

Manuscript Preparation Guidelines

Welcome to the Electronic Paper Submission Portal for the M&M 2025 Meeting. The submission process is entirely online. All submissions, whether invited or contributed, whether platform or poster, must be submitted on this site in Microsoft Word format.

Each room used for platform presentations is supplied with a computer projector. **You must bring your own computer/device for your presentation.**

For poster presentations, a printed poster is required; use of computers for presentation of supplemental data may not be in lieu of the printed poster. Power is NOT supplied for poster presentations – no exceptions. Receipt of your submitted paper and files will be acknowledged via e-mail to the SUBMITTING AUTHOR listed on your submitted paper. **Presenting authors** will be notified of presentation session and day/time assignments sometime in mid-late April 2025.

Instructions for the Manuscript

1. ELECTRONIC FORMAT

All papers must be submitted as a Microsoft Word file in .doc or .docx formats. Document layout instructions are provided below. An example submission may be downloaded by going to this URL:

<https://mmconference.microscopy.org/for-authors-and-presenters>

Tip: Be sure the submitted file has been saved with the “Track Changes” or similar version-tracking feature turned off.

2. TEXT

The paper should be a condensed version of your presentation and include all significant findings. Write the text so readers who are not specialists can appreciate the purpose of the study and understand the procedures and conclusions. The text, entirely written in English, should include a brief introduction and motivation of the study, including experimental procedures, main results, and conclusions. Do not divide the text into sub-sections, except for the References section. Figures are NOT required for regular submissions, but submissions applying for a Meeting Award are required to have at least two figures.

All submissions to the meeting are reviewed by the Program Committee. Contributions will be reviewed according to the following criteria: (a) relevance to a specific symposium, (b) scientific content, quality, and innovative proposals, (c) clarity of the text, and (d) compliance with the format. Papers not meeting the criteria above will not be accepted.

All submissions for society and meeting awards, scholarships, and prizes must meet these requirements. After the closing date for paper submissions, neither paper content nor author lists will be accessible for corrections.

Presentations can be either platform or poster. The authors may express their preference about the form of presentation using the online submission site. However, the Executive Program Committee reserves the right to make the final decision concerning all requests for platform presentations. Poster submissions will not be considered for platform presentations.

All accepted proceedings must be presented by a meeting registrant. If the registrant cannot attend due to unforeseen circumstances an alternate presenter should be arranged by the submitter or original presenter.

3. FORMAT

The document format is US Letter, portrait orientation, 8.5 x 11.0 inches or 21.59 x 27.94 cm. Document margins should be 1.0-inch (25.4 mm) top and bottom and 0.75 inches (19.1 mm) left and right. The body of the text (i.e., excluding title, authors, affiliations, references, and figure captions) should be full-justified.

Paper Title: Use single spaced, Times New Roman Bold 14-point font, and left-justified formatting. The title will have a maximum of 300 characters or 75 words. Capitalize all major words in your paper title as shown in the example (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions). Use lowercase for articles: the, a, and an; for the following conjunctions: and, but, for, or, and nor; for the part of a proper name that would be lowercased in the text, such as de or von; and for the second part of a species name, such as *fulvescens* in *Acipenser fulvescens*, even if it is the last word in a title or subtitle. Leave one blank line between the title and author list.

List of Authors: Use single spaced, Times New Roman 12-point font, and left-justified formatting. Each name should have an Arabic superscript number after it to reference the author's affiliation. If desired, a superscript asterisk after the affiliation number can be used to indicate the corresponding author (i.e., the person to contact with questions about the paper after the conference). Leave one blank line between the authors' names and the list of affiliations.

Affiliations: Use single spaced, Times New Roman 12-point font, and left-justified formatting. Write each affiliation on a new line beginning with the Arabic superscript number. Include the department/institution, city, state/province/etc., and country. Avoid abbreviations for departments, institutions, and campuses, but do use abbreviations when listing states/provinces/etc. Do NOT use complete mailing addresses with street addresses, postal codes, etc. for affiliation listings. If desired and indicated in the List of Authors, start a new line with an asterisk followed by "Corresponding author:" to provide an e-mail address.

Body of Text: Use single spaced, Times New Roman 12-point font, full-justified formatting, and between 100-1200 words. Submissions with word counts outside of this range in the body of

text will be rejected. Use italics for taxonomic terms; do not use underlines. Avoid individualized formatting and special typefaces. Do not indent the first paragraph, but do indent all subsequent paragraphs. Indicate references within the text with Arabic numbers in square brackets, preferably at the end of the sentence, before the period [1]. Define all abbreviations at the first occurrence.

4. FIGURES

Figures should appear **after the body text and before the references**. A maximum of **four (4)** figures may be included in a submission. Figures may have multiple panels, with each panel labeled with a letter (A, B, C, D, etc.). Be sure to include scale markers on micrographs, and label the axes on graphs. Captions should be in single spaced, Times New Roman 12-point font, left-justified, start with “Fig. #.” in bold, and placed below their respective figures. Artwork and tables must be electronically inserted into the document. It is strongly recommended that figures are inserted into the submission as complete images, and to avoid using the word processor to compose figures, e.g., positioning figure panels, labeling axes, etc. The maximum file size of an image before insertion should be 25MB, and a resolution of at least 300 DPI is recommended.

Tip: Do not try to save page space by using alternate placement of figure legends relative to the figure, e.g., side-by-side.

Figures must also be uploaded to the submission site as separate files. This is so our production team has access to the original file(s) in case of distortion or file corruption when converting files for the Proceedings. Uploaded figures should be in **.jpg** format and must have a resolution of **300 DPI**.

Color figures may be used and will be reproduced in any electronic distribution of the proceedings. Printed copies, if made available by the publisher, will be in grayscale, so authors should ensure that color coding used for legends is distinguishable in grayscale. Line art must be created either in a drawing program or scanned into a suitable format for importing into the document. Check that the line widths and font sizes allow the figure to be clear and sharp at its final size. Consider accessibility when designing your figure(s), so that your images can be easily understood by color-blind and visually impaired readers. [Guidelines for preparing different image types](https://static.primary.prod.gcms.the-infra.com/static/site/journals/document/Figures_accessibility_journals_edition_v1.pdf?node=865b5b9bc8c59811023d&version=490456:555d0323f307f0841608), including recommendations for color palettes, color contrast, image layout, and text accessibility, can be found at https://static.primary.prod.gcms.the-infra.com/static/site/journals/document/Figures_accessibility_journals_edition_v1.pdf?node=865b5b9bc8c59811023d&version=490456:555d0323f307f0841608

5. TABLES

All tables must be electronically incorporated into the document. You may use the table-making functions of your word processor to create the table with a horizontal line at the top and bottom and below the column headings. Indicate units (in parentheses) in column headings as needed. Type information single spaced within the table. Captions should be in single spaced,

Times New Roman 12-point font, left-justified, start with “Table #.” in bold, and placed below their respective tables.

6. REFERENCES

References will be included at the end of the text. Use single spaced, Times New Roman 12-point font, and left-justified formatting, not to exceed 2000 characters. Use the appropriate reference styles for journal articles [1, 2], preprints [3, 4], books [5-8], conference proceedings [9], and websites [10]. For references with three or more authors, use the first-named author followed by “*et al.*” Do not include article titles. Journal names may be written out in full or abbreviated based on the Chemical Abstracts Service Source Index (CASSI). A DOI link may be added to the end of a listed reference but cannot be used as a reference by itself.

References to personal communications, unpublished data, manuscripts in preparation/submitted/in review, or papers being presented concurrently at the M&M conference are unacceptable. If desired, acknowledgments, statements regarding the division of work, or disclaimers should be included in the last reference, which is cited at the end of the last sentence of the text. If your References section does not need to be re-formatted after submission, the Proceedings Editor will seek out the attending author(s) at the conference and give them a special badge ribbon. Reference style examples are listed below [11].

References:

1. Author FM and Author S. *Journal* (year) **volume** page-numbers. <https://doi.org/10.000>
2. Montero Llopis P *et al.* *Nature Methods* (2021) **18**, 1463–1476. <https://doi.org/10.1038/s41592-021-01156-w>
3. Author FM and Author S. Server (year) server DOI suffix, preprint: not peer reviewed. <https://doi.org/10.0000>
4. Lopez Bernal J *et al.* medRxiv (2021) medRxiv 2021.05.22.21257658, preprint: not peer reviewed. <https://doi.org/10.1101/2021.05.22.21257658>
5. Author FM. *Title of Book*. City, state/province: publisher; year.
6. El-Mohtar A and Gladstone M. *This is How You Lose the Time War*. New York, NY: Saga Press; 2019.
7. Author FM in *Title of Book*, Editor TB (Ed.), City, state/province: publisher; year.
8. Akai S *et al.* in *The Fungal Spore*, Weber DJ and Hess WM (Eds.), New York, NY: John Wiley & Sons, Inc.; 1976.
9. Author FM and Author S. Conference Proceedings, year.
10. Title of website, <http://www.examplewebsite.com> (accessed Month Day, Year).
11. The authors acknowledge funding from the Prydonian Academy, X-File Department. If you have read this far, send an e-mail to ProceedingsEditor@microscopy.org saying so before the submission deadline and you will receive a limited print badge ribbon to wear at the conference. Professor Monica Rambeau is thanked for her many useful discussions and contributions to this work.