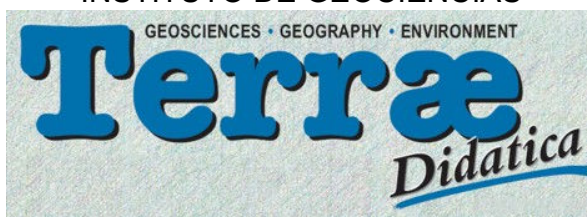




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Instructions for authors about Supplementary Material

Supplementary Material

This document provides guidelines for submission of **Supplementary Material (SM)**, including MS content, the type of files the journal can accept, the size restrictions for individual files, and how Supplementary Information should be presented.

Structure of Supplementary Material guidelines

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1. General information

Supplementary Material (SM) or Supplementary Information is every important material for completing or concluding a document that can not be entered in the online and printed versions. By definition, every SM of articles is peer-reviewed, but can not be included on TD pages for reasons of space or medium (e.g. animations, executable files, movie clips, or sound files).

A SM can not be edited, so the author must ensure a clear and concise presentation with appropriate text style and compliance with the published document. During SM processing for online publication, the standard formatting of the journal will be applied, but the content will remain unchanged.

SM is posted on the free part, available on the [Terra Didatica](#) website at the time of publication and may not be exclusively hosted on the authors' own sites for peer review or publication purposes. Even the author can not change it after the document has been accepted for publication. The publishers assume no responsibility for the maintenance of any links or email addresses provided in SM.

2. Contents

Supplementary Material is accepted in any section of the journal except Brief Communication. It is recommended to combine SM in a single PDF, which should be presented for download as the author wishes readers, editors and reviewers to read or consult.



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When organizing your “basic” SM in PDF for online publication, the author should not insert header, footer, or paging data into the document. Tables can be included in Supplementary Material only if they are unsuitable for formatting, such as large data sets or raw data unsuitable for Excel files. The following nomenclature is used to designate the set or parts of Supplementary Information:

1. Supplementary methods
2. Supplementary table (s)
3. Further discussion
4. Supplementary equation (s)
5. Additional note (s) (including notes clarifying statistical data or other figures)
6. Additional data

Some SM types (below) can not be presented as PDF for technical reasons or are best presented in an editable format. Provide these types of SM in one of the permitted formats as they will be published along with the PDF of the rest of the SM, and downloaded as individual files.

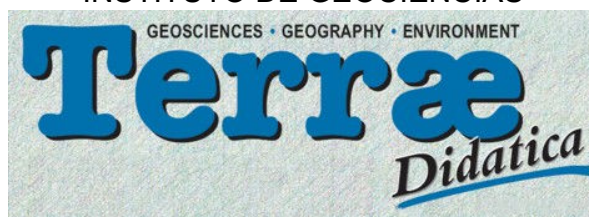
7. Supplementary video(s)
8. Additional audio (s)
9. Supplementary Video and Audio Legend (s): Provide separate captions (in editable document) or include them in the SM Guide, see below:

3. Hints for presenting SM

- Leave enough space, 2.5 cm in the top and bottom of the document, for headers and footers that will be inserted during the SM's internal processing by the magazine.
- Avoid references (bibliographies) within SM. They must be included in the manuscript that will originate the printed / online version.
- Number additional tables other than the numbering of printed / online tables (label the first table in SM as “Supplementary Table 1” and so on).
- Include an additional “SM Guide” text file called SM.doc, which should contain:
 1. A title for each file. For example, a single PDF can merge Supplementary Methods and Supplementary Notes; the SM should preferably be provided in a single file or with as few individual files as possible: Supplementary Table 1.
 2. A text summary for each file (no more than 50 words) that describes the contents of the file. Descriptions of individual tables must be provided if these items are sent as separate files.
 3. For SM presented in a single PDF, the description should indicate how many display items and what types of text are contained in the file. It should also provide an overview of the set of display items. The summaries of SM Guide will be displayed on the SM Online download link as a guide for readers.



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- For additional **video and audio files**, provide a one-phrase caption and a short caption (no more than 100 words and no references or citations) for each video / audio file. Include the information in a separate editable file (or include it in the MSGuide document) and not in the main MS in PDF.
- Ensure that individual MS parts (for example, videos) are referenced at least once in the printed version of the document, choosing the most appropriate location.

4. File Formats and Size

- Ensure that **file sizes** are as small as possible so users can quickly download them.
- **Images** must have a maximum size of 640 x 480 pixels (9 x 6.8 inches at 72 pixels per inch). The magazine will not accept more than ten files. Sound and video files and combined single PDFs can be up to 30 Mb per file, but the maximum cumulative size of all files can not exceed 150 Mb.
 - A Supplementary Material, or at least most of them, is expected to be considerably smaller than that.
- Files are accepted in any of the following formats:
 - Adobe Acrobat (.pdf) (preferred format)
 - MS Word Document (.doc, .docx)
 - Plain ASCII Text (.txt)
 - Rich Text Format (.rtf)
 - PostScript (.ps)
 - Encapsulated postscript (.eps)
 - HTML Document (.htm)
 - MS Excel Worksheet (.xls, .xlsx)
 - Video QuickTime (.mov) (preferred)
 - Audio File (.wav)
 - MPEG / MPG Animation (.mpg, .mp4, .mp3)
 - Systems Biology Markup Language (.sbml, .xml, .owl)
- For high-quality videos, use H.264 encoding, and 16: 9 aspect ratio (4: 3 is the second best alternative); do not squeeze the video. Videos will be rendered using proper platform; for recommendations and specifications for additional source files, see page: <http://support.brightcove.com/pt/docs/video-source-file-specifications-and-recommendations>
- If your file size exceeds the limits or if you can not upload in these formats, consult the publishers of the magazine.

5. Submission of Supplementary Material

- For initial submission, the MS can be sent online with the rest of the document through the online submission service.



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- When a document with MS is accepted, the final form of MS must be uploaded to the server through the online submission service. In addition to the MS files, load the SMGuide.doc as specified above.

6. Check-list for Supplementary Material

Check the following when sending MS:

1. Does the denomination of each piece of MS correspond to one of the nine categories above (“contents” item)?
2. Is the numbering system different from the one used in the printed / online version?
3. Are the formats among those accepted by the magazine?
4. Are the individual and cumulative file sizes within the allowed limits?
5. Does the submitted MS-DOS text file "Supplementary Material Guide.doc" contain the titles of each MS file, descriptive summaries, and video / audio captions and captions?

See also:

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