Articles** - Full articles or reviews of general interest to microscopists, of approximately 3000-4000 words (excluding references), with images/figures (as many as possible). *Longer articles can also be considered.*

**Short Articles / Techniques** - Short topical articles, review articles or short articles providing hands-on help for microscopy methods and techniques.

**Debuts** - Student articles publishing emerging results from a project. Results may still be incomplete, but areas of progress/problems should be highlighted, with the aim of provoking feedback.

**Book Reviews** – if you are interested in writing book reviews for infocus please contact Editorial Assistant Jill Wilson, at [Jill@rms.org.uk](mailto:Jill@rms.org.uk)

*Please see recent issues of infocus for examples of articles and reviews.  
To request a sample copy of infocus Magazine, contact [Jill@rms.org.uk](mailto:Jill@rms.org.uk)*

If you are interested in submitting to infocus, please contact the Editor, Laura Kingsbury, at: [editor@infocus.org.uk](mailto:editor@infocus.org.uk).

### Submitting to infocus Magazine

**Articles should be submitted via email to [editor@rms.org.uk](mailto:editor@rms.org.uk)**

**The following should be submitted:**

- Full text of the article as a word document.
- Individual separate image files (.jpeg or .tiff)
- A (headshot) photograph & short biography of all authors (to appear at end of article).

Alternatively, a CD containing all files can be sent to: infocus, 37/38 St Clements, Oxford, OX4 1AJ UK

*Authors are advised to retain a copy of their text and illustrations as files and material sent to infocus will not be returned.*

## Article Text

- Text should be in a standard font (e.g. Times New Roman or Arial) at a size of 12 pt.
- Articles should begin with a brief summary, which accurately summarises the content and is intelligible without reference to the text.
- Footnotes and appendices should not be used unless absolutely necessary.
- The hierarchy of headings within the text should be clear.
- Spelling should conform with *The Concise Oxford Dictionary* and SI units must be used.
- Abbreviations should be used sparingly and only if a lengthy name/expression is repeated throughout the article. When used, the abbreviated name or expression should be cited in full at first usage, followed by the abbreviation in parentheses.

## References

References in the text should be in the form Joy (2000) or Joy & Williams (2000). For three or more authors, use the form Echlin *et al.* (2000). The reference list should:

- be listed in alphabetical order of first authors' surnames.
- (where a journal is cited) - include authors' surnames and initials, date of publication, title of paper, name of journal, volume number, and first and last page numbers.
- (where a book is cited) - include authors' surnames and initials, title of book, year of publication, edition, followed by publisher and town, county/state (and country if necessary) of publication.

## Images / Figures

- Images/figures should be supplied as .TIFF or .JPEG files.
- All images must be high resolution – ideally minimum size of 3-5MB.
- **Images MUST include scale bars or field widths where relevant.**
- **There is no limit on the number of images – the more the better!**

## Proofs

Prior to publication, authors will be sent a PDF of the article by email for approval.

Authors should ensure articles are thoroughly checked before submission – proof amendments should be limited to minor corrections only.

## Offprints

Two hard copies of the Issue in which the article is published will be sent to the author, together with an emailed PDF of the Article.

## Copyright

*Authors are requested to assign copyright to the RMS. However, authors may make copies of their own articles without seeking permission from the Royal Microscopical Society, provided that such copies are for free distribution only (they must not be sold) and provided that infocus is properly acknowledged (issue number, month and page number should be given). Permission to reproduce material from infocus Magazine in other publications will not be given to third parties except with the consent of the authors concerned.*

Authors are responsible for obtaining permission to reproduce copyright material from other sources. Approval for reproduction/modification of any material (including figures and tables) published elsewhere should be obtained by the authors before submission of the manuscript and the source of the material should be properly acknowledged. Authors are responsible for any copyright fee involved.