

Microbiology Insights

Manuscript Submission Guidelines

Table of Contents:

[1. Open Access](#)

[2. Article processing charge \(APC\)](#)

[3. What do we publish?](#)

[3.1 Aims & scope](#)

[3.2 Article types](#)

[3.3 Writing your paper](#)

[4. Editorial policies](#)

[4.1 Peer review policy](#)

[4.2 Authorship](#)

[4.3 Acknowledgements](#)

[4.4 Funding](#)

[4.5 Declaration of conflicting interests](#)

[4.6 Research ethics and patient consent](#)

[4.7 Clinical trials](#)

[4.8 Reporting guidelines](#)

[5. Publishing policies](#)

[5.1 Publication ethics](#)

[5.2 Contributor's publishing agreement](#)

[6. Preparing your manuscript](#)

[6.1 Word processing formats](#)

[6.2 Artwork, figures and other graphics](#)

[6.3 Supplementary material](#)

[6.4 Reference style](#)

[6.5 English language editing services](#)

[7. Submitting your manuscript](#)

[7.1 How to submit your manuscript](#)

[7.2 Title, keywords and abstracts](#)

[7.3 Information required for completing your submission](#)

[7.4 ORCID](#)

[7.5 Permissions](#)

[8. On acceptance and publication](#)

[8.1 SAGE Production](#)

[8.2 Online publication](#)

[8.3 Promoting your article](#)

[9. Further information](#)

[10. Appendix 1: Article Types](#)

This Journal is a member of the [Committee on Publication Ethics](#).

This Journal recommends that authors follow the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#) formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the journal's [submission site](#) to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of *Microbiology Insights* will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

1. Open Access

Microbiology Insights is an open access, peer-reviewed journal. Each article accepted by peer review is made freely available online immediately upon publication, is published under a Creative Commons license and will be hosted online in perpetuity. Publication costs of the journal are covered by the collection of article processing charges which are paid by the funder, institution or author of each manuscript upon acceptance. There is no charge for submitting a paper to the journal.

For general information on open access at SAGE please visit the [Open Access page](#) or view our [Open Access FAQs](#).

[\[Return to top\]](#)

2. Article processing charge (APC)

If, after peer review, your manuscript is accepted for publication, a one-time article processing charge (APC) is payable. This APC covers the cost of publication and ensures that your article will be freely available online in perpetuity under a Creative Commons license.

The article processing charge (APC) is \$1,848 USD for authors in North America and £1,399 for authors in all other countries.*

**The article processing charge (APC) is payable upon acceptance after peer review and is subject to value added tax (VAT) where applicable. If the paying author/institution is based in the European Union, to comply with European law, VAT must be added to the APC. Providing a VAT registration number will allow an institution to avoid paying this tax, except for UK institutions. Payments can be made in GBP or USD.*

[\[Return to top\]](#)

3. What do we publish?

3.1 Aims & scope

Before submitting your manuscript to *Microbiology Insights*, please ensure you have read the [Aims & Scope](#).

3.2 Article types

Microbiology Insights welcomes submissions of the following types:

1. Case Reports
2. Commentaries
3. Concise reviews
4. Editorials
5. Expert reviews
6. Images of interest
7. Letters to the Editor
8. Meeting reports
9. Methodologies
10. Original research
11. Perspectives
12. Reviews
13. Short commentaries
14. Short reports
15. Short reviews
16. Technical advances

For more information on the types of articles accepted, please see [Appendix 1: Article Types](#).

3.3 Writing your paper

The SAGE Author Gateway has some general advice and on [how to get published](#), plus links to further resources.

3.3.1 Making your article discoverable

When writing up your paper, think about how you can make it discoverable. The title, keywords and abstract are key to ensuring readers find your article through search engines such as Google. For information and guidance on how best to title your article, write your abstract and select your keywords, have a look at this page on the Gateway: [How to Help Readers Find Your Article Online](#)

[\[Return to top\]](#)

4. Editorial policies

4.1 Peer review policy

The journal's policy is to have manuscripts reviewed by two expert reviewers. *Microbiology Insights* utilizes a single-blind peer review process in which the reviewer's name and information is withheld from the author. All manuscripts are reviewed as rapidly as possible, while

maintaining rigor. Reviewers make comments to the author and recommendations to the Editor-in-Chief who then makes the final decision.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor / Board member will have no involvement in the decision-making process.

Microbiology Insights is committed to delivering high quality, fast peer-review for your paper, and as such has partnered with Publons. Publons is a third party service that seeks to track, verify and give credit for peer review. Reviewers for *Microbiology Insights* can opt in to Publons in order to claim their reviews or have them automatically verified and added to their reviewer profile. Reviewers claiming credit for their review will be associated with the relevant journal, but the article name, reviewer's decision and the content of their review is not published on the site. For more information visit the [Publons](#) website.

[\[Return to top\]](#)

4.2 Authorship

Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:

- (i) Made a substantial contribution to the concept or design of the work; or acquisition, analysis or interpretation of data,
- (ii) Drafted the article or revised it critically for important intellectual content,
- (iii) Approved the version to be published,
- (iv) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the [International Committee of Medical Journal Editors \(ICMJE\) authorship guidelines](#) for more information on authorship.

[\[Return to top\]](#)

4.3 Acknowledgements

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

4.3.1 Writing assistance

Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual's name, company and level of input – and identify the entity that paid for this assistance.

It is not necessary to disclose use of language polishing services.

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

[\[Return to top\]](#)

4.4 Funding

Microbiology Insights requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the [Funding Acknowledgements](#) page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

[\[Return to top\]](#)

4.5 Declaration of conflicting interests

It is the policy of *Microbiology Insights* to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please ensure that a 'Declaration of Conflicting Interests' statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'.

For guidance on conflict of interest statements, please see the [ICMJE recommendations](#).

[\[Return to top\]](#)

4.6 Research ethics and patient consent

Medical research involving human subjects must be conducted according to the [World Medical Association Declaration of Helsinki](#).

Submitted manuscripts should conform to the [ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative.

Please also refer to the [ICMJE Recommendations for the Protection of Research Participants](#)

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted. The journal has adopted the [Consensus Author Guidelines on Animal Ethics and Welfare for Veterinary Journals](#) published by the International Association of Veterinary Editors.

[\[Return to top\]](#)

4.7 Clinical trials

Microbiology Insights conforms to the [ICMJE requirement](#) that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

[\[Return to top\]](#)

4.8 Reporting guidelines

The relevant [EQUATOR Network](#) reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed [CONSORT](#) flow chart as a cited figure and the completed CONSORT checklist should be uploaded with your submission as a supplementary file. Systematic reviews and meta-analyses should include the completed [PRISMA](#) flow chart as a cited figure and the completed PRISMA checklist should be uploaded with your submission as a supplementary file. The [EQUATOR wizard](#) can help you identify the appropriate guideline.

Other resources can be found at [NLM's Research Reporting Guidelines and Initiatives](#).

[\[Return to top\]](#)

5. Publishing policies

5.1 Publication ethics

SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' [International Standards for Authors](#) and view the Publication Ethics page on the [SAGE Author Gateway](#).

5.1.1 Plagiarism

Microbiology Insights and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally,

we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

5.1.2 Prior publication

If material has been previously published, it is not generally acceptable for publication in a SAGE journal. However, there are certain circumstances where previously published material can be considered for publication. Please refer to the guidance on the [SAGE Author Gateway](#) or if in doubt, contact the Editor at the address given below.

5.2 Contributor's publishing agreement

Before publication SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. *Microbiology Insights* publishes manuscripts under [Creative Commons licenses](#). The standard license for the journal is Creative Commons by Attribution Non-Commercial (CC BY-NC), which allows others to re-use the work without permission as long as the work is properly referenced and the use is non-commercial. For more information, you are advised to visit [SAGE's OA licenses page](#).

Alternative license arrangements are available, for example, to meet particular funder mandates, made at the author's request.

[\[Return to top\]](#)

6. Preparing your manuscript

6.1 Word processing formats

The preferred format for your manuscript is Word. LaTeX files are also accepted. Word and (La)Tex templates are available on the [Manuscript Submission Guidelines](#) page of our Author Gateway.

[\[Return to top\]](#)

6.2 Artwork, figures and other graphics

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's [Manuscript Submission Guidelines](#)

Figures supplied in color will appear in color online.

[\[Return to top\]](#)

6.3 Supplementary material

This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc) alongside the full-text of the article. These will be subjected to peer-review alongside the article. For more information please refer to our guidelines on submitting supplementary files, which can be found within our [Manuscript Submission Guidelines](#) page.

[\[Return to top\]](#)

6.4 Reference style

Microbiology Insights adheres to the [AMA reference style](#). Please review the [guidelines on AMA](#) to ensure your manuscript conforms to this reference style.

If you use [EndNote](#) to manage references, you can download the [AMA output file here](#).

[\[Return to top\]](#)

6.5 English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal's specifications should consider using SAGE Language Services. Visit [SAGE Language Services](#) on our Journal Author Gateway for further information.

[\[Return to top\]](#)

7. Submitting your manuscript

7.1 How to submit your manuscript

To submit your manuscript to *Microbiology Insights*, follow the steps below. Please be sure to view our simple [presentation requirements](#) and ensure that references are formatted with [AMA reference style](#). You may find it useful to keep this page open during the submission process. To do this, [click here](#) to start the submission process on a new web browser window.

Instructions for submission:

1. Click through to the "[Submit a Paper](#)" page
2. On the first screen, provide your name and full contact details including email, mailing address and telephone numbers. You must also include your academic affiliations. Complete the anti-spam code and then click the orange button to continue.
3. On the second screen, provide details on your paper. Choose the journal you wish to submit your paper to and enter the title and abstract. Click the orange button to continue to the next screen.
4. Upload your manuscript and any associated files. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant). Please also ensure that you have obtained any necessary permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please see the Copyright and Permissions page on the SAGE Author Gateway. Verify that you have read our terms and conditions: these contain important points that you must be aware of. Click the orange button again.

5. Your submission is now complete. You will receive an email immediately confirming that our manuscript submission system has received your submission. Please take care to read this email fully. Completion of manuscript submission does not guarantee acceptance for peer review.
6. Following submission, you will be asked to provide contact details and academic affiliations for all co-authors and identify who is to be the corresponding author. These details must match what appears on your manuscript.

[\[Return to top\]](#)

7.2 Title, keywords and abstracts

Please supply a title, short title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on [How to Help Readers Find Your Article Online](#).

[\[Return to top\]](#)

7.3 Information required for completing your submission

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

[\[Return to top\]](#)

7.4 ORCID

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of [ORCID](#), the Open Researcher and Contributor ID. ORCID provides a persistent digital identifier that distinguishes researchers from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities ensuring that their work is recognized.

We encourage all authors to add their ORCIDs to their SAGE Track accounts and include their ORCIDs as part of the submission process. If you don't already have one you can create one [here](#).

[\[Return to top\]](#)

7.5 Permissions

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further

information including guidance on fair dealing for criticism and review, please visit our [Frequently Asked Questions](#) on the [SAGE Journal Author Gateway](#).

[\[Return to top\]](#)

8. On acceptance and publication

If your paper is accepted for publication after peer review, you will first be asked to complete the contributor's publishing agreement. Once your manuscript files have been checked for SAGE Production, the corresponding author will be asked to pay the article processing charge (APC) via a payment link. Once the APC has been processed, your article will be prepared for publication and can appear online within an average of 30 days. Please note that no production work will occur on your paper until the APC has been received.

[\[Return to top\]](#)

8.1 SAGE Production

Your SAGE Production Editor will keep you informed as to your article's progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate. Please note that if there are any changes to the author list at this stage all authors will be required to complete and sign a form authorizing the change.

[\[Return to top\]](#)

8.2 Online publication

One of the many benefits of publishing your research in an open access journal is the speed to publication. With no page count constraints, your article will be published online in a fully citable form with a DOI number as soon as it has completed the production process. At this time it will be completely free to view and download for all.

[\[Return to top\]](#)

8.3 Promoting your article

Publication is not the end of the process! You can help disseminate your paper and ensure it is as widely read and cited as possible. The SAGE Author Gateway has numerous resources to help you promote your work. Visit the [Promote Your Article](#) page on the Gateway for tips and advice. In addition, SAGE is partnered with Kudos, a free service that allows authors to explain, enrich, share, and measure the impact of their article. Find out how to [maximize your article's impact with Kudos](#).

[\[Return to top\]](#)

9. Further information

Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the *Microbiology Insights* editorial office as follows:

Christa Walker

Christa.Walker@sagepub.com

[\[Return to top\]](#)

10. Appendix 1: Article Types

Manuscript types eligible for submission are described below.

1. Case Report
 - Case reports present interesting or unusual examples of disease, side effects, symptoms, treatments, pathogenesis, or unusual circumstances in medicine and healthcare. Articles can be accompanied by pictures if necessary—these require informed patient consent to publish—and should contribute to the existing literature on the condition they report on. Manuscripts must present out of the ordinary cases.
2. Commentary
 - Commentaries discuss the findings, implications, and/or outcomes of specific research or wider research on a general topic. They elaborate on or offer original ideas about a specific paper or a widely-researched subject. Commentaries differ from reviews in that they present the author’s original ideas and suggestions instead of only collating and reporting the previous research.
3. Concise Review
 - These are similar to a review, but less elaborate and often sum up several studies in a more concise manner for easier reading and reference.
4. Editorial
 - Written by the Editor-in-Chief, deputy Editor-in-Chief, Guest Editor or Associate Editor of a journal, editorials are intended to inform readers of changes concerning the journal, or to introduce supplements, special issues, or new ideas relevant to the journal. In limited circumstances individuals other than the individuals listed here may propose an editorial topic if they wish.
5. Expert Review
 - These are similar to a review but are invited and are generally written by an opinion leader in the area.
6. Image of Interest
 - This submission type presents images supporting evaluation of a condition or diagnosis of an unusual case. The image may be pathologic or radiographic, and must be of high quality and illustrative of the full spectrum of the disorder. Your manuscript should contain a summary of the presentation, an indication of the features of the image leading to diagnosis or critical to the management of the condition. There should also be a discussion of the disease or diagnostic or therapeutic process. There may be no more than two figures and the word count excluding the abstract and references may be no more than 300 words.
7. Letter to the Editor
 - Letters to the editor can be submitted on any topic relevant to the journal and are usually in response to an article published in the journal. They can suggest new subjects to be incorporated by the journal or commend and review papers published in the journal. We recommend that individuals considering submitting

a letter to the editor should contact the editor in chief first to discuss their manuscript. Authors should be aware that letters to the editor are not always added to some databases/indexes. Where the editor in chief determines that a letter to the editor does not require peer review, a 50% discount on the journal's standard applicable article processing fee will apply. Otherwise the standard article processing fee will apply, except if the letter addresses an issue on a published paper typically addressed through an expression of concern or retraction; in such cases no fee will apply.

8. Meeting Report

- This manuscript type reports on a meeting with specific relevance to the journal it is submitted to. Meetings can be international or national conferences or institutional seminars.

9. Methodology

- Methodology manuscripts explain a new methodology or an improvement in existing methodologies in therapeutics techniques or medical procedures.

10. Original Research

- These should detail original experiments/research conducted by the authors. Any research on any topic is accepted, provided it falls within the aims and scope of the journal. Original research must add to scientific knowledge on the subject and must be completed in accordance with ethical principles. Research on humans or animals must have applicable ethical approvals.

11. Perspective

- Typically presenting an opinion based on practical experience, these manuscripts are similar to opinion articles, but stem from personal experience of the subject discussed. They can be written in response to other papers provided the author has relevant experience.

12. Review

- A review is a detailed examination including the benefits and drawbacks of a medicine, therapeutic technique, computer program, policy, or anything else appropriate to the journal. They are substantially composed of a report on previous research. Authors wishing to present original ideas in addition should choose the Commentary type. All journals accept unsolicited review manuscripts for peer review.

13. Short Commentary

- A short commentary is similar to a commentary but briefer at around 1,000 words excluding references.

14. Short Report

- Short reports present new research that adds to previous studies. This can be reporting on the reliability or unreliability of research or informing readers of new factors that may influence the outcome of the study. Authors must acknowledge the work they build upon including any unpublished sources. Manuscripts should be no longer than approximately 1,000 words excluding references.

15. Short Review

- A short review is similar to a review but briefer at around 1,000 words excluding references.

16. Technical Advance

- A broad-scoped category of manuscript reporting an advance within the journal's scope. New procedures, experiments, standard practices, or computational methods should be presented in technical advance articles. They report on significant advancements in technology that the reader will benefit from learning about.

[\[Return to top\]](#)