

# Guidelines for Preparation of Cover Letters and Manuscripts

Before you prepare a manuscript according to the following guidelines, please read carefully [Author Guide](#) of Newpubli and Newpubli Express. There are no differences between these two journals in manuscript preparation except that the two journals require different types of Cover Letters.

## 1. What should you do before preparing your submission files?

You should read [About Us](#), [Terms of Use](#), [Editorial Policies](#), [Author Guide](#), and this file before you prepare your submission files.

## 2. How many types of files should be prepared for your submission?

Your submission should contain the following files, in order.

- ✧ Cover Letter in DOC, DOCX or PDF
- ✧ Manuscript in DOC or DOCX
- ✧ Figures (optional)
- ✧ Attachments (optional)

All these files should be well written in English.

All letters and words in these files should be in the font of Calibri, if not specified.

All pages should be 1.25 spaced and numbered.

All texts should be justified, except that the titles, legends and contents of **tables and figures as well as references** should be ragged right and that page numbers should be centered.

Footnotes should not be used at any places in these files except under some tables.

Other requirements on these files are given below.

## 3. How to prepare Cover Letters

Please use the template of [Cover Letter \(Newpubli\)](#) for manuscripts submitted to Newpubli.

Please use the template of [Cover Letter \(Newpubli Express\)](#) for manuscripts submitted to Newpubli Express.

Please answer all the questions and provide all the information listed in the templates, and save the files in PDF using the name like “20150612jmcCL.pdf”. The beginning numbers of “20150612”, for this

example, represent the date (year-month-day) of your initial submission of the manuscript; the low-case letters “jmc” represent the initials (first letters) of the name of the corresponding author; the upper-case letters “CL” represent the file type of Cover Letter.

## 4. How should you prepare your manuscript?

Manuscript samples	You can prepare your manuscript by replacing each item in <a href="#">Manuscript Sample 2</a> , through the order of “add → brush → delete”. For example, you add the title of your manuscript after the title of the sample manuscript → brush the title of your manuscript to make it in the same format of the title of the sample manuscript → delete the title of the sample manuscript.
Alternative approach for manuscript formatting	You can set all content of your manuscript to be 1.25 spaced and in Calibri and 10.5 pt font. Then, you set the format of all of the titles of different levels according to the following requirements. This is followed by setting all the words within the sections of Reference and Tables to be in 10 pt font.
Manuscript name	Your manuscript should be saved in Word using the name like “20150612jmcMS.docx”, or “20150612jmcMS.doc”. The beginning numbers of “20150612”, for this example, represent the date (year-month-day) of your initial submission of the manuscript; the low-case letters “jmc” represent the initials of the name of the corresponding author; the upper-case letters “MS”, for this example, represent the file type of “manuscript”.
Manuscript Length	Although no explicit restrictions are set for the number of words, figures, or the length of the supporting information, your submission is better to be concise.
Manuscript titles	Manuscripts must be submitted with both a full title (200 characters or fewer) and a short title (30 characters or fewer), and they should be given in proper format at proper places as showed by Manuscript Sample 1 and Manuscript Sample 2.
Justification	All words in your manuscript should be justified except the titles, legends and contents of tables and figures as well as references should be ragged right and page numbers which should be centered.
Manuscript Sections (1)	All manuscripts should begin with the following sections or subsections in order: Title, Authors, Author Affiliations, Author Contribution, Acknowledgements, Corresponding Author(s), Citation, Abstract, Keywords, Abbreviations and Introduction.
Manuscript Sections (2)	All manuscripts should end with the sections of Attachment Captions, References, Tables, Figures and Statements (including the subsections of Ethics, Competing Interests, Data Sharing Statement, Funding and Copyright).
Manuscript Sections (3)	We do not set fixed requirements for section organization between the beginning and ending sections, provided they are set rationally. You may choose the order of Methods, Results and Discussion, and you can choose the order of Results, Discussion, Conclusions and Methods.
Manuscript Sections (4)	The title of all sections of your manuscript should be of NO more than two words. Therefore, the section title of “Materials and Methods” should be changed to “Methods”.
Manuscript Subsections	You can set NO more than two levels of sub-sections for the sections of Results, Methods, Discussions, etc., if needed.
Manuscript Title	Level 1 Heading, Calibri, bold type, 16 pt font, only use italics and text formatting where needed (e.g., genus and species names, genes, etc.). Do not use ALL CAPS.
Section Titles	Level 2 Heading, Calibri, bold type, 14 pt font, only use italics and text formatting where needed (e.g., genus and species names, genes, etc.). Do not use ALL CAPS.
First-level Subsection	Level 3 Heading, Calibri, bold type, 12 pt font, only use italics and text formatting where needed (e.g., genus and species names, genes, etc.). Do not use ALL CAPS.

Titles	
Second-level Subsection Titles	Level 4 Heading, Calibri, bold type, 10.5 pt font, only use italics and text formatting where needed (e.g., genus and species names, genes, etc.). Do not use ALL CAPS.
Words other than the above titles	Text, Calibri, 10.5 pt font, only use italics and text formatting where needed (e.g., genus and species names, genes, etc.). All the words in the sections of Reference and Tables should be in 10 pt font, except for the section titles.
Footnotes	You should not use any footnotes to indicate author affiliations, but you can use footnotes to explain some places within a table.
Layout	All parts of your manuscript should be 1.25× spaced, rather than double spaced, in a single column, rather than in two columns.
Units	SI units should be used for all units. Degrees Celsius should be expressed as "°C". Microgram should be expressed "µg", rather than "ug". Volume should be expressed like "4 cm × 3 cm × 5 cm", rather than $4 \times 3 \times 5 \text{ cm}^3$ . There should be a space between the number and its unit except that the unit is "°C", e.g., 4 cm, 5 ml, 1.25 kg and 95°C.
Nomenclature	Standard nomenclature should be used as appropriate.
Equations	We recommend using MathType or Equation Editor for display and inline equations. You should not use MathType or Equation Editor to insert single variables (e.g., $\emptyset$ or $\text{¥}$ ) in running text. Wherever possible, single symbols should be inserted as normal text with the correct Unicode (hex) values. You should ensure that the entire equation is made using MathType or Equation Editor, and avoid "hybrid" equations in which part is text and part is made using MathType, or part is made using MathType and part is made using Equation Editor.
Abbreviations	If an abbreviation appears both in the Abstract and the main text, the abbreviation should be defined upon its first use in both sections. Abbreviations should be avoided unless they appear three or more times in the abstract or the text. All abbreviations in a manuscript should be listed alphabetically in the section of Abbreviations after the section of Keywords. The abbreviations of <i>n</i> for number, <i>P</i> for probability, <i>v</i> for degrees of freedom, <i>r</i> for correlation coefficient, $\bar{x}$ for arithmetical means, <i>M</i> for medians, <i>s</i> for standard deviations, <i>sx</i> for standard errors, <i>t</i> for the t test, <i>F</i> for the F test, $\chi^2$ for the Chi-square test, can be used without definition. All these statistical abbreviations should be in italics. DNA, RNA, PCR and some other very common English abbreviations can be used without definition.
Parallel expression	To express two parallel items, you should not add a comma before "and" or "or", e.g., "The samples were collected from poultry farms and live bird markets". To express three parallel items and most of the items are of ≤4 words, you should not add a coma before "and" or "or", e.g., "The abbreviations of DNA, RNA and PCR can be used without definition", except that there is an "and" in one or more of the items. To express three parallel items and most of the item are of more than four words, you should add a coma before "and" or "or", e.g., "The samples were all collected with permission of China Animal Health and Epidemiology Center, the relevant veterinary section in the provincial and county or city government, and the owners of the relevant birds".
Numbers	Data in your article should be correct and consistent with each other. For example, it is wrong to say that "Among the 504 samples, 27 (4.4%) were detected positive." For and only for numbers no smaller than 10,000, commas should be given at proper sites, e.g., 210,976 and 698,554,221.03754, except those for pages, designations, or ordinal

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	<p>numbers.</p> <p>For numbers smaller than ten and used neither with an abbreviated unit (e.g., ml, d, min) nor in a series of numbers (e.g., 26 chickens, 46 ducks, 15 geese and 5 pigeons), the numbers should be written in letters (e.g., one, two, nine).</p> <p>For numbers smaller than ten and used either with an abbreviated unit or in a series of numbers, or after the symbols of =, ≤, ≥, etc., the numbers should be written in Arabic numerals (e.g., 5 min, ≥ 12).</p> <p>Usually, a number should not be placed at the beginning of a sentence.</p> <p>Usually, each type of numbers should be accurate to the same decimal place. For example, it is wrong to say that “The prevalence of the virus was 1.02%, 2.3% and 0.756% in chickens, ducks and pigeons, respectively”.</p>
Range	<p>The symbol “–” (en dash) rather than “-” (hyphen), “—” (am dash), “-” (minus), or “~” should be used to express ranges, except that hyphens are used to express ranges of pages in the section of references. Moreover, the first “%” should not be omitted in the expression of ranges of percentage, e.g., 83.4%–85.0% should not be written as 83.4–85.0%.</p>
Tables	<p>Tables should be cited in ascending numerical order upon their first appearance in the main text. Each table should be inserted in order immediately after the section of References. Table title should be one concise sentence. More explanations about a table should be given as the table legend below the table. Please see Section 4 of this file for more information.</p>
Figures	<p>Figures should be cited as Figure 1, Figure 2, etc., in ascending numerical order upon their first appearance in the main text. Each Figure with its legend should be inserted in order immediately after the section of Tables, with one figure per page. Each figure should also be submitted as a separate graphic file to Newpubli. Please see Section 5 of this file for more information.</p>
References	<p>You can use the software of Endnote to add references into your manuscript using the file of Newpubli.ens which can be downloaded from <a href="#">here</a>. Please see Section 6 of this file for more information.</p>

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## 5. How should you prepare Tables?

- ✧ Each table should be placed in your manuscript in the section of Tables in order, after the section of References, with one big table (larger than a half of a page) or two small tables per page.
- ✧ Sometimes wide tables should be placed in a landscape page.
- ✧ Very wide or long tables which cannot be printed in one page of A4 paper should be submitted as an Attachment file of the manuscript.
- ✧ Each table should have a label (e.g., “Table 1”) and a brief descriptive title to be placed above the table. Its legends and footnotes should be placed below the table, as showed by the following example. Footnotes to a table should be marked with “#1, #2, #3.....” in order as superscripts.

label	title			
<b>Table 2.</b> The genetic distances between four lineages of CoVs in seven conserved domains.				
	CdCoVs <sup>#1</sup>	DdCoVs <sup>#2</sup>	PdCoVs <sup>#3</sup>	GdCoVs <sup>#4</sup>
CdCoVs	96.0%±1.0%	86.5%±1.0%	84.1%±0.4%	84.2%±0.5%
DdCoVs		95.9%±2.6%	88.6%±1.1%	83.6%±1.0%
PdCoVs			97.5%±0.8%	84.2%±1.2%
GdCoVs				93.4%±0.7%
The distances are showed in mean ± standard deviation. CdCoVs: chicken-dominant coronaviruses; DdCoVs: duck-dominant coronaviruses; PdCoVs: pigeon-dominant coronaviruses; GdCoVs: goose-dominant coronaviruses.				
#1Sequences of three CdCoVs were used in the calculation.				
#2Sequences of fourteen DdCoVs were used in the calculation.				
#3Sequences of eight PdCoVs were used in the calculation.				
#4Sequences of five GdCoVs were used in the calculation.				

- ✧ All tables should be editable, and should not be graphic objects.
- ✧ All tables should be in cell-based structure with rows and columns, and should not be structured with returns, spaces, or tabs.
- ✧ Horizontally merged heading cells indicate column spanning, and vertically merged left-column cells indicate grouping.
- ✧ Vertical merging is permitted only for the left-hand column.
- ✧ Bold or italic formatting can be used to show different columns or rows.
- ✧ It is usually better to separate multi-part tables into several tables, and each multi-part table should have a consistent number of columns throughout all sub-parts.
- ✧ You should not use returns, spaces, or tabs to separate data.
- ✧ You should not use lines, rules, or borders to indicate spanning rows.
- ✧ You should not use spaces within cells to align text.
- ✧ The first row should be marked in 5% grey.
- ✧ All the contents in a table should be centered vertically and ragged right.
- ✧ You should not use any graphics in a table.

## 6. How should you prepare Figures?

- ✧ Figures of adequate quality can increase the clarity and readability of an article.
- ✧ Although it is better to make each figure as beautiful as possible and as small in size as possible, each figure published in Newpubli or Newpubli Express MUST be authentic and clear.
- ✧ Try to use your own figures. If you have to use a figure that has been published previously elsewhere, has been previously copyrighted, or that contain proprietary data (e.g., some maps, satellite images, slogans, logos, social media content), it is your responsibility to obtain permission from the copyright holder to reproduce the figure in Newpubli or Newpubli Express. Permission should be indicated in the figure legend, and the original source MUST be included in the reference list.
- ✧ Authors must take special care when using a photograph, a radiograph, a pedigree (family tree), a geospatial map that can identify a specific house, or another image which contain identifying or potentially identifying information, as a figure. This type of figure should not be used unless the figure is

- crucial and the persons have provided written consent for publication in Newpubli or Newpubli Express.
- ✧ Authors must take special care when using a map as a figure. Publication of map figures does not represent that Newpubli or Newpubli Express has any opinions on the maps. Any disputed border should not be included in any map figure unless the information is crucial and the disputed border is showed in disputed status.
  - ✧ Figures should be numbered as Figure 1 (not Fig. 1 or FIG. 1), Figure 2, and so on, in the order they are first mentioned in the text, and uploaded in this order.
  - ✧ Each figure should be submitted as a single file, and ALSO should be embedded sequentially in the same quality with its legend in order at the end of the main manuscript file (this is DIFFERENT from many other journals), with one figure per page.
  - ✧ Tables should NOT be submitted as figures.
  - ✧ Each multi-panel figure should be submitted as a single figure file, and all parts of the figure should be of the same height and the same length, and created through the same way, if possible. All the parts should be numbered alphabetically using the upper-case letters of A, B, C, etc, which are embedded at the SAME site of the panels.
  - ✧ Each figure should be closely cropped to minimize the amount of blank space surrounding the illustration.
  - ✧ All letters or numbers appearing in a figure should be in Calibri, Arial or Times New Roman, at a proper size. All fonts in figures must be embedded into the figure.
  - ✧ Your figures should be stored as TIFF (suitable for images), JPEG (suitable for photographic images, less suitable for graphical images), PNG (suitable for images), BMP (suitable for images), EPS (suitable for diagrams and/or images), TGF (ISIS/Draw - suitable for molecular structures), PDF (suitable for diagrams and/or images), Microsoft Word (suitable for diagrams and/or images, figures must be a single page), PowerPoint (suitable for diagrams and/or images, figures must be a single page), CDX (ChemDraw - suitable for molecular structures).
  - ✧ Each figure file should be stored in the name like “20150612jmcFIG4.png”, or “20150612jmcFIG4.tif”, etc. The beginning numbers of “20150612”, for this example, represent the date (year-month-day) of your submission, and the low-case letters “jmc” represent the initials of the name of the corresponding author, and the upper-case letters “FIG”, for this example, represent the file type of “Figures”. The number 4 after “FIG”, for this example, represents this figure is the fourth figure.
  - ✧ Each figure file should not exceed 10 MB.
  - ✧ Each of your figures should be scaled onto a single page, and thus it should be of the maximum width of 170 mm and the maximum height of 230 mm. If it is not possible to scale your figure onto a single page, you should submit the figure as a Supplementary Information file.
  - ✧ Your figures should be designed such that all information, including text, is legible at these dimensions. All lines should be wider than 0.5 pt when constrained to standard figure widths. Image resolution should be set approximately 300 dpi (dots per inch) at the final size.
  - ✧ If one of your figures is created through computer, such as a statistical diagram, you may revise it for many times to make it as clear and beautiful as possible, provided the original data is not misrepresented.
  - ✧ If one of your figures is photographic, such as photographs, scans, X rays and screenshots, you should minimize to manipulate it manually in order to avoid artefacts.
  - ✧ In some cases, rational manipulation of your figures using some software tools is allowed by Newpubli or Newpubli Express, if the original data is not misrepresented and artefacts are not introduced through the manipulation. Linear adjustment of the color, contrast or brightness is permitted, but they must be applied to the entire image, not just parts of it. Details of significant electronic alterations to each figure must be given in the text of the article, and the original version of the figure should be retained by the author, as referees or readers may request to view the original figure.

- ✧ You are recommended to use the tools of PaintShop Pro (Windows only), GraphicConverter (Mac only), Adobe Photoshop (Windows/ Mac), ImageMagick (Windows/Mac/Linus), GIMP (Windows/Mac/Linus), and ImageJ (Windows/Mac/Linus), to convert your figure graphics formats and manipulate the figures in a rational way, if needed.
- ✧ Figure legends should describe the key messages of a figure. Legends should have a short title of 20 words or less. The full legend should have a description of the figure and allow readers to understand the figure without referring to the text. The legend itself should be succinct, avoid lengthy descriptions of methods, and define all non-standard symbols and abbreviations appearing in the corresponding figure.

## 7. How should you prepare References?

- ✧ You can use the software of Endnote to add references into your manuscript using the file of Newpubli.ens which can be downloaded from [here](#). You should check manually whether each reference added by Endnote is fully correct.
- ✧ You should spend enough time on references. If you properly cite a reference in your paper, you shall make recognition of the contribution of others in the relevant field. Sometimes, if you do not cite a proper reference, your manuscript may be considered by others as a product of plagiarism which may be a serious ethical problem.
- ✧ You may conduct a type of academic misconduct, falsification, if you use some references to indicate that an opinion has been supported by a reference, but actually the reference does not exist or does not support the opinion.
- ✧ Newpubli uses the “Vancouver” reference style. References must be listed at the end of the main text of a manuscript and numbered in the order that they appear in the main text. In the text, citations should be indicated by the reference number in brackets.
- ✧ Authors should not cite unavailable and unpublished work, including manuscripts that have been submitted but not yet accepted (e.g., “unpublished work,” “data not shown”), and these related work should be submitted as an Attachment file of the manuscript.
- ✧ If there are more than six authors for a reference, only the names of the first six authors are showed, and other authors are indicated with “et al”.
- ✧ Many types of literature, including newspaper articles, blogs, patents, etc., can be cited as web page references provided they are available online for a long time. For each web page reference, the title of the web page, the URL of the web page and accessed date should be provided. If the authors of the web page, the type of medium (e.g., Wikipedia, ABC News), last update date of the web page, publishing city, publisher, and publishing year are available, they should be provided in the format showed by the examples given in the following table. It should be noted that usually journal articles cannot be cited as web page references.

The following table includes some examples of the references as required by Newpubli.

Reference type	Examples
Journal articles	1. Day JM, Gonder E, Jennings S, Rives D, Robbins K, Tilley B, et al. Investigating turkey enteric coronavirus circulating in the Southeastern United States and Arkansas during 2012 and 2013. Avian Dis. 2014; 58(2): 313-317. <a href="http://dx.doi.org/10.1637/10674-092313-resnote.1">http://dx.doi.org/10.1637/10674-092313-resnote.1</a>

	2.	Jiang W, Liu S, Hou G, Li J, Zhuang Q, Wang S, et al. Chinese and global distribution of H9 subtype avian influenza viruses. <i>PLoS One</i> . 2012; 7(12): e526713. <a href="http://dx.doi.org/10.1371/journal.pone.0052671">http://dx.doi.org/10.1371/journal.pone.0052671</a> .
Books	3.	Li WH. <i>Molecular evolution</i> . 1st ed. Sunderland: Sinauer Associates Inc; 1997.
Book chapters	4.	de Groot RJ, Baker SC, Baric R, Enjuanes L, Gorbalenya AE, Holmes KV, et al. <i>Coronaviridae</i> . In: King AAQ, Adams MJ, Carstens EB, Lefkowitz EJ, editors. <i>Ninth Report of the International Committee on Taxonomy of Viruses</i> . San Diego: Elsevier Academic Press; 2012. p. 806-828.
	5.	Pinedo MC, Praderi R, Brownell RL. Review of the biology and status of the franciscana <i>Pontoporia blainvillei</i> . In: Perrin WF, Brownell RL, Zhou K, Liu J, editors. <i>Biology and conservation of the river dolphins</i> . Occasional papers of the IUCN Species Survival Commission 3; 1989. p. 46-51.
Theses or dissertations	6.	Wells A. Exploring the evolution of influenza B viruses. Thesis. Nanjing: Nanjing University. 1998.
	7.	Chen JM. Evolution and ecology of influenza A viruses in bats. Dissertation. Nanjing: Nanjing University. 2012. <a href="http://nanjinguni.edu.cn/dissertation/2001ef004/">http://nanjinguni.edu.cn/dissertation/2001ef004/</a> , accessed 17 March 2014.
Conference papers	8.	Jiang W, Liu S, Hou G, Li J, Zhuang Q, Wang S, et al. Chinese and global distribution of H9 subtype avian influenza viruses. Shanghai: The Fifth Conferences of Virology of China, 7 March 2015. Nanjing: Nanjing Press.
Conference proceedings	9.	Taal MW, Jiang H, editors. <i>The Proceedings of Test</i> . Chicago: The Test Conference, 3 March 2015. Nanjing: Nanjing Press; 2015.
Newspaper article	10.	Jiang W. Chinese and global distribution of H9 subtype avian influenza viruses. <i>Science Daily</i> . 17 March 2015.
Magazine article	11.	Jiang W. Global distribution of H7N9 subtype avian influenza viruses. <i>New Scientist</i> . 17 March 2015. 86-88.
Multimedia	12.	Bird B [Director]. <i>Tomorrowland</i> . Burbank: The Walt Disney Company. 2015.
Patent	13.	Jimenez GS, Jiang H, Zhu ED, Chen JM, inventors; Dahua Company, assignee. Chicken vaccine production. China, patent. Application number: A20130528126b. 9 August 2013.
Web pages	14.	Scientific journal. <a href="https://en.wikipedia.org/wiki/Scientific_journal">https://en.wikipedia.org/wiki/Scientific_journal</a> , accessed 26 June 2015.
	15.	Flu fighting facts: how to stay healthy this flu season. <a href="http://blogs.cdc.gov/publichealthmatters/2013/11/flu-fighting-facts/">http://blogs.cdc.gov/publichealthmatters/2013/11/flu-fighting-facts/</a> , accessed 17 August 2015.
	16.	Roberts SB. QPX genome browser feature tracks. <a href="http://figshare.com/articles/QPX_Genome_Browser_Feature_Tracks/701214">http://figshare.com/articles/QPX_Genome_Browser_Feature_Tracks/701214</a> , accessed 17 March 2014.
	17.	Ruiz-Orera J, Hernandez-Rodriguez J, Chiva C, Sabidó E, Kondova I, Bontrop R, et al. Origins of de novo genes in human and chimpanzee. updated 29 July 2015. <a href="http://arxiv.org/abs/1507.07744">http://arxiv.org/abs/1507.07744</a> , accessed 17 March 2014.
	18.	Mohney G. NYC doctor, who survived ebola, says experimental vaccine could be 'a way forward' [ABC News]. <a href="http://news.yahoo.com/nyc-doctor-survived-ebola-says-experimental-vaccine-could-134400422.html">http://news.yahoo.com/nyc-doctor-survived-ebola-says-experimental-vaccine-could-134400422.html</a> , accessed 17 August 2015.
	19.	Zabel B, Zeddarn JL. Scientific journal. [Wikipedia]. updated 24 June 2015. <a href="https://en.wikipedia.org/wiki/Scientific_journal">https://en.wikipedia.org/wiki/Scientific_journal</a> , accessed 1 June 2015. London: Wikipedia Company; 2015.

## 8. Guidelines for Preparation of Attachment Files

Large datasets, large figures, large tables, relevant certificates, relevant written permissions, detailed protocols, multimedia files, etc., can all be submitted as Attachment files.

All Attachment files should be able to be opened with common software tools including Microsoft Office Word, Microsoft Office Excel, Adobe Reader, Window Media Player, QuickTime Player.

We recommend that all Attachment files of a manuscript be less than 10 MB.

Each Attachment file should be saved and submitted using the name like “20150612jmcAT1.png”, or “20150612jmcAT2.tif”. The beginning numbers of “20150612”, for this example, represent the date (year-month-day) of your initial submission of the manuscript, and the low-case letters “jmc” represent the initials of the name of the corresponding author, and the upper-case letters “AT”, for this example, represent the file type of “Attachments”. The number 4 after “AT”, for this example, represents this file is the fourth Attachment file.

All Attachment files should be cited in the main text of the manuscript with the names of Attachment 1, Attachment 2, Attachment 3, etc., in the numerical order.

Attachment files are accessed via hyperlinks attached to their captions, and captions must be listed in the article file at the end of the main text before the section of References. The captions of Attachment files should be formatted like the following examples:

**Attachment 1.** The protocol of the animal experiment (docx, 16 Kb).

**Attachment 2.** Phylogenetic relationships of coronaviruses circulating in birds (tif, 1.1 Mb).

**Attachment 3.** The primers used for amplification and sequencing of the genome of influenza virus (xlsx, 123Kb).

The caption of each Attachment file should be of less than 30 words and followed with the specification of the type and size of the Attachment file in brackets, as showed by the above examples. The legend of an Attachment file, if needed, should be of less than 200 words, and placed after the brackets.

If related work has been submitted to Newpubli or elsewhere, authors should include a copy with the submitted article as an Attachment file which is only for peer review, and will not be published as an Attachment file of the submitted article.

As expressed in the [Editorial Policies](#) of Newpubli, if a new software is central to an article published by Newpubli, the associated source code of the software, the documentation for running and installing the software, and a test dataset with associated control parameter settings should be submitted as attachments of the relevant manuscript.

As expressed in the [Editorial Policies](#) of Newpubli, if a manuscript is on clinical trials, a copy of the trial protocol approved by the ethics committee and a completed CONSORT checklist should be provided as two Attachment files of the manuscript. Moreover, a copy of the patient consent form should be provided as another Attachment file of the manuscript.

## 9. How to make hyperlinks to Pubmed-indexed references?

You should make hyperlinks to all Pubmed-indexed references of your manuscript, as showed by the following example.

Step 1. The following is a Pubmed-indexed reference generated by the Endnote software tool:

Monroe SS, Nix WA, Campagnoli R, Icenogle JP, et al. Characterization of a novel coronavirus associated with severe acute respiratory syndrome. *Science*. 2003; 300(5624): 1394-1399. PubMed PMID: 12730500.

- Step 2. Select the words of “PMID: 12730500” in the reference using the cursor.
- Step 3. Select "Hyperlink" from the "Insert" tab in the "Links" group (Note: “Hyperlink” may exist at another place in the menus of the WORD software), and the "Hyperlink" dialog will appear.
- Step 4. Input the URL “http://www.ncbi.nlm.nih.gov/Pubmed/12730500” as the target of the hyperlink, then the reference will appear as follows:  
 Monroe SS, Nix WA, Campagnoli R, Icenogle JP, et al. Characterization of a novel coronavirus associated with severe acute respiratory syndrome. *Science*. 2003; 300(5624): 1394-1399. PubMed [PMID: 12730500](http://www.ncbi.nlm.nih.gov/Pubmed/12730500).
- Step 5. Please make hyperlinks to other Pubmed-indexed references in the same way by changing the number in the URL to the corresponding PMID numbers.

## 10. How to make inner hyperlinks in your manuscript?

You should make hyperlinks, where appropriate, at some places in the main text of your manuscript pointing to tables, figures and references, as showed by the following examples.

(1) The following is an example of making a hyperlink on “Table 1” in the following paragraph pointing to Table 1 at the end of this example.

As given in [Table 1](#), the first-generation journals, such as those having existed before the internet era, are costly printed and distributed using paper, and their published articles are accessible through a subscription business model...

- Step 1. Select the label of “Table 1” above the table at the end of this example using the cursor.
- Step 2. Select "Bookmark" from the "Insert" tab in the "Links" group (Note: “Bookmark” may exist at another place in the menus of the WORD software), and the "Bookmark" dialog will appear.
- Step 3. Type the name of “Tab1” for the bookmark in the "Bookmark name:" field. The bookmark name must contain no spaces.
- Step 4. Select the words of “Table 1” in the main text of the manuscript using the cursor.
- Step 5. Select "Hyperlink" from the "Insert" tab in the "Links" group (Note: “Hyperlink” may exist at another place in the menus of the WORD software), and the " Hyperlink" dialog will appear.
- Step 6. Select the bookmark of “Tab1” as the target of the hyperlink.

**Table 1.** The features of four generations of academic journals.

Generation	Features
First	Purely printed on paper and subscriber-accessible; costly in printing and distribution; difficult in content searching; costly in accessing the full texts
Second	Electronic and subscriber-accessible; cheap in printing and distribution; easy in content searching; costly in accessing the full texts
Third	Electronic and open access; cheap in printing and distribution; easy in content searching; free of charge in accessing the full texts

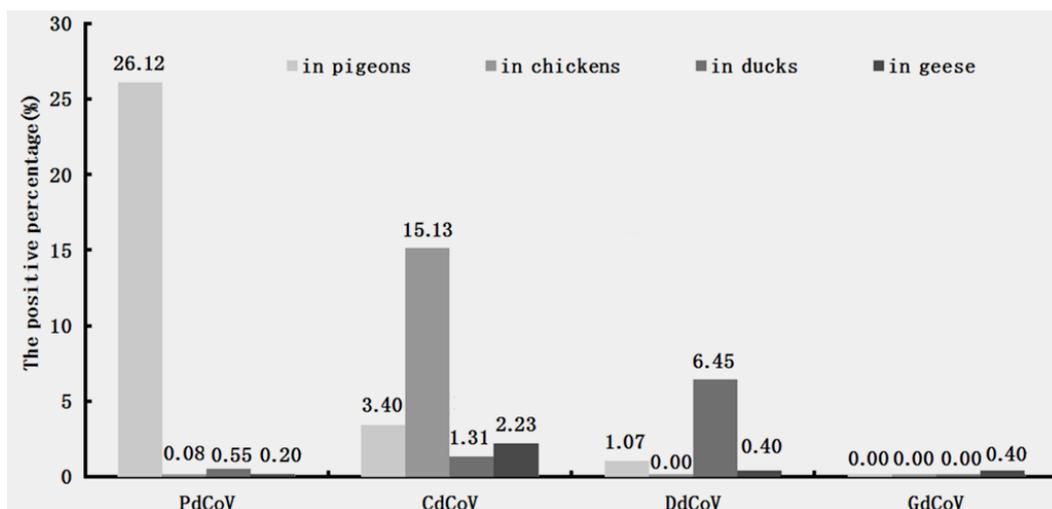
Fourth Electronic and open access with post-publication rating; cheap in printing and distribution; easy in content searching; free of charge in accessing the full texts; minimizing the negative effect of wrong peer review comments

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(2) The following is an example of making a hyperlink on “Figure 2” in the following paragraph pointing to Figure 2 at the end of this example.

As showed in [Figure 2](#), the positive percentage of PdCoVs in the samples of pigeons, 26.12% (146/559), was significantly higher than that in the samples of ducks (0.55%, 8/1444), chickens (0.08%, 2/2518), geese (0.20%, 1/494), with  $P < 0.01$  by the Chi-square test...

- Step 1. Place the cursor on the line above the figure of Figure 2.
- Step 2. Select "Bookmark" from the "Insert" tab in the "Links" group (Note: “Bookmark” may exist at another place in the menus of the WORD software), and the "Bookmark" dialog will appear.
- Step 3. Type the name of “Fig2” for the bookmark in the "Bookmark name:" field.
- Step 4. Select the words of “Figure 2” in the above paragraph using the cursor.
- Step 5. Select "Hyperlink" from the "Insert" tab in the "Links" group (Note: “Hyperlink” may exist at another place in the menus of the WORD software), and the " Hyperlink" dialog will appear.
- Step 6. Select the bookmark of “Fig2” as the target of the hyperlink.



(3) The following is an example of making a hyperlink on “1” at the end of the following paragraph pointing to Reference 1 at the end of this example.

Some Coronaviruses (CoVs) are highly dangerous to humans. For example, severe acute respiratory syndrome (SARS) CoV caused an epidemic in 2003 which resulted in 775 humans deaths. In recent years, Middle East respiratory syndrome (MERS) CoV has caused human infections in multiple countries and has claimed hundreds of human lives [\[1\]](#).

- Step 1. Select the “1.” In the reference placed at the end of this example using the cursor.
- Step 2. Select "Bookmark" from the "Insert" tab in the "Links" group (Note: “Bookmark” may exist at another place in the menus of the WORD software), and the "Bookmark" dialog will appear.
- Step 3. Type the name of “Ref1” for the bookmark in the "Bookmark name:" field.

- Step 4. Select the “1” at the end of the above paragraph using the cursor.
- Step 5. Select "Hyperlink" from the "Insert" tab in the "Links" group (Note: “Hyperlink” may exist at another place in the menus of the WORD software), and the "Hyperlink" dialog will appear.
- Step 6. Select the bookmark of “Ref1” as the target of the hyperlink.

Rota PA, Oberste MS, Monroe SS, Nix WA, Campagnoli R, Icenogle JP, et al. Characterization of a novel coronavirus associated with severe acute respiratory syndrome. *Science*. 2003; 300(5624): 1394-1399. PubMed PMID: 12730500.

## 11. Guidelines for Preparation of News Manuscripts

If you think your article published by Newpubli or Newpubli Express is of interests for common readers, you can submit a news manuscript describing your article in the format of news to Newpubli for publication. The news manuscript should be of no longer than 1200 words, no more than one figure or table, and no references. Each news manuscript should be of only one author who should be the corresponding author of your article. The news manuscript should be submitted within two weeks after your article has been published by Newpubli as a corrected preprint or formal article.

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