Cell Insight GUIDE FOR AUTHORS

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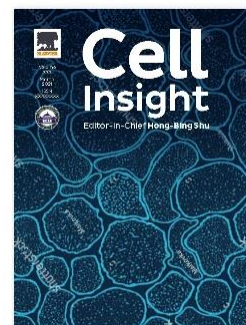
TYPES OF ARTICLE

Article Description	Sections	Word Limit	Figures/ Tables	Supplementary Items	References
Research article Research articles report significant original basic research that describe novel molecular and cellular processes and provide important mechanistic insights.	Highlights, graphical abstract are required	Abstract: 200 Main body: 8000	Max of 8	Max of 10	Max of 60
Review article Review articles aim to provide accessible, authoritative overviews of a field or topic. Reviews should communicate a sense of enthusiasm, weaving background information with the latest advances, and placing both of these elements in the context of the rest of the field.	No highlights/ graphical abstract	Abstract: 200 Main body: 8000	Max of 8	Not required	Max of 120
Letter to editor Letter to editor provides rapid and concise report of a novel finding that is brief in nature but is of general interest to the field.	No highlights/ graphical abstract	Main body: 1200	Max of 1	Max of 3	Max of 5

Word, Figure, Table and reference limits
Word, Figure, Table and reference limits are provided for guidance only. The Editors will consider submissions that exceed the recommended limit, subject to feedback received during peer review.

PREPARATION

Cover letter

A cover letter is required for all submissions. The cover letter is confidential and includes a brief introduction to the novelty of your study. You can notify any information that is relevant to our handling and evaluation (e.g., competition, time constraints, and related work). You may also suggest appropriate reviewers or request reviewer exclusions if applicable.

Response letter

A point-by-point response letter to reviewer's comments is required for submissions of all revised manuscripts. The response letter must include a point-by-point response to the editor's and reviewers' comments and highlight any changes in the revised manuscript. If you disagree with any of the points raised, please provide adequate justification in your letter.

Initial Submission-Your Paper Your Way

For initial submission, authors may submit the manuscript as a single Word or PDF file to be used in the peer-review process. Only when submit a revised manuscript, will the authors be requested to format the manuscript according to Cell Insight guidance for acceptance and provide the items required for the production and publication. Please see below for further details.

Manuscript Sections

Research Article contains the following ordered and unnumbered sections.

- Title page
- Highlights
- Graphical Abstract
- Abstract
- Key words
- Introduction
- Results
- Discussion
- Materials and Methods
- Acknowledgement
- Author Contributions
- Conflict of Interest
- References
- Figure captions
- Figures and Tables

Review and **Letter to Editor** do not need to follow the above sections. Following is the specific requirements for preparation of these types of articles.

Review article sections: title page, abstract, keywords, sectioned main body, acknowledgement, conflict of interest, reference, figure captions, figures/tables.

Letter to Editor sections: title page, undivided main body, acknowledgement, conflict of interest, reference, figure captions, figures/tables.

Title page

The title page should include: Full title, Running title, affiliation and corresponding author's contact information (full postal address and e-mail address).

Title. Titles should be concise and informative and avoid use of jargon, uncommon abbreviations, punctuation and formulae where possible.

Running Title. The running titles should consist of no more than 80 characters including spaces. It should be as brief as possible, convey the essential message of the paper.

Author names and affiliations. Please clearly indicate the given name(s) and family name(s) of each author and list the authors' affiliation containing department(s)/division(s), institution/university, city, state/region, postal code, country.

Indicate all affiliations with a superscript number immediately after the author's name and in front of the appropriate address.

Corresponding author. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Corresponding author(s) should be labeled with an asterisk symbol and indicated under the address list or after the "These two authors contributed equally to this work" statement, e.g., "*Correspondence: Cell Insight (cellinsight@whu.edu.cn)". **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author**.

Highlights

Highlights are mandatory for this journal and should include 3 to 5 bullet points capturing the novelty of your study (maximum 85 characters, including spaces, per bullet point). Please have a look at the examples here: example Highlights.

Abstract

The abstract is not sectioned. The abstract should briefly describe a background of the investigation, the results obtained and the major conclusions. Please do not include references in the abstract. Non-standard and uncommon abbreviations should be defined at their first mention in the abstract.

Key words

Key words should be mentioned immediately after the abstract. Please provide a maximum of 6 keywords with your paper. These key words will be used for indexing purposes.

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A graphical abstract is mandatory for research article in this journal. It should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership online. Authors must provide images that clearly represent the work described in the article. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. You can view Example Graphical Abstracts on our information site.

Authors can make use of Elsevier's Illustration Services to ensure the best presentation of their images also in accordance with all technical requirements.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. Please define the abbreviations at their first usage in the body of the manuscript (in the abstract section and the introduction section). Terms used less than three times should not be abbreviated.

Results

Present the experimental data in tables and figures with suitable descriptions. Results should be divided with subheadings to better structure and convey information about the findings.

Discussion

The discussion should explore the significance of the results and focus on interpretation of the work. It is often helpful to the reader to indicate the directions in which the work might be built on going forward. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Materials and methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described. Authors should provide the name of the manufacturer for any specifically named reagents, medical equipment and instruments.

For study involving animals and humans, please see our information on Ethics in publishing.

A "Statistics" subheading is required at the end of the "Materials and methods", including the statistical methods used in the study.

Data linking

If you have made your research data available in a data repository, you can link your article directly to the dataset and indicate the deposit number in a "Data Availability" section following the Materials and methods section. For more information, visit the database linking page.

Acknowledgements:

Use this section to acknowledge contributions from non-authors, and include any financial supports along with grant numbers.

Author Contributions

For transparency, we encourage authors to submit an author statement file outlining their individual contributions to the paper using the relevant CRediT roles: Conceptualization; Data curation; Formal analysis; Funding acquisition; Investigation; Methodology; Project administration; Resources; Software; Supervision; Validation; Visualization; Roles/Writing - original draft; Writing - review & editing. Authorship statements should be formatted with the names of authors first and CRediT role(s) following. More details and an example

Conflict of Interest

This section must appear immediately after the "Author Contributions" section. All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock

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References

All necessary references should be included in order to credit previous work directly relevant to the article. References should follow the specified style described below. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. Personal communication should be documented by a letter of permission.

Citation in text

In-text citations should be written in Harvard style and not numbered, e.g., "Allan et al., 2015; Annie and Jacks, 2018." Groups of references can be listed first alphabetically, then chronologically. Examples: 'as demonstrated (Allan et al., 2000a, 2000b, 1999; Allan and Jones, 1999)', 'Kramer et al. (2010b) have recently shown …', 'a recent study (Smith et al., 2021, in press) has reported that …'.

Reference in list

References should be arranged first alphabetically and then further sorted chronologically. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Citation of a reference as 'in press' implies that the item has been accepted for publication. Please confirm with the cited journal that the article is in fact accepted and in press, and include a DOI number and scheduled online publication date in the reference list.

Posted preprints may also be included in the References list with appropriate identification information and an independent persistent identifier such as a DOI.

For web references, as a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Please use the style shown below for references.

• *Reference to a journal publication*:
Van der Geer, J., Hanraads, J.A.J., and Lupton, R.A. (2010). The art of writing a scientific article. J. Sci. Commun. 163, 51–59.

• *Reference to a preprint*:
Starrfelt, J. and Liow, L.H. (2015). How many dinosaur species were there? Fossil bias and true richness estimated using a Poisson sampling model (TRiPS). Preprint at http://biorxiv.org/content/early/2015/12/04/025940

• *Reference to a book*:
Strunk Jr., W. and White, E.B. (2000). The Elements of Style, fourth ed. Longman, New York.

• *Reference to a chapter in an edited book*:
Mettam, G.R. and Adams, L.B. (2009). How to prepare an electronic version of your article, in: Jones, B.S., Smith , R.Z. (Eds.), Introduction to the Electronic Age. E-Publishing Inc., New York, pp. 281–304.

• *Reference to a website*:
Cancer Research UK, 1975. Cancer statistics reports for the UK. http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/(accessed 13 March 2003).

• *Reference to a dataset*:
Oguro, M., Imahiro, S., Saito, S., and Nakashizuka, T. (2015). Mortality data for Japanese oak wilt disease and surrounding forest compositions. Mendeley Data, v1. https://doi.org/10.17632/xwj98nb39r.1.

• *Reference to software*:
Coon, E., Berndt, M., Jan, A., Svyatsky, D., Atchley, A., Kikinzon, E., Harp, D., Manzini, G., Shelef, E., Lipnikov, K.et al., (2020). Advanced Terrestrial Simulator (ATS) v0.88 (Version 0.88). Zenodo. https://doi.org/10.5281/zenodo.3727209.

Figure captions

These should be brief, specific and appear on a separate manuscript page after the References section. Ensure that each figure/illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables

Please submit tables as editable text and not as images. Tables can be placed on separate page(s) at the end (after figure captions). Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

Figures

Figures and images should be sequentially labelled and cited in the text (for example, Figure 1 or Figure S1). All parts of a figure should be grouped together. Figures should not be embedded within the text but rather uploaded as separate files. Detailed guidelines for submitting artwork can be found by downloading our Artwork Guidelines.

• Plotting individual data points is preferred to just showing means, especially where $N<10$
• If error bars are shown, they must be described in the figure legend (S.D. or S.E.M.)
• Axes on graphs should extend to zero, except for log axes
• Statistical analyses (including error bars and p values) should only be shown for independently repeated experiments, and must not be shown for replicates of a single experiment
• The number of times an experiment was repeated (N) must be stated in the legend

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Supplementary materials are peer-reviewed directly relevant to the conclusion of an article that cannot be included in the printed version owing to space or format constraints. Supplementary materials include methods, applications, images and sound clips. Supplementary text and figures should be combined in one PDF file and Supplementary tables can be submitted as individual files. The submitted supplementary items are published exactly as they are received (Excel or PDF files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

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Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.

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Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

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At the time of acceptance, authors are welcome to submit potential cover images related to their manuscript. Cover submissions should be informative and may be based on or resemble figures in the article. But they should be creative and artistic. Authors may submit several different images for consideration. The editors make their selection based on the aesthetic quality of the image and the scientific scope of the study.

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If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms sex and gender should be used correctly.

Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should comply with the ARRIVE guidelines and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health Guide for the Care and Use of Laboratory Animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

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See also the section on Electronic artwork.

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General points
• Make sure you use uniform lettering and sizing of your original artwork.
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• Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Provide captions to illustrations separately.
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• Submit each illustration as a separate file.
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TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
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• Supply files that are too low in resolution;

• Submit graphics that are disproportionately large for the content.

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We advise to seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid using "he, she," or "he/she." We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid. These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

Reporting sex- and gender-based analyses

Reporting guidance

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Definitions

Sex generally refers to a set of biological attributes that are associated with physical and physiological features (e.g., chromosomal genotype, hormonal levels, internal and external anatomy). A binary sex categorization (male/female) is usually designated at birth ("sex assigned at birth"), most often based solely on the visible external anatomy of a newborn. Gender generally refers to socially constructed roles, behaviors, and identities of women, men and gender-diverse people that occur in a historical and cultural context and may vary across societies and over time. Gender influences how people view themselves and each other, how they behave and interact and how power is distributed in society. Sex and gender are often incorrectly portrayed as binary (female/male or woman/man) and unchanging whereas these constructs actually exist along a spectrum and include additional sex categorizations and gender identities such as people who are intersex/have differences of sex development (DSD) or identify as non-binary. Moreover, the terms "sex" and "gender" can be ambiguous—thus it is important for authors to define the manner in

which they are used. In addition to this definition guidance and the SAGER guidelines, the resources on this page offer further insight around sex and gender in research studies.

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Journal abbreviations source

Journal names should be abbreviated according to the List of Title Word Abbreviations.

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