

20th November 2021

**Note for manuscript preparation using a formatting Template
in Microsoft Office Word
by the Editorial office of Biophysics and Physicobiology (BPPB)**

This is a note for authors preparing manuscripts to be submitted to Biophysics and Physicobiology (BPPB) using a formatting Template in Microsoft Office Word. In particular, please pay careful attention to the underlined parts.

The **BLUE** characters in the Template indicate notes for authors and they should be removed after preparation of the manuscript. The **RED** characters in the Template are the regions that will be edited by the Editorial office after the manuscript is accepted for publication, so please leave them as they are. Please remove the comments in the right margin of the Template after preparation of the manuscript.

The line numbers located in the left margin of the Template will be used during review and revision procedures between the reviewers and the authors, and they will be removed when the authors submit the final post-print version of their manuscript following the instructions from the Editorial office.

1. The only font used should be “Times New Roman”. When Greek characters are used, please do not use “symbol” fonts, but use the Unicode characters with the font Times New Roman. For how to input the Unicode characters from “0391” to “03C9” for Greek characters, please refer to Microsoft Support Service (<https://support.microsoft.com/>) to input “Special Characters” or to insert mathematical symbols using “Equation tools”. The simple alternative is to copy and paste the Greek characters from the examples in the Template.

2. Please directly write the manuscript on the Template. When you paste copied content from another document where the style is defined differently from that in the Template, please paste it with the option of “Use Destination Style” in order to keep the style of the Template.

3. All the URLs on the Template Word file should be hyperlinked.

4. The Title of the article is in 16-point boldface font and left-justified. Only the first character of the Title is capitalized except for proper names.

5. The authors' names are in 12-point font and left-justified. Please do not insert "and" just before the last author's name.

6. The name and address (only City, Prefecture and Postcode, Country) of every author are in 10-point italic font and left justified. Please do not write the precise postal address such as town name or street address.

7. The Abstract is in 10-point boldface font. The length is no more than 250 words. The first line of every paragraph must be indented. Both ends should be justified with the line spacing single spaced.

8. Up to five keywords, which are not used in the title, are in 10-point font. Please separate the keywords with a comma ','.

9. The "Significance" section contains a short statement of no more than 100 words about the significance of the article in 10-point font. Both ends should be justified.

10. At the header on each odd page from page 3, a Running Title not exceeding 50 characters including spaces is described in 10-point font.

11. Information of the Corresponding author(s)

11-1. Please provide information of the Corresponding author(s) on the footer of page 1.

11-2. When there are multiple Corresponding authors, please separate their information with a semicolon ';'. Although multiple corresponding authors are available on the Template, only a single Corresponding author can be specified as the representative at the web page of ScholarOne Manuscript (S1M) for BPPB submission.

11-3. First and last name, affiliation, street address and number, town, city, prefecture and

postcode, country, and ORCID iD (URL) of each Corresponding author are described.

11-4. An E-mail address of each Corresponding author can be added after the ORCID iD with a comma ‘,’ , if the corresponding author(s) wishes.

12. Description of Main text

12-1. Main section names, such as “Introduction”, “Materials and Methods”, “Results”, and “Discussion”, are described in 10-point boldface. Please leave a blank line at the top and bottom of the main section name. Each word except “and” etc. should be capitalized. Please do not add any numbers before the main section name.

12-2. When subsections are used, their names are also described in 10-point boldface and a blank line is left at top. Characters of all words in the subsection name should be capitalized. Please do not add any numbers before the subsection name.

12-3. The text is written in 10-point Times New Roman with the line spacing single spaced, and the both ends should be justified. The first line of every paragraph must be indented.

12-4. When References are cited in the text, the Reference numbers are put in brackets in the form [1, 3, 5-8] before a 'period' or 'comma'. All References should be listed in numerical order depending on the location where they first appear, including Table and Figure captions.

12-5. When macromolecular structures in the PDB database are referred to, please describe [PDB ID: <PDB ID>] in the text and set hyperlinks to <https://doi.org/10.2210/pdb<PDB ID>/pdb> as follow: (e.g., [PDB ID: [6qw9](https://doi.org/10.2210/pdb6qw9/pdb)]).

12-6. When equations are used with the “Equation tools”, they are indented and the equation numbers are written in parentheses at the right edge, as in the examples in the Template. For a single character or a short word, please do not use the “Equation tools”, but directly input Unicode characters described above.

12-7. All Figures should be cited in the text. Number the Figures consecutively with Arabic numerals (for example "Figure 3") in the order of appearance in the text. The title of the Supplementary Figure should be, for example, "Supplementary Figure S1".

12-8. Figures should be prepared in TIFF, JPEG, or PNG format with 300-dpi resolution, and they should be pasted in the Template with an appropriate size. The left and right margins should be the same, 20 mm, as those for the other text.

12-9. Each Figure in TIFF, JPEG, or PNG format at 300-dpi resolution, except the Supplementary Figures, should be uploaded separately at SIM for BPPB submission to be used in the XML and HTML versions.

12-10. Each Figure caption is written in 10-point Times New Roman using the Text-box tool below each Figure. It should be single spaced with only the Figure number in boldface. No lines are indented and both ends should be justified.

12-11. All Tables should be cited in the text. Number the Tables consecutively with Arabic numerals (for example "Table 3") in the order of appearance in the text. The title of the Supplementary Table should be, for example, "Supplementary Table S1".

12-12. Tables should be prepared using a Text-box tool. The left and right margins should be the same, 20 mm, as those for the other text.

12-13. Each Table name, title, and explanation is written in 10-point Times New Roman boldface using the Text-box tool above each Table with the line spacing single spaced. No lines are indented and both ends should be justified.

12-14. Notes for items in each Table are written in 10-point Times New Roman using the Text-box tool below each Table with the line spacing single spaced. No lines are indented and both ends should be justified.

12-15. At the end of the main text, "Conflict of Interest", "Author Contributions", "Acknowledgements", and "References" are added.

12-16. If the manuscript was previously submitted to the Preprint Server, such as arXiv, bioRxiv, ChemRxiv, or medRxiv, the authors should declare this with the Preprint Server name, URL, and submission date, between “Author Contributions” and “Acknowledgements”, according to the example in the Template.

12-17. The style of the Reference list is described in detail in Instructions for Authors (https://www.biophys.jp/biophysics_and_physicobiology03.html) and in the Template. The outline is as follows:

- 1) Author name(s), Title of the article, Journal name, Volume number, Page number(s), Published year, and URL of digital object identifier (DOI) (if possible) should be described.
- 2) Only the first character of the Title of the article is capitalized except for proper names.
- 3) When there are less than seven Authors, the Author names are separated by commas. Please do not insert “and” or “&” before the last author.
- 4) When there are more than six Authors, “et al.” in normal font should be added after the sixth Author’s name.
- 5) The Journal name is described as the abbreviated form in normal font, not in italic. The abbreviated Journal names follow the Index Medicus/MEDLINE format, which can be found at NLM Catalog: Journals referenced in the NCBI Database (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals/>). After every abbreviated word, please add a period “.”.
- 6) The Volume number is also written in normal font, not in boldface.
- 7) When the Reference has a DOI, it should be added by its URL. The DOI for each reference can be searched, for example, using the “free DOI lookup site” provided by CrossRef (<https://www.crossref.org/guestquery/>).
- 8) When articles in Preprint Servers are cited, please describe their URL.
- 9) The above bibliographic style in the Reference list is described by the Citation Style Language (CSL) as “biophysics-and-physicobiology.csl” at the GitHub site <https://github.com/citation-style-language/styles>, and it is also available from the Zotero site <http://www.zotero.org/styles/biophysics-and-physicobiology>. The CSL can be used by Mendeley Free/Desktop (<https://www.mendeley.com/>) or Zotero tools (<https://www.zotero.org/>) for managing the Reference list.

10) The output style for EndNote, “Biophysics_and_Physicobiology.ens”, was prepared courtesy of USACO Corporation, <https://www.usaco.co.jp/endnote/>, and its usage is described at https://support.clarivate.com/Endnote/s/article/EndNote-Install-Additional-Output-Styles?language=en_US.

If you have any questions about how to format your manuscript using the Template, please do not hesitate to inquire at the Editorial office of BPPB <bpsjp@biophys.jp>.