

## Guidelines for Preparing Manuscripts for the Slovenian Microbiological Journal

### General instructions:

We publish professional contributions that do not necessarily have to follow the structure of a scientific article. The language should be somewhat more popular/science-communication oriented than in scientific papers so that it is understandable to non-microbiologists as well. Do not add additional graphic elements to the manuscript such as lines, colored text, vertical text, etc.

Name the Word file with the surname of the corresponding (first) author and the journal section (news/research/events/interview/professional article/nostalgia ...). Please follow the rules regarding references and submission of images.

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**1) Title:\*\*** up to approx. 20 words, Normal text style (please do not write titles in ALL CAPS).

**2) Authors' names:** write in lowercase letters (not in all caps) and mark them with a number corresponding to the research institution.

**3) Provide the e-mail address of the corresponding author.**

**4) Provide the institution, e.g.:** faculty, university, address; or: institute, faculty, university, address; or: company, address.

Examples:

1 Biotechnical Faculty, University of Ljubljana, Jamnikarjeva ulica 101, 1000 Ljubljana

2 Institute of Microbiology and Parasitology, Veterinary Faculty, University of Ljubljana, Gerbičeva ulica 60, 1000 Ljubljana

3 Institute of Microbiology and Immunology, Faculty of Medicine, University of Ljubljana, Zaloška cesta 4, 1000 Ljubljana

4 Pivovarna Laško Union Brewery, Pivovarniška ulica 2, 1000 Ljubljana

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### 5) Abstract:

A concise, very short introductory description that attracts the reader (2–4 sentences), followed by **Keywords (3)**.

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### 6) Main text:

The text may be divided into Introduction, Methods, Results; however, in the case of a review/professional summary article this structure is not required. If you use such division, write the headings in CAPITAL LETTERS (e.g., INTRODUCTION, METHODS, RESULTS). A conclusion or discussion may also be included if desired.

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### 7) Key findings:

Highlight two to three sentences as key findings, which will be presented in large blue highlighted text (you may mark them in color).

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## 8) References:

Cite sources in square brackets [1,2, 5–6], with numbering following the order of citation in the text. At the end, include a reference list (References) in as condensed a form as possible. When writing references, DISABLE automatic numbering. Journal titles should be written in abbreviated form.

### Examples:

**Articles** (cite up to 5 authors; format concise):

1. Dao H, Lakhani P, Police A, Kallakunta V, Ajjarapu SS, et al. Microbial Stability of Pharmaceutical and Cosmetic Products. *AAPS PharmSciTech*. 2018 Jan; 19(1): 60–78.

### Books:

2. The solubility of drugs. In: Florence T, Attwood D, editors. *Physicochemical Principles of Pharmacy*. 4th ed. London: Pharmaceutical Press; 2006. p. 139–176.

### Book chapters:

3. Tapia MS, Alzamora SM, Chirife J. Effects of Water Activity (aw) on Microbial Stability as a Hurdle in Food Preservation. In: Barbosa-Cánovas GV, Fontana Jr. AJ, Schmidt SJ, Labuza TP, editors. *Water Activity in Foods: Fundamentals and Applications*, Second Edition. John Wiley & Sons, Inc.; 2020. Chapter 14.

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## 9) Figures:

Send images separately, as we require .jpg (or similar) formats for insertion into the final document. Image quality is lost when converting from Microsoft Word. Along with each image, send a caption/description; be careful to include microscope magnification or scale bars where relevant, and the image author.

If a figure consists of multiple panels, do not send individual images but the final composed figure. Send figure captions at the END of the manuscript. If the image is a photograph, include the photographer's name. In the text, indicate where the figure should be inserted (e.g., "insert Figure 1").

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## 10) Proof corrections:

As printing errors may occur, please send any text corrections using "Track Changes" mode.

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## 11) English abbreviations:

Write English abbreviations so that after the abbreviation in parentheses you first write *Eng.* (in italics), followed by the full term with each word capitalized:

MALDI-TOF (*Eng. Matrix-Assisted Laser Desorption/Ionization Time Of Flight*)

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## 12) Italics in text:

Use italics for Latin expressions (e.g., *in vitro*, *in vivo*, *in silico*, *per os* ...).

### 13) Quotation marks:

Use quotation marks of the type » «.

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### 14) Length of contributions

#### a) Short contributions

- One page: 2,800–3,000 characters (with spaces) + one illustration
- Two pages: 5,000–6,000 characters + two illustrations

Short contributions should include an introductory paragraph presenting the group and the reference of the article being described.

#### Example:

Research on social interactions of *B. subtilis*, published in *Nature Communications*, was led by Assoc. Prof. Polonca Štefanič, PhD, and Prof. Ines Mandić-Mulec, PhD, Head of the Microbiology Study Programme and Chair of the Department of Microbiology, Department of Food Science, Biotechnical Faculty, University of Ljubljana (UL BF), in collaboration with Slovenian (UL BF) and international researchers from the University of Copenhagen, the University of Pennsylvania, and the University of Exeter (UK).

Source: Štefanič P, Belcijan K, Kraigher B, Kostanjšek R, Nesme J, Madsen N, Jonas K, Kovač J, Sørensen SJ, Vos M, Mandić-Mulec I. Kin discrimination promotes horizontal gene transfer between unrelated strains in *Bacillus subtilis*. *Nature Communications*. 2021; 12: 1–11.

This is followed by the article description (up to 3,000 or 6,000 characters).

#### b) Presentation of a research project completed in the previous year

- 2–4 pages  
Highlight project objectives + two to three short sentences presented in large blue text as key findings (as in professional articles).

#### c) Presentation of research groups and members

- Up to 4 pages, 4 illustrations (tables, figures, graphs)  
Highlight two to three sentences as key findings in large blue highlighted text.

#### d) Industry contributions

- 1 to 4 pages (2,800–15,000 characters; 1–4 illustrations)  
Highlight two to three sentences as key findings in large blue highlighted text.

#### e) Professional articles

- Approx. 15,000 characters, 4 illustrations (tables, figures, graphs)