

Physiology News guidelines for authors

May 2015

General

The magazine will usually have three main sections:

1. Editorial and news and reports of Society committees and meetings, together with some short items of recent activities and research of interest to physiologists picked up and mostly written by Society staff.
2. Feature articles commissioned by the Editor or Board members from active researchers covering selected topics, sometimes with similar themes.
3. Items about the membership, including careers advice, memoirs, book reviews, journal updates and obituaries.

Figures: Please provide as original files – not embedded in MS Word documents.

PPT or PDF files are acceptable, as are image formats, such as JPEG, TIFF, etc. Be sure that, where these are not original, you have secured appropriate permission for reproduction. We regret we are unable to do this for you.

Photographs: We encourage you to provide pictures (JPEG, TIFF, etc, ideally of 1Mb or over). Let us know if any picture credit is required. Photos of authors of articles would be good too. Please provide separately, not embedded in MS Word documents.

Suggestions to authors

Word limits subject to advice, but usually:

News items can be from 500 – 1000 words

Features usually 1500 – 2000 words

Membership items from 500 to 1000 words

General warning

Note that the Editor and Editorial Board reserve the right to edit submitted article where they feel it necessary to improve clarity or brevity. If the article appears unsuitable, we cannot guarantee publication. We will be pleased to provide assistance to contributors who do not have English as a first language. We will try to send proofs to authors in time for small corrections, but it may not always be possible. All corrections cost money and take time from the production process, so please be mindful of this.

Editorial: Length: 800 - 1000 words

The Editorial is normally written by the Editor, although a Society Trustee or someone invited to act as guest editor on a themed issue of *Physiology News* may be invited to contribute. It should introduce the topics covered in the issue; and even when the reader's appetite for some of the other content. It may well offer views on topical matters relevant to this particular edition of *Physiology News*. A portrait photo is normally required for the by-line picture (head and shoulders).

Committee meeting and staff reports

Length: 500-1000 words. What was discussed and decided, and what the key staff did, in general terms to keep the membership informed about the Society's staff and elected officers activities.

Scientific meeting reports

Give date and location of event and a taste of the programme. Quotations from key speakers may be included. Comment on dinner, speeches etc. Try to make the reader regret not attending. Include a more detailed description of scientific highlights and names of any prize-winners or individuals otherwise honoured. A short article cannot hope to adequately report on the content of any one presentation, let alone many. So aim to tell your reader what was interesting to you and why (perhaps including the response to a presentation – did it provoke interesting questions or subsequent debate? Was there anything controversial?) If you were an organiser, or if you received a grant towards your attendance, don't forget to thank your sponsors.

Feature articles

Usually commissioned, but all submissions will be considered. They should aim to be an enjoyable read and accessible for physiologists from undergraduate level upwards. How would you, the author, explain your work to a younger sibling or old biology teacher? The article should not be a short version of a recent paper, but may explain the background and importance of recent published work. Use shorter sentences than in an authoritative review. Features may also be historical in nature, about physiologists or institutions, or the ethics or environment of physiology. Terminology, theory or background to particular aspects of an article may be best explained through a 'box out': an 'aside' from the main body of text, giving key information to those who may not be expert in the field. Feature articles must not include unpublished hard data. Histograms, complicated graphs, acronyms and abbreviations should be avoided.

Eye-catching sub-headings are essential if you want casual readers to be attracted. Please include a "standfirst" (short introductory paragraph to be printed in larger font than the rest) and suggest some "pull quotes" of a few words to break up solid blocks of text. (See earlier editions of *Physiology News*)

A very few references are helpful, ideally for further reading, but should be fewer than six. References should use the Harvard style.

Book reviews

Length: 500 words

What is your interest in the book? What are the circumstances of its publication (e.g. is it one of a number of recent books on this subject)? What do you know of the author's background? Who is the book aimed at? What does it cover and what does it not cover? Is it successful in its intent and why/why not? Is it a useful or enjoyable book for you? What are your recommendations (for the author or for readers – should a follow-up be produced, or a new edition addressing failings; should Members of The Society read the book?)

Obituaries

Length: 500 words

As complete a professional biography as the word limit allows. How did the deceased come to a career in physiology? Describe the course of their career, their close collaborators, and, of course, their major achievements. Did you know them? Give an indication as to their personality and their standing - they might have said something that stuck with you, or someone else might have said something about the deceased. How and when did they die? What is their legacy, personal and professional?

A fuller obituary can be published online – usually up to 2000 words – if you are happy to provide two versions of the article.

Pictures: Please provide a photograph of the deceased or provide a contact who might be able to help us to source one.

Cover design.

The Editorial Board is always seeking interesting and relevant images for the cover. Files need to be high resolution. (At least 1 Mb)