



Revised October 2009

## Information for Authors

**STEM CELLS**<sup>®</sup>, a peer-reviewed journal published monthly, provides a forum for prompt publication of original investigative papers and concise reviews. **STEM CELLS** is written and read by clinical and basic scientists whose expertise encompasses the rapidly expanding fields of stem and progenitor cell biology.

### **EDITORIAL POLICY**

**STEM CELLS** welcomes original articles and concise reviews describing basic laboratory investigations of stem cells and the translation of their clinical aspects of characterization and manipulation from the bench to patient care. The Journal covers all aspects of stem cells. The following sections include, but are not limited to, the topics listed:

#### **Embryonic Stem Cells/Induced Pluripotent Stem (iPS) Cells**

- Signaling pathways/factors regulating and/or initiating ESC/iPS cells pluripotency and differentiation
- Derivation and organization of primitive, early structures with or without tissue specificity

#### **Tissue-Specific Stem Cells**

- Regulation of and pathways that govern stem cell self-renewal and/or differentiation
- Cellular interactions and signaling pathways necessary for tissue specificity
- Molecules and signaling pathways that modulate homing or mobilization of tissue-specific stem/progenitor cells
- Functional properties of tissue-specific stem and progenitor cells
- Improving engraftment for efficient and less costly cellular therapy for adult stem cells
- Understanding and avoiding teratoma formation

#### **Stem Cell Technology: Epigenetics, Genomics, Proteomics, and Metabonomics**

- Mutagenesis, and epigenetic influences
- Surveys of gene and/or protein expression with a link to structure or function
- Quantitative measurements of the dynamic multiparametric metabolic response of living systems to pathophysiological stimuli or genetic modification
- Prediction of the outcome (efficacy or toxicity) of a drug or xenobiotic intervention in an individual based on a mathematical model of pre-intervention metabolite signatures

#### **Cancer Stem Cells**

- Cellular origin of cancer stem cells
- Genetic constraints, including epigenetic modifications, that influence growth process
- The cancer stem cell niche, and cancer stem cells as therapeutic targets
- Surface markers that define cancer stem cells
- Mathematical models of cancer cell evolution and mechanisms of survival

#### **Translational and Clinical Research**

- Studies describing new model systems with potential for drug development
- Translation into pharmaceutical, clinical or practical findings

#### **Regenerative Medicine**

- Potential applications for stem cell-based strategies in pathological conditions
- Tissue engineering and characterization of engineered tissues
- Medical device and artificial organ development

- Stem cell transplantation and technologies that will maintain, improve or restore the function of diseased organs
- Gene therapies for inherited diseases

**STEM CELLS** encourages concise manuscripts that document significant advances made through novel technology developments. These papers should be submitted to the appropriate Journal section.

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Submission of a manuscript to **STEM CELLS** is predicated on the explicit understanding that it represents original work not previously published (with the exception of abstracts) and not being considered elsewhere for publication. Further, it is understood that all authors listed on a manuscript have agreed to its submission. Authors submitting a manuscript do so with the understanding that if it is accepted for publication, copyright, including the right to reproduce the article in all forms and media, shall be assigned exclusively to the publisher, AlphaMed Press. It is the author’s responsibility to obtain written permission to reproduce illustrations, tables, etc., from other publications (see Permission, below).

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Within 48 hours of meeting the submission criteria, two Editors will determine whether a manuscript is eligible for expedited review. Submissions that do not meet Fast Track requirements will be either rapidly rejected without further external review or sent through the standard review process.

Fast Track manuscripts will be reviewed within two weeks. Manuscripts accepted pending revision should be returned within two weeks. Accepted papers will be published-ahead-of-print in **STEM CELLS Express** within four days, and in print within four to six weeks. Exceptions include situations such as a special issue planned for a particular month, if a paper arrives over a public holiday, or when the author takes longer than 48 hours to review the copyedited proof.

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The Institute's policy on public access to publications takes effect for manuscripts submitted for publication on or after January 1, 2008 for which an HHMI scientist is a major author. HHMI has designated PubMed Central (PMC) as the repository for journals in the biological sciences. Articles are expected to be deposited in PMC and also made publicly available online within six months of publication. The HHMI will reimburse authors up to \$2,000 per paper for open access publisher fees. AlphaMed Press provides an Open Access Option (described below) that complies fully with the HHMI requirements. Further information on the HHMI policy is available at:

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## **ETHICAL GUIDELINES**

### **Internal Review Board guidelines for medical research involving human subjects**

All studies that involve human subjects must abide by the rules of the appropriate Internal Review Board and the tenets of the (recently revised) Declaration of Helsinki (<http://www.wma.net/e/policy/b3.htm>).

Furthermore, all published studies that involve human subjects should not mention subjects' identifying information (e.g., initials) unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. See Section II (Ethical Considerations in the Conduct and Reporting of Research) of the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" at <http://www.icmje.org/index.html> for further information.

### **Animal welfare**

Manuscripts reporting on studies that involve experiments with animals must include a statement verifying that care of animals was in accordance with institutional guidelines.

### **Guidelines for stem cell research**

Research with embryonic stem cells should adhere to the guidelines established by the National Academy of Sciences, as published in the National Academies Press, at <http://nap.edu/books/0309096537/html>.

Appropriate institutional review committee approval must be stated in the Materials and Methods section for human or animal subjects involved in experimental investigations. This statement should also show how informed consent was obtained for human subjects. Such manuscripts must include a statement verifying that the human investigations were preceded by local institutional review board approval and, if appropriate, in accordance with an assurance filed with and approved by the U.S. Department of Health and Human Services.

### **Recombinant DNA research guidelines**

Any recombinant DNA research must follow the National Institutes of Health Guidelines for Research Involving Recombinant DNA Molecules (available at [http://oba.od.nih.gov/rdna/nih\\_guidelines\\_oba.html](http://oba.od.nih.gov/rdna/nih_guidelines_oba.html)) and should be described within the manuscript.

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In January 1998, the Editors of **STEM CELLS** adopted the policy that any readily renewable resources mentioned in a Journal article not already obtainable from commercial sources shall be made available to all qualified investigators in the field. The policy stems from the long-standing scientific principle that authenticity requires reproducibility. Publication in **STEM CELLS** constitutes a de facto acceptance of this policy. Included are reagents that can be easily provided—specifically, nucleic acid sequences, cDNA and genomic clones, cell lines, and monoclonal antibody clones. Small amounts (sufficient for the replication of any in vitro work reported) of novel protein reagents are also considered easily transferable.

Although the Editors appreciate that many of the reagents mentioned in **STEM CELLS** are proprietary or unique, neither condition is considered adequate grounds for deviation from this policy. Suitable material transfer agreements can be drawn up between the provider and requester, but if a reasonable request is turned down and submitted to the Editor-in-Chief, the Corresponding Author will be held accountable. The consequence for noncompliance is simple: the Corresponding Author will not publish in **STEM CELLS** for the following 3 years.

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Original DNA sequences reported in **STEM CELLS** must also be submitted to GenBank. Instructions for submission can be found at the following address: <http://www.ncbi.nlm.nih.gov/Genbank/>. An accession number should be supplied parenthetically at a relevant location in text.

Stem Cells supports the efforts of the Microarray Gene Expression Data Society to standardize the presentation of microarray data. The Journal requires that microarray data be deposited in either the Gene Expression Omnibus (GEO) at <http://www.ncbi.nlm.nih.gov/geo/>, or in Array Express at <http://www.ebi.ac.uk/arrayexpress/>. In your Stem Cells submission, the accession number and the complete website link for this deposit must be listed in the figure legend or

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### **Clinical trials registry**

In accordance with the guidelines published by ICMJE, **STEM CELLS** will require, as a condition of consideration for publication, that all clinical trials be registered in a public trials registry (for example, at [www.clinicaltrials.gov](http://www.clinicaltrials.gov)). For more information, go to [www.icmje.org](http://www.icmje.org) and see Section III.J (Obligation to Register Clinical Trials).

Authors must comply with published CONSORT guidelines (<http://www.consort-statement.org/>). The completed checklist must be provided to AlphaMed Press along with the manuscript submitted. The recommended trial flow diagram should be presented as a figure.

## **JOURNAL CONTENT**

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Manuscripts that describe new findings of major importance should be succinctly written. Original articles cannot exceed 5,000 words (excluding abstract, tables, figures, legends, and references) and are limited to a total of seven figures and tables combined. Each manuscript must include key words and an abstract of 250 words or less outlining clearly the major findings of the research, and should be accompanied by a cover letter.

### **Concise Reviews (all subject categories)**

Concise Reviews on topics of broad interest, written by experts in their respective fields, are generally invited by the Editors. Concise Reviews cannot exceed 5,000 words (excluding abstract, tables, figures, legends, and references) and are limited to a total of seven figures and tables combined. Concise Review manuscripts must include key words and an abstract of 250 words or less outlining clearly the major focus, and should be accompanied by a cover letter.

### **Brief Reports (all subject categories)**

Brief Reports should be no more than 1,200 words (excluding abstract, tables, figures, legends, and references), and a maximum of seven figures and/or tables are allowed. Please follow all other formatting instructions below.

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Letters to the Editor are welcomed. They may deal with material in published papers, or they may raise new issues. Letters should be no more than 500 words (excluding abstract, tables, figures, legends, and references), and one figure or table is allowed. Please follow all other formatting instructions below. Authors of papers referenced in Letters to the Editor are given the opportunity to respond. Both the Letter and the response are subject to peer review.

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Submissions should be accompanied by a cover letter briefly describing the work's significance and identifying the Corresponding Author, with:

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The first page of the manuscript should contain the following information:

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- a brief acknowledgment of grants, equipment, or drugs for research support
- four to six key words or phrases, using terms from the most recent Medical Subject Headings of Index Medicus (<http://www.nlm.nih.gov/tsd/serials/lji.html>)

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An abstract is required for all Original Articles and Concise Reviews. The abstract should:

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- clearly state the paper's primary objective
- if appropriate, describe materials and methods and results
- discuss the implications of the work
- summarize any conclusions
- be readable by nonspecialists as well as experts in the field
- define abbreviations and acronyms on first usage

The abstract should not contain:

- footnotes
- statistical significance values
- references
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### **Text**

The text should be divided into the following sections (when appropriate):

- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusion and/or Summary
- Acknowledgments
- References
- Tables
- Figures and figure legends

Within the text:

- Acronyms, abbreviations, and symbols must be clearly defined on first usage.
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- References, tables, and figures must be numbered in the order in which they are cited in the text.

All submitted material should be typed double-spaced, leaving left and right margins of at least 2.5 cm. Do not justify the right-hand margin. Number the pages consecutively.

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Proprietary drug names are typically given once, followed (in parentheses) by the name and location of the manufacturer. Proprietary drug names will not be published in article titles; accepted manuscript titles will be modified to contain the generic drug name only. The use of proprietary names of devices requires that the name, location, and website of the manufacturer also be included.

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Define abbreviations and acronyms the first time used, both in the abstract and in the body of the article. Author-created abbreviations should be avoided, but if used, they must be clearly defined at first usage, both in the abstract and in the paper.

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- Abbreviations for titles of medical periodicals should conform to those in the latest edition of Index Medicus (<http://www.nlm.nih.gov/tsd/serials/lji.html>) and on MEDLINE (<http://medline.cos.com>).
- Use full beginning and ending page numbers (e.g., 10270–280 is not acceptable).

Examples of references:

#### **Standard journal article with three or fewer authors**

Greco SJ, Liu K, Rameshwar P. Functional similarities among genes regulated by Oct4 in human mesenchymal and embryonic stem cells. *STEM CELLS* 2007;25:3143–3154.

#### **Standard journal article with more than three authors**

Reca R, Cramer D, Yan J et al. A novel role of complement in mobilization: Immunodeficient mice are poor granulocyte-colony stimulating factor mobilizers because they lack complement-activating immunoglobulins. *STEM CELLS* 2007;25: 3093–3100.

#### **Article in journal supplement**

Möhle R, Rafii S, Moore MA. The role of endothelium in the regulation of hematopoietic stem cell migration. *STEM CELLS* 1998;16(suppl 1): 159–165.

#### **Journal article, in press**

Lakshmi U, Hart RP. Concise Review: Micro RNA expression in multipotent mesenchymal stromal cells. *STEM CELLS* 2008 (in press).

#### **Authored book**

Metcalf D. *Blood Lines: An Introduction to Characterizing Blood Diseases of the Post-Genomic Mouse*. Durham, NC: AlphaMed Press, 2005:1–251.

#### **Book with Editor, Compiler, or Chairman as author**

Halperin EC, Perez CA, Brady LW et al., eds. *Principles and Practice of Radiation Oncology*, Fifth Edition. Philadelphia: Lippincott Williams & Wilkins, 2007:1–2368.

#### **Chapter in a book**

Shaheen M, Broxmeyer HE. The humoral regulation of hematopoiesis. In: Hoffman R, Benz E, Shattil S et al., eds. *Hematology: Basic Principles and Practice*, 4th ed. Philadelphia: Churchill Livingstone, 2005:233–266.

#### **Abstract**

Srouf ER, Case J, Horvath TL et al. In vitro clonal analysis of murine common pluripotent stem cells isolated from skeletal muscle and adipose stromal cells. *STEM CELLS* 2007;25:3274.

#### **Letter to the Editor**

Horn PA, Blasczyk R. Severe combined immunodeficiency-repopulating cell assay may overestimate long-term repopulation ability. *Stem Cells* 2007;25:3271–3272.

#### **Internet resource**

Organ Procurement and Transplantation Network. National Data Reports. Available at <http://www.optn.org/latestData/step2.asp>. Accessed January 7, 2008.

#### **Internet resource with digital object identifier (doi)**

Kuntz S, Kieffer E, Bianchetti L et al. Tex19, a mammalian-specific protein, with a restricted expression in pluripotent stem cells and germ line. *STEM CELLS* 10.1634/stemcells.2007-0772.

### **Tables**

Tables must be titled and cited in numerical order in the text using Arabic numbers. Each table should be double-spaced and typed on a separate page. Use superscript lowercase letters to denote footnotes within a table in the order they appear. Each table must include definitions of all abbreviations that have been used. Abbreviations must be used more than once; if not, do not abbreviate but write out. Tables should be created in Microsoft® Word using the table feature. Failure to comply with these specifications may result in review delay.

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### **Videos**

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### Formats

All manuscripts should be submitted in Microsoft Word format (.doc extension). This applies to both Windows® and Macintosh® platforms. Manuscripts submitted in any other format may incur errors during the conversion to Adobe® Acrobat® PDF format. Also, any .tif, and .eps files will be automatically converted; other picture types are not recommended. All other file types in general, including Excel spreadsheets and PowerPoint presentations, are not recommended.

### Fonts

Times New Roman provides optimum readability, however, other acceptable fonts are Arial, Courier, Helvetica, and Times.

### Macintosh

Macintosh users should substitute equivalent keyboard selections for control keys such as “ctrl-c.”

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