

Article format guide: Correspondence

Please follow the below specifications when writing a Correspondence or Reply article for *Nature Reviews**.

Manuscript file		
File types	<input type="checkbox"/>	Preferred file format is Microsoft Word (.docx, .doc or .rtf), LaTeX submissions are allowed (please discuss with the editor first) but we cannot accept PDF.
Title	<input type="checkbox"/>	Maximum 87 characters, including spaces. Abbreviations and punctuation should be avoided.
	<input type="checkbox"/>	A Reply to a Correspondence must be titled: Reply to [title of the correspondence article]
Author names	<input type="checkbox"/>	First name, middle initials (if applicable), last name; please check spelling. You may also include your name in non-Roman alphabets in parentheses after your name in English. For example, 'Mina Razzak (مینا رزاک)'. Currently supported scripts are: Arabic, Chinese, Cyrillic, Devanagari, Greek, Hebrew, Hangul, Japanese and Persian.
Affiliations	<input type="checkbox"/>	Department, Institution, City, State/province (if applicable), Country/Region. Please limit the number of affiliations, where possible, and ensure affiliations are clearly linked to the correct author.
Corresponding author	<input type="checkbox"/>	Name and email of corresponding author.
Main text	<input type="checkbox"/>	Max. 500 words.
	<input type="checkbox"/>	You can find resources for inclusive publishing here , including guidelines on inclusive language here .
	<input type="checkbox"/>	Two levels of headings are allowed. Ideal character limits are listed below: 1st heading: 32 characters, including spaces 2nd heading: 70 characters, including spaces
	<input type="checkbox"/>	Correspondence: The first paragraph must cite the original article
	<input type="checkbox"/>	Reply: The first paragraph must cite the original article and the Correspondence article
References	<input type="checkbox"/>	Max. 10 references. Please use the <i>Nature Reviews</i> reference style described below.
Acknowledgements	<input type="checkbox"/>	Optional. You can find our guidelines here .
Competing interests	<input type="checkbox"/>	Include in manuscript file; you will also be asked to complete this information during submission. You can find our policy here .
Display items		
Two display item (a table, figure or box) and/or supplementary information can be included at the editor's discretion. If agreed, supplementary information should be supplied as a single file and is not edited or redrawn.		

*Note that we only consider Correspondence to article originally published in the journal you are submitting to and that we encourage correspondents to first contact the authors of the paper directly, as this can often resolve matters if they arise from a simple misunderstanding.

Manuscript elements

Title

Abbreviations and punctuation should be avoided.

Affiliations

Our preference is to minimize the number of affiliations per author where possible. Affiliations should be limited to primary addresses or those that must be cited for funding reasons. Additional affiliations and/or funding information can be added to the Acknowledgements section. Each address should be a separate affiliation. Springer Nature remains neutral with regard to jurisdictional claims in published maps and institutional affiliations.

Headings

Headings should be used to subdivide text to help guide non-specialist readers.

References

Please keep the reference list as up to date as possible and avoid referring extensively to your own published work. Citations of personal communications should be kept to a minimum and not included in the reference list; written permission from the correspondent must be provided to the editor.

Papers in the numbered reference list must have been published or accepted for publication by a named publication or be available in a recognized preprint server.

For in-press articles, embargo times must be considered, and an e-mail confirming acceptance from the editors of the original research journal may be required. Meeting abstracts and presentations should be avoided but may be included at the editor's discretion.

References should be included as superscript numbers and cited sequentially in the following order: main text, tables, figures and then boxes. The numbered references should be listed at the end of the article in the following format:

1. Author, A. B. Title of the article. *Nat. Struct. Mol. Biol.* 7, 101–109 (2003).
2. Author, A. B. & Author, B. C. Title of the article. *Nat. Cell Biol.* 6, 123–131 (2001).
3. Author, A. B., Author, Z. X. & Author, B. C. Title of the article. *EMBO J.* 25, 3454–3461 (2006).
4. Author, A. B. in Title of Book (ed. Surname, I. N.) 75–98 (Publisher, 2000).

If a reference has six or more authors, only the first author should be listed followed by 'et al.'

Clinical trials should be cited as a reference using the following format:

5. US National Library of Medicine. ClinicalTrials.gov <https://clinicaltrials.gov/ct2/show/NCT01939899> (2016).

General websites can be provided in a 'Related links' box, but specific online articles should be cited as a reference using the following format:

6. Author. Title of online article. Website name http address (2015).

Preprints can be cited using the following format:

7. Author, A. B., Author, Z. Y. & Author, B. C. Title of the preprint. Preprint at <http://arxiv.org/abs/quant-ph/XXXXX> (2002)
8. Author, A. B., Author, Z. Y. & Author, B. C. Title of the preprint. Preprint at bioRxiv <https://doi.org/XXX> (2002)

The *Nature Reviews* style can be obtained for Endnote (see <http://www.endnote.com/support/enstyles.asp>).

Acknowledgements (optional)

The acknowledgement section can be used to thank anyone important in the publication of the work who does not qualify for authorship ([Authorship criteria here](#)) and to declare funders and grants if the publication is within the scope and directly arises from the grant. Please refer to the [Acknowledgment guidance](#) for more information.

Competing interests

In the interests of transparency, any competing interests must be declared both within the text of the article and via our web-based Manuscript Tracking System upon submission. A detailed explanation can be found in the [Nature journals' policy on competing interests](#).

Authors can decline to disclose their competing interests if they are bound by confidentiality agreements, but we will publish the fact that they have declined to provide information. At the *Nature Reviews* journals, competing interests will be disclosed to referees and will be published online and/or in print.

Supplementary information (optional)

Supplementary display items can be included at the editor's discretion if they add substantial value to the article. Supplementary items are not edited and supplementary figures are not redrawn by the journal, so authors are asked to ensure that they are accurately, clearly and succinctly presented. Supplementary items must be referred to in the main text, in the format Supplementary <Figure, Box, Table, Data or Video> <number>. For example, '(Supplementary Fig. 1)' or '(Supplementary video 1)'. They should be

submitted in a single document (with a single reference list that is distinct from that in the main text) where possible, and appear in the order of citation in the main text. Large spreadsheets and videos can be supplied separately.

File types

Please submit the text of your manuscript as a Microsoft Word file (.docx, .doc or .rtf) or LaTeX file, but not as a PDF. See 'Figures' section for more information on acceptable file formats for display items.

Display items

Only one display item can be included, and should be discussed with the editor first.

Tables

Tables should be provided as part of the article document. These display items should be clear and as simple as possible, have a short title, no legend (but footnotes are allowed), contain at least three columns of data and preferably fit on one portrait-oriented A4 page. We recommend maximum 7 columns if cells contain text and 11 columns if cells contain data. All cells must have an entry, footnotes may be used and definitions of all abbreviations must be provided. Please provide separate image files for tables which contain graphical content (for example, chemical structures).

Figures

Figures can include drawn schematics, photographs, histology slides, medical imaging scans, graphs models, and/or chemical structures. Each figure must be fully labelled, have a short title and have a concise legend that guides the reader through each component of the figure. All abbreviations must be defined in the legend.

Schematics will be redrawn and developed by our in-house team of art editors in consultation with the editor after the article has been peer reviewed. All common file formats are accepted. Multiple panels (designated a, b, c, and so on) can be included in a single figure. Please bear in mind the following when drafting your figures: be clear in what the figure is meant to show; avoid unnecessary imagery; have a logical flow of information; use colour consistently; and provide additional reference material if necessary. Please refer to [our style guide for conceptual figures](#) for more information.

Photographs should be supplied in at least 300 dpi resolution at their final published size. Ideally, please also provide clean versions of the photos with-out overlaying annotation in CMYK in the following image formats: JPEG, TIFF, PSD and EPS. We will need to obtain consent to use photographs in which individuals can be identified; please discuss this with the editor. Sensitive images will be included in the PDF and print versions of the article only (not the HTML version).

Unless you are showing trends, figures containing data (such as complex graphs) or anything classed as industry standard (including 3D-rendered elements) should be provided in vector format where possible: PDF, EPS or AI. Please discuss with your editor if you don't have vector files for these figures.

Chemical structures should be provided as native ChemDraw files (CDX). Please refer to our Style guide for [chemical structures](#) and [download the ChemDraw template](#).

Please refer to our guide to help you develop your [schematics](#) and [guide to help you submit high quality data figures](#) for more information.

Boxes

Boxes should be provided as part of the article document. These display items can be useful for explaining basic concepts or for providing peripheral discussions of interest. Boxes must have a short title, contain ideally between 200-500 words (in discussion with the editor) and may include an illustration, a table or equations. Subheadings and bullet points are also permitted. Footnotes may be used sparingly.

Videos

Videos can be included as supplementary information online. We support the following video formats: 3gp, asf, avi, flv, m1v, m2p, m2ts, m2v, m4a, m4v, mov, mp2, mp3, mp4, mpeg, mpg, mts, mxf, ogv, swf, wav, webm, wmv. The maximum file size supported is 2 GB.

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