

FC3R Short Notes Guidelines

(2024 edition-v8.6)

In essence, the FC3R Short Notes is a platform that encourages open science, promotes robustness in research, minimizes redundancy, and reduces animal usage in experiments. It achieves these goals by providing visibility to unpublished results and protocols, in line with the 3Rs philosophy, which promotes the Replacement, Reduction, and Refinement of animals in research.

FC3R Short Notes overview

1. Purpose & Philosophy:

- Adheres to the **3Rs philosophy**, which promotes the Replacement, Reduction, and Refinement of animals in research.
- Aims to provide a platform to share **unpublished results and protocols**.
- Contributes to **open science**, reduces redundancy in experiments, and minimizes the use of animals.
- Enhances the **replicability** and **robustness** of future studies.
- **Not limited to animal experiments**. Also encompasses studies on **MPS** (Micro Physiological Systems), like **organoids**, **organs-on-chips (OOC)**, and other innovative research models.

2. Eligibility:

- **Original studies** or **replications/repetitions** with any kind of **results: positive, negative, or inconclusive**.
- Studies contributing to the **reduction** and/or **replacement** of animal models or products.

3. Submission Process:

- All submissions undergo an **editorial pre-review** to check basic criteria and quality.
- Following this, the Short Notes that meet the initial standards are sent to the **FC3R scientific committee** and/or **external experts** for a thorough review.

4. Submission Recommendations:

- Strongly recommends including **raw data**, codes, associated metadata, and any other useful information.

5. Evaluation will focus on:

- **experimental design**, **treatment of results** and **statistical analyses** to ensure accuracy, robustness, and validity of the study,
- the clarity of the **writing** and of the **figures**, and the **detailed reporting** of materials and methods used,

Evaluation will not consider perceived significance or impact - **authors should avoid overstating conclusions**.

6. Post-Acceptance:

- Once accepted, Short Notes will be referenced in the open archive [HAL](#).
- Each Short Note will be assigned a unique **Digital Object Identifier (DOI)**.

A- Style and Format of the Short Note

- **Files:** Should be ready for publication; they will not be copyedited.
- **Language:** Short Note must be submitted **in English**.
- **File format:** Accepted formats: FC3R Short Note (PDF) and if applicable Supplementary files (e.g., metadata, Excel, MP3 audio, MP4 movies, etc...).
- **Font:** Standard Arial font, size 10 with 1.15 line spacing. Exceptions: legends should use Arial font, size 8 with 1 line spacing.
- **Organization of Short Note:**
 - **Cover Page:** Title - maximum 200 characters; Authors, Affiliation, Abstract - maximum 200 words; 3 Keywords.
 - **Introduction/Results/Discussion:** Limit the combined sections to a maximum of 2000 words, with the Introduction advised not to exceed 500 words.
 - **Figures:** Two figures maximum, each figure can span up to one page with multiple panels. Figure legends should be included on the same page as their respective figure.
 - **Acknowledgments / References / Materials and Methods:** no size limitation for these sections.
- **Supplementary files section:** Upload separately the files.
- **Layout:** Single column text.
- **Page numbers:** Should be included in the manuscript and any attached documents.
- **Footnotes:** Not permitted.
- **Abbreviations:** Defined abbreviations upon their first appearance in the text. Non-standard abbreviations should be used at least three times in the text. Keep abbreviations to a minimum.
- **References:** “Vancouver” style (https://www.nlm.nih.gov/bsd/uniform_requirements.html).
- **Equations:** Recommend to use **MathType** for equations. If not possible, Equation Editor is acceptable.

B- Parts of the submission

The main Short Note PDF file should not exceed 10 MB and should contain the following sections in the requested order.

1. Cover page: Title / Authors / Affiliations / Abstract / Keywords

1.1. Title: Length: **200 characters max spaces included** - Specific, descriptive, concise, and comprehensible to readers outside the field. Arial 10 Bold.

1.2. Author list and affiliations

- Enter author names on the title page of the manuscript

- On the title page, write author names in the following order:
- First name (or initials, if used)
- Middle name (or initials, if used)
- Last name (surname, family name)
- Each author on the list must have an affiliation. The affiliation includes department, university, or organizational affiliation and its location, including city, state/province (if applicable), and country. If an author has multiple affiliations, enter all affiliations on the title page only. In the submission system, enter only the preferred or primary affiliation.
- Corresponding author - One corresponding author should be designated in the submission system as well as on the cover page. Include an email address on the title page of the manuscript.

1.3. Abstract should:

- Describe the main objective(s) of the study
- Explain how the study was done, including any model organisms used, without methodological details
- Summarize the most important results and their significance
- **Not exceed 200 words**
- **Abstracts should not include:**
 - Citations
 - Abbreviations, if possible

1.4. Keywords:

- Provide three important keywords that describe or enhance the understanding of the work and are not included in the title or abstract
- Ensure these keywords are consistent with those used in the form.
- The submitted form plays a crucial role in feeding search engines for indexing and enhancing online visibility. Specifically, the title, abstract, and Keywords within the form collectively contribute to this goal

2. Introduction / Results / Discussion (total max 2000 words)

2.1. Introduction should:

- Provide background that puts the manuscript into context and **allows readers outside the field to understand the purpose and significance of the study**. Note that this is a key consideration for reviewers
- Include a brief review of the key literature, define the problem addressed and why it is important
- Indicate any relevant controversies or disagreements in the field

- Conclude with a brief statement of the overall aim of the work and a comment about whether that aim was achieved
- Not exceed **500 words**, if possible

2.2. Results / Conclusion (optional)

This section(s) combined with the introduction (max 500word, if possible) cannot exceed **2000 words**. They may be separate or may be combined to create a mixed Results/Discussion section (commonly labeled “Results and Discussion”) or a mixed Discussion/Conclusions section (commonly labeled “Discussion”). These sections may be further divided into subsections, each with a concise subheading, as appropriate.

The language should be clear and concise. Together, these sections should describe the results of the experiments, the interpretation of these results, and the conclusions that can be drawn. FC3R short notes editorial decisions do not rely on perceived significance or impact, so authors should avoid overstating their conclusions.

3. Figures (2 maximum) and figure legends

The figures (2 maximum) must be prepared and arranged in several panels to form a one page per figure. The legend area is included in the page figure. Cite the figure parts in ascending numeric order upon first appearance in the manuscript file and in the legend. Use Arial 8 font for the caption.

At a minimum, include a concise, descriptive title, in your figure and table captions.

For the graphs, **dot plot representations are encouraged**.

4. Acknowledgments / Authors contributions / References / Materials and Methods

4.1. Acknowledgements

Those who contributed to the work but do not meet our authorship criteria should be listed in the Acknowledgments with a description of the contribution. Authors are responsible for ensuring that anyone named in the Acknowledgments agrees to be named. Indicate funding sources.

4.2. Authors contributions

When documenting the individual contributions of authors, use the following categories as applicable. Authors can be credited in all relevant categories:

- **Conceptualization:** Defining the main ideas and objectives.
- **Data curation:** Managing and organizing data.
- **Formal analysis:** Analyzing data using formal techniques.
- **Funding acquisition:** Securing financial support.
- **Investigation:** Conducting a detailed examination.
- **Methodology:** Establishing the methods used in the work.
- **Project administration:** Managing the project's administrative aspects.

- **Resources:** Providing materials, tools, or resources.
- **Supervision:** Overseeing the project.
- **Validation:** Confirming the accuracy and reliability of results.
- **Visualization:** Creating visual representations of data.
- **Writing – original draft:** Crafting the initial manuscript.
- **Writing – review & editing:** Refining and improving the manuscript.

Authors can choose to include all or some of these categories to accurately reflect their contributions.

4.3. References

Any and all available works can be cited in the reference list. Acceptable sources include:

- Published or accepted manuscripts
- Manuscripts on pre-print servers, if the manuscript is submitted to a journal and also publicly available as a pre-print Do not cite the following sources in the reference list:
- Unavailable and unpublished work, including manuscripts that have been submitted but not yet accepted (e.g., “unpublished work,” “data not shown”). Instead, include those data as supplementary material or deposit the data in a publicly available database and refer to a DOI or equivalent.
- Personal communications (these should be supported by a letter from the relevant authors but not included in the reference list)

References are listed at the end of the manuscript and numbered in the order that they appear in the text. In the text, cite the reference number in square brackets. FC3R short notes uses the numbered citation (citation-sequence) method and first six authors, et al. **References style** – Use “Vancouver” style. See details at <https://www.scribbr.fr/category/norme-vancouver/>

4.4. Materials and Methods (not limited in size)

This section is not limited in size and should provide **enough details to allow suitably skilled investigators to fully replicate your study or use it for meta-analysis**. We encourage authors to submit detailed protocols for newer or less well-established methods and specific information should be included in detail. If materials, methods, and protocols are well established, authors may cite articles where those protocols are described in detail, but the submission should include sufficient information to be understood independent of these references. The institutional protocol numbers or authorizations should be included here if applicable.

Quantification and statistical analyses should be detailed as well as sample size. Well designated guidance and resources related to the use and reporting of statistics are available through the dedicated Nature Portfolio web page (<https://www.nature.com/collections/qghhqm>).

Regarding code, authors should provide not only the source code used for data analysis or modeling but also documentation that explains how the code operates and how to use it. Relevant details might include the programming language, utilized libraries or frameworks,

input parameters, and software versions. If possible, the code should be made available in a public repository such as GitHub or as an online supplementary material, with a reference identifier (DOI) to ensure accessibility and traceability. This transparency not only facilitates replication of the study but also encourages further improvement and expansion of the code by the scientific community.

Metadata: We encourage to submit the Metadata as a supplemental file.

Animal/Human experiments: The institutional protocol numbers or authorizations should be included here if applicable. For any animal and all human experiments, the sex used must be indicated. If both males and females were used, the number from each sex must be indicated, and it must be indicated whether the sex was considered a factor in the statistical analysis of the data. If only one sex was used, the rationale for using only one sex must be indicated and justified. For cell culture experiments, the sex from which primary cell cultures or tissues were obtained must be indicated. The authors are also encouraged to include sex of cell lines. If cells or tissues from both sexes were used without regard to sex, this should be indicated.

4.5. Indicate the list of the additional information files

This section is important for linking supplemental files, names, descriptions, and to the files to the Short Note. Please list and describe them in the order of their appearance in your Short Note manuscript.

C- Supporting information and files

Authors can submit essential supporting files and multimedia files along with their manuscripts. All Supporting Information will be subject to peer review. All file types can be submitted, but files must be smaller than 10 MB in size. Authors may use almost any description as the item name for a Supporting Information file as long as it contains an “S” and number. For example, “S1 Appendix” and “S2 Appendix,” “S1 Table” and “S2 Table,” and so forth.

1. Supporting Information captions

List Supporting Information captions at the end of the file. Do not submit captions in a separate file. The file number and name are required in a caption, and we highly recommend including a one-line title as well. You may also include a legend in your caption, but it is not required.

2. Data reporting (Metadata)

We encourage to deposit in an appropriate public repository all data and related metadata underlying the findings reported in a submitted manuscript, unless already provided as part of the submitted article.

Repositories may be either subject-specific (where these exist) and accept specific types of structured data, or generalist repositories that accept multiple data types. We recommend that authors select repositories appropriate to their field. Repositories may be subject-specific (e.g., GenBank for sequences and PDB for structures), general, or institutional, as long as DOIs or accession numbers are provided and the data are at least as open as CC BY license (<https://creativecommons.org/licenses/by/4.0/>).

D. Copyediting manuscripts

Prior to submission, authors who believe their manuscripts would benefit from professional editing are encouraged to use language-editing and copyediting services. Obtaining this service is the responsibility of the author, and should be done before initial submission. These services can be found on the web using search terms like “scientific editing service” or “manuscript editing service.” Submissions are not copyedited before publication.

E. Striking image

You can choose to upload a “Striking Image”, in the submission interface, that we may use to represent your article online in places like the journal homepage, social media account or in search results. Striking images should ideally be high resolution, eye-catching, single panel images, and should ideally avoid containing added details such as text, scale bars, and arrows.

F. Publication

All short notes will be evaluated by the FC3R scientific committee and/or external experts on the basis of experimental design and statistics. The evaluation will not rely on perceived significance or impact. Corresponding author will be notified via email when the short note will be validated and posted online on our website and on HAL repository with a Digital Object Identifier (DOI) assigned.

G. Indexation

Properly completing the form is crucial for effective search engine indexing and maximizing online visibility. It is imperative that the Title, Abstract, and Keywords in the form match exactly with the Short Note manuscript. Furthermore, additional fields within the form may be utilized to further improve indexing and enhance online visibility.

H. FC3R Short Note Content Usage Policy

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