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3. Development of Special issue
4. Managing Editor Form
5. Template Invitation Letter
6. Manuscript Submission Form

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Frontiers in Bioscience is a non-profit organization with the prime mission to foster science, education and research



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Dear Managing editor

I would like to thank you for accepting to become one of the managing editors of the Frontiers in Bioscience. As you noted from the letter that was sent to you, we are in the process of assembling the largest Encyclopedia of Bioscience and Medicine. This collection will ultimately contain 6000 manuscripts written by the most authoritative scientists in different fields of biology and medicine. Already, Frontiers in Bioscience is a major resource for scientific information and is one of the most eminent resource on the Web for obtaining the latest information in scientific advancement. Of course, this would not have been feasible without an orchestrated effort of so many dedicated scientists like you who can manage a part of the process. The unique feature of the encyclopedia is that its contents will be kept up-to-date by our managing editors and their team of contributing authors. We would like to welcome you to the elite group of our managing editors who are actively participating in crystallizing this vision. At present, nearly 500 scientists have been appointed as managing editors and we are certain that with so much enthusiasm and support that we have received, we can make our ambitious goals a reality.

We know that all of our managing editors are very busy and we will try, to the extent possible, to reduce any unnecessary burden on their heavy schedule. For this reason, please do not feel obligated to dedicate unmanageable blocks of time to this effort if you are busy writing manuscripts and grants. You can dedicate as much time to this endeavor as it is available to you. Included in this package you will find the information that you need to start the project. Using a template letter provided with the forms, you might propose to first inquire from well known and accomplished authors in your field whether they wish to contribute a manuscript in their area of expertise. Once you have the names of about 5-30 authors, you can then give the authors a deadline of about 6-12 months after you have received their acceptance letter to submit their manuscripts. You will note, however, that not everyone, because of their heavy schedule, will be able to meet the deadline. However, this will work to your advantage since you will not suddenly receive a large number of manuscripts that need to be peer reviewed. Once you have received a given manuscript you can get it peer reviewed. You can act as one of the reviewers and if you do not have time, two of the authors within your team can review the manuscript anonymously and return their critiques to you. Then, you send the comments and critiques to the corresponding author for revising the manuscript. Once you have the final revised manuscript and have accepted it, you can send it as attachment to this office (fbs@bioscience.org) for publication. Please send another E-mail indicating that the manuscript is being sent. You will receive an acknowledgment when any manuscript is received. Upon receiving the first accepted manuscript from you, we will create your special issue and will place the accepted manuscript within your issue. Authors, normally receive a first galley for correction and revision within 24-48 hours after the manuscript has been received from you and once corrected by the author, the final manuscript will be published in your issue. On the first day of the month of publication, each manuscript will be entered into databases of indexing services and will be assigned a PubMed and a DOI number. The manuscript will also be entered into Current Contents and other databases.

Your name in your issue will be linked to your editorial profile. This profile is provided in this package. Please take a moment to fill out the form and return it via Email. In addition to the profile, we need two additional pieces of information from you. Please provide a tentative title and a launch date for your issue. We will enter the information that you provide first into an offline database. Before your issue is launched, periodically, you will receive a letter requesting that if necessary, to update the information. If there is no change in the title or the launch date, you do not have to respond. However, if the title or the launch date of your issue are missing or have changed you can update the information. Once your issue is launched, your editorial profile and special issues will go online.

I am looking forward to getting the information from you so that we can initiate our attempt to smoothly organize your issue.

S Tabibzadeh, MD
Professor



FRONTIERS IN BIOSCIENCE

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ENCYCLOPEDIA OF BIOSCIENCE

Over the past decade, an "Encyclopedia of Bioscience" is being made in the Frontiers in Bioscience as a unique resource for scientists and physicians. Please visit this site at [<http://www.bioscience.org/current/special/subject.htm>]. So far, 500 managing editors [<http://www.bioscience.org/current/special/title.htm>] are contributing towards the establishment of this platform, creating unique special issues dealing with specific subjects. The unique feature of the articles appearing in these issues is that each manuscript will be periodically revised by the authors. This will insure that the content of Encyclopedia will remain up-to-date at all times. Each special issue includes 5-30 manuscripts authored by individuals recognized for their seminal work in special fields of biology and medicine. The encyclopedia currently holds over 2000 published manuscripts, however, it will ultimately include 6000 manuscripts. This unique resource will remain as a renewable scientific platform for all scientists. The topics of special issues of the Encyclopedia are, by and large, those funded by NIH, NSF and other funding agencies. Thus, in essence, manuscripts published in the special issues of the "Encyclopedia of Bioscience" are mostly reflective of lifetime achievements of scientists in their own specialized fields in medicine or bioscience.

MANAGING EDITORS OF THE FRONTIERS IN BIOSCIENCE

Entitlements

As a managing editor, you are entitled to also become the editor of the journal. When your issue is launched, your profile will be included on line at: [<http://www.bioscience.org/abdlst.htm> and] and [<http://www.bioscience.org/current/special/title.htm>]. Once your name is added to the database of managing editors, visitors can search for it online [<http://www.bioscience.org/current/special/titles.htm>]. As the managing editor of the journal, you will be able to freely express your ideas and opinions within "Editor Platform". Your name will become synonymous with the most authoritative voice on the Web since we will dedicate an entire site to you. You will be able to implement your own ideas and design features in your special issue which will contain the most referenced articles. You will also be able to link the issue to your own page on the Web and vice versa, publish meeting announcements, or other relevant information within your special issue. You can post jobs available in your laboratory in the classified ad section of FBS, free of charge. As an active member of managing editor team, you will receive a complimentary annual membership to the Frontiers in Bioscience that will give you an unlimited access to the electronic platforms of the journal and a lifetime member of managing editorial board of the FBS. Frontiers in Bioscience has a section that helps new scientists in their grant writing and in preparation of manuscripts. As a managing editor, the new investigators in your laboratory will get a special privilege for use of this unique service [<http://www.bioscience.org/services.htm>]. If your special issue is selected amongst the top three platforms, you will also receive an award. The awards will be announced in a ceremonial gathering of all managing editors which will be when the "Encyclopedia of Bioscience" is fully compiled. Prior to launch of your issue, if you wish, you can add your name as a managing editor form on line at [<http://www.bioscience.org/asp/search/cpanel/htm/cpanel.htm>]. To login, when clicking on the managing editor " please enter the following [Username: p37153137-1] [Password: M69805T2]. When logged in, on the top panel, click " Add New" and enter the editorial information. Then click " Save ". To instantly view your profile in the managing editor database online, please visit [<http://www.bioscience.org/asp/search/manage/htm/search.htm>] and in the search query box enter your name. If you have difficulty entering the information, the information will be entered into the database once the issue is launched.

Development of special issue

If you like to join, please send a letter of interest to [fbs@bioscience.org] so that the managing editor package can be sent to you. You can also easily access the package online at [<http://www.bioscience.org/forms.htm>]. After reviewing the package, please send your acceptance letter, the proposed title of your issue and a tentative launch date to [fbs@bioscience.org]. Once you have filled out the necessary information provided in the managing editor package, you can use a template letter in the package to first inquire from potential authors whether they wish to contribute manuscripts in their area of expertise. Once you have the acceptance of about 5-30 authors, you can then give the authors a deadline of about 6-12 months to submit their manuscripts to you. You will note, that not everyone, because of a heavy schedule, will be able to meet the deadline. However, this will work to your advantage since you will not suddenly receive a large number of manuscripts that need to be peer reviewed. Once you have received a given manuscript, you can get it peer reviewed. In case that you are too busy, you can assign the entire peer review process to this office. Otherwise, you can act as one of the reviewers and if you do not have time, two of the authors within your team can review the manuscript anonymously who will return their critiques to you. Then, you send the comments and critiques to the corresponding author for revising the manuscript. Once you have the final revised manuscript and have accepted it, you can send it to the editorial office of the Frontiers in Bioscience [fbs@bioscience.org] for publication.

Launch of special issue

Upon receiving the first accepted manuscript from you, your special issue will be created, your name will be linked to your profile and the accepted manuscript will be placed within your issue. As you send other manuscripts, these will be included in your issue until your issue is completed. Then, should you wish, you can provide a preface describing the content of your issue. This preface will be placed at the beginning of the table of contents of your issue.

Publication process

The entire publication process will be handled by the editorial office of the Frontiers in Bioscience. Authors, normally receive a galley within 24-48 hours after the manuscript has been received from you and once corrected by the author, the final manuscript will be published. On the date of citation, each manuscript will be entered into MEDLINE database and will be assigned a PubMed number. The manuscript will also be entered into Current Contents and other databases. All manuscripts published in Frontiers in Bioscience can be searched by FBS search engine [<http://www.bioscience.org/search/authors/htm/search.htm>] and at PubMed [<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?CMD=Search&DB=PubMed>]

We will be looking forward to your collaboration and contribution to this unique scientific resource.



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11. The manuscript will be entered into the database of PubMed and other indexing services on the date that appears on the first page of each published manuscript (Citation). For example, if the citation date appears as [Frontiers in Bioscience 12, xxxx-xxx, January 1, 2007] on the first page of published manuscript, the date of entry of the manuscript into the databases of indexing services will be on January 1, 2006.



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Dear Dr **Name of the contributing author**.

"Frontiers in Bioscience" is an eminent peer reviewed electronic biology and medical journal and virtual library on the Internet, dedicated to bringing the most up-to-date information to biologists and physicians. The manuscripts published in the "Frontiers in Bioscience" are cited by the *Index Medicus*, MEDLINE, Current Contents and other indexing services. We are creating an "Encyclopedia of Bioscience" that is dedicated to the assembly of the latest information of specific topics in biology and medicine. As the managing editor of the journal, I would like to invite you to contribute a manuscript to a special edition in this encyclopedia entitled "**indicate the title that you chose for the special edition**". The title that you may wish to consider is: "**Choose a tentative title, if you are familiar with the author's work**". We have planned for publication of these special issues on "**specify date**". Therefore, it is greatly appreciated if you would let me know as soon as possible whether you agree to cover this or a related subject. On average, each manuscript is 20-25 pages including the figures and tables. Upon publication, your manuscript will be included in the "Encyclopedia of Bioscience" which will ultimately contain nearly 6000 manuscripts. Once your manuscript has been accepted and published in the encyclopedia, we will encourage you to revise the manuscript in a year or two or whenever you feel that an adequate advance in science in the particular subject that you are covering warrants a revision of the on line manuscript. You may delete or add to your first published manuscript to prepare the revised manuscript. After peer review and acceptance of the revised manuscript, it will be assigned a new volume, page number and year. This version of the manuscript will substitute the older version of the manuscript which will be transferred to the previous issues of the journal. This mechanism will insure that the content of the encyclopedia will remain up-to-date and as a lasting treasure for the scientific community. Frontiers in Bioscience is extensively being accessed by scientists (>3x10⁶ hits per month, >1x10⁶ accessions per month and over 100,000 readers per year) and its content is being cited by many authors (impact factor 3.6). This wide distribution will insure that your scholarly contribution will be easily accessible to a large audience around the globe. In addition, if you wish, your manuscript will remain on-line in full text indefinitely, making it possible for any reader to access the information at any time. Please review the content of Frontiers in Bioscience (<http://www.bioscience.org>), the current issue (<http://www.bioscience.org/current/curriisu.htm>) and the Encyclopedia of Bioscience (<http://www.bioscience.org/current/special/encycl.htm>) online. Please also carefully review the guidelines to authors (<http://www.bioscience.org/guides/guidelin.htm>) and formatting instructions (<http://www.bioscience.org/guides/format.htm>) on line before submitting a manuscript.

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I will be looking forward to your favorable reply.

Cordially,

Your name

Managing Editor
Frontiers in Bioscience



Dear Name of the Author:

Please fill out this form if you intend to submit a manuscript for any of the following categories. This form will help us to assemble this special issue in a timely manner. **Please adhere to the date that you provide on this form.** Your cooperation is greatly appreciated.

Please specify the type of the manuscript that you will submit:

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• **Specific comments to the authors**

If the reviewer does not think that the data are novel, then appropriate references that prove this point should be listed in the "comments to authors" section. Similarly, if the reviewer finds problems with methodologies or the presented data, the specific comments regarding these aspects of the manuscript should be listed in the "comments to authors" section. If the reviewer feels that the presented data are novel, the methodologies have a sound basis and there is no specific problem with the presented data, then "Accepted" category will apply.