



# JOURNAL OF FORENSIC AND LEGAL MEDICINE

An International journal of Forensic and Legal Medicine

## AUTHOR INFORMATION PACK

### TABLE OF CONTENTS

●	<b>Description</b>	<b>p.1</b>
●	<b>Audience</b>	<b>p.1</b>
●	<b>Impact Factor</b>	<b>p.2</b>
●	<b>Abstracting and Indexing</b>	<b>p.2</b>
●	<b>Editorial Board</b>	<b>p.2</b>
●	<b>Guide for Authors</b>	<b>p.4</b>



ISSN: 1752-928X

### DESCRIPTION

Official journal of the [Faculty of Legal and Forensic Medicine](#).

The *Journal of Forensic and Legal Medicine* provides a forum for the rapid publication of topical articles on legal medicine and all clinical aspects of forensic medicine and related specialities. The Journal carries definitive reviews, original communications, hypotheses, learning points of important issues, offering critical analysis and scientific appraisal. All submissions are peer-reviewed by at least two independent reviewers, and the Journal is listed in MEDLINE/Index Medicus. All aspects of legal medicine, the coronial system and the medical principles of care and forensic assessment of living individuals, whether adult or child, in contact with the judicial system are examined and the Journal has a broad international perspective. Topics covered in the journal include, but are not necessarily limited to, the following, particularly with relevance to the clinical setting: forensic medicine, forensic pathology, forensic science, forensic toxicology, forensic odontology, forensic anthropology, forensic psychiatry, forensic genetics, death and care in custody, training, forensic nursing, occupational health of police, fitness to interview, death investigation and causes of death, forensic medicine national systems, human identification, entomology and palynology, taphonomy, mental health, criminology, profiling, child abuse and neglect, interpersonal violence, assault and injury, personal injury, elder abuse, domestic violence, sexual assault, suicide, parasuicide and deliberate self-harm, restraint injuries, drug and alcohol misuse, drink and drug driving, traffic medicine, transportation medicine, refugee and asylum medicine, medical law, medical ethics, euthanasia and end of life issues, consent, confidentiality, clinical negligence, professional regulation, patients' complaints procedures, medical disciplinary procedures, the coronial system, clinical governance, clinical risk management, clinical performance review procedures, criminal charges arising from clinical practice such as murder, manslaughter and indecent assault, the sick doctor, the validation, licensing and certification of doctors, mass disaster, war graves, torture, extra-judicial death, human rights

### AUDIENCE

Police Surgeons, Forensic Clinicians, Scientists, Psychiatrists, Pathologists, Odontologists and Nurses. Also Coroners, Prison Medical Officers, Criminologists, Lawyers, Police Officers, ER Staff and Armed Forces Medical Officers

## IMPACT FACTOR

---

2013: 0.989 © Thomson Reuters Journal Citation Reports 2014

## ABSTRACTING AND INDEXING

---

Cambridge Scientific Abstracts  
Criminal Justice Abstracts  
MEDLINE®  
EMBASE  
National Criminal Justice Reference Service  
Bibliography of Periodical Literature and International Bibliography of Book Reviews  
Forensic Science FORS  
Scopus

## EDITORIAL BOARD

---

### *Editor-in-Chief*

**J Payne-James**

### *Associate Editors*

**P. Chariot**, Bondy Cedex, France  
**C.M. Milroy**, Ottawa, Ontario, Canada

### *International Editorial Board*

**A. Aggrawal**, New Delhi, India  
**D. Alempijevic**, Belgrade, Serbia  
**W. Anderson**, Reading, UK  
**P. Beh**, Hong Kong, China  
**S. Black**, Dundee, Scotland, UK  
**T. Bleetman**, Northants, UK  
**J. Clark**, Glasgow, Scotland, UK  
**N. Clements**, Leeds, UK  
**D. Cusack**, Dublin, Ireland  
**M. Devin**, York, England, UK  
**J.V. Evans**, Ilkley, UK  
**G. Fernie**, Edinburgh, UK  
**J. Freedman**, Suffolk, England, UK  
**J. Gall**, Melbourne, VIC, Australia  
**P. Green**, London, UK  
**G. Gudjonsson**, London, UK  
**C. Hall**, Victoria, BC, Canada  
**V. Iacopino**, Henderson, Nevada, USA  
**A.W. Jones**, Stockholm, Sweden  
**S.E. Josse**, London, UK  
**K. Kennedy**, Galway, Ireland  
**A. Keogh**, Standish, UK  
**M. Kharoshah**, Cairo, Egypt  
**N.P. Lemos**, San Francisco, CA, USA  
**C. Lincoln**, Queensland, Northern Territory, Australia  
**P. Marks**, Leeds, UK  
**R.G. Menezes**, Mangalore, India  
**R. Metcalf**, Fort Worth, TX, USA  
**K. Nadesan**, New Lambton, NSW, Australia  
**M. Odell**, Victoria, VIC, Australia  
**O. Ozcalipsi**, Istanbul, Turkey  
**D.J. Pounder**, Dundee, Scotland, UK  
**D. Ranson**, Southbank, VIC, Australia  
**P. Saukko**, Turku, Finland  
**P. Schütte**, Norfolk, England, UK  
**R.D. Sheridan**, Salisbury, Wiltshire, England, UK  
**M. Stark**, London, England, UK  
**T. Thompson**, Middlesbrough, England, UK

**J.L. Thomsen**, Odense C, Denmark  
**K. Töró**, Budapest, Hungary  
**R. Tunbridge**, Crowthorne, UK  
**D. Vieira**, Coimbra, Portugal  
**G. Vilke**, San Diego, CA, USA  
**M. Welner**, New York, New York, USA  
**C. White**, Manchester, UK  
**A. Wilkinson**, Oxford, England, UK  
**A. Williams**, South Melbourne, VIC, Australia

## GUIDE FOR AUTHORS

---

### INTRODUCTION

#### *Types of paper*

The following types of articles will be considered for publication:

*Original Communication*: new research, previously unpublished.

*Review article*: detailed review of specific subject, backed up by full reference list and exploring all aspects of subject.

*Clinical Practice*: review backed up by relevant literature of specific aspects of clinical practice.

*Short Report*: new research or clinical issue, straightforward idea, simple methodology, concise take-home message.

*Case Reviews*: one or two related cases with specific message, backed up by broad review of related literature.

*Learning Point*: single case where outcome identifies or reinforces an important clinical, pathological or legal issue.

*Case Reports*: one or two related cases with specific unambiguous message that needs little discussion, small number of references.

*Personal View*: unreferenced, discursive paper on aspect of treatment, care, management that impacted directly on author.

*Leading Article*: invited article by an authority on a particular issue.

*Editorial*: topical polemic on an issue of the day, some commissioned, some submitted.

*Conference Report*: personal views of conferences, symposia or meetings of relevance to journal readership.

*Letter to the Editor*: comment or useful critique on material published in the journal. The decision to publish submitted letters rests purely with the Editor-in-Chief.

*Book Review*: review of relevant books which are not more than 2 years old. Unsolicited reviews will not usually be accepted, but suggestions for appropriate books for review should be sent to the Editor-in-Chief.

*Postcard*: unreviewed personal opinion on topical issues.

Consideration will be given by the Editor to other categories of article that do not fit into the above. Contact the Editor at [jasonpaynejames@aol.com](mailto:jasonpaynejames@aol.com) for any specific inquiries on these matters.

#### *Contact details for submission*

Authors should send queries concerning the submission process or journal procedures to [AuthorSupport@elsevier.com](mailto:AuthorSupport@elsevier.com). Authors can check the status of their manuscript within the review procedure using Elsevier Editorial System.

### BEFORE YOU BEGIN

#### *Ethics in publishing*

For information on Ethics in publishing and Ethical guidelines for journal publication see <http://www.elsevier.com/publishingethics> and <http://www.elsevier.com/journal-authors/ethics>.

#### *Human and animal rights*

If the work involves the use of animal or human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans <http://www.wma.net/en/30publications/10policies/b3/index.html>; EU Directive 2010/63/EU for animal experiments [http://ec.europa.eu/environment/chemicals/lab\\_animals/legislation\\_en.htm](http://ec.europa.eu/environment/chemicals/lab_animals/legislation_en.htm); Uniform Requirements for manuscripts submitted to Biomedical journals <http://www.icmje.org>. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

#### *Conflict of interest*

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then

please state this: 'Conflicts of interest: none'. See also <http://www.elsevier.com/conflictsofinterest>. Further information and an example of a Conflict of Interest form can be found at: [http://help.elsevier.com/app/answers/detail/a\\_id/286/p/7923](http://help.elsevier.com/app/answers/detail/a_id/286/p/7923).

### **Submission declaration**

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint, see <http://www.elsevier.com/postingpolicy>), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder.

### **Authorship**

All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.

### **Changes to authorship**

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts:

*Before the accepted manuscript is published in an online issue:* Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure as described above. Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) publication of the accepted manuscript in an online issue is suspended until authorship has been agreed.

*After the accepted manuscript is published in an online issue:* Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

### **Article transfer service**

This journal is part of our Article Transfer Service. This means that if the Editor feels your article is more suitable in one of our other participating journals, then you may be asked to consider transferring the article to one of those. If you agree, your article will be transferred automatically on your behalf with no need to reformat. Please note that your article will be reviewed again by the new journal. More information about this can be found here: <http://www.elsevier.com/authors/article-transfer-service>.

### **Unpublished material**

Material in unpublished letters and manuscripts is also protected and must not be published unless permission has been obtained.

### **Copyright**

This journal offers authors a choice in publishing their research: Open access and Subscription.

### **For subscription articles**

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (for more information on this and copyright, see <http://www.elsevier.com/copyright>). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations (please consult <http://www.elsevier.com/permissions>). If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases: please consult <http://www.elsevier.com/permissions>.

### *For open access articles*

Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (for more information see <http://www.elsevier.com/OAauthoragreement>). Permitted reuse of open access articles is determined by the author's choice of user license (see <http://www.elsevier.com/openaccesslicenses>).

### **Retained author rights**

As an author you (or your employer or institution) retain certain rights. For more information on author rights for:

Subscription articles please see <http://www.elsevier.com/journal-authors/author-rights-and-responsibilities>.  
Open access articles please see <http://www.elsevier.com/OAauthoragreement>.

### **Role of the funding source**

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

### **Funding body agreements and policies**

Elsevier has established agreements and developed policies to allow authors whose articles appear in journals published by Elsevier, to comply with potential manuscript archiving requirements as specified as conditions of their grant awards. To learn more about existing agreements and policies please visit <http://www.elsevier.com/fundingbodies>.

### **Open access**

This journal offers authors a choice in publishing their research:

#### **Open access**

- Articles are freely available to both subscribers and the wider public with permitted reuse
- An open access publication fee is payable by authors or their research funder

#### **Subscription**

- Articles are made available to subscribers as well as developing countries and patient groups through our access programs (<http://www.elsevier.com/access>)
- No open access publication fee

All articles published open access will be immediately and permanently free for everyone to read and download. Permitted reuse is defined by your choice of one of the following Creative Commons user licenses:

**Creative Commons Attribution-NonCommercial-ShareAlike (CC BY-NC-SA):** for non-commercial purposes, lets others distribute and copy the article, to create extracts, abstracts and other revised versions, adaptations or derivative works of or from an article (such as a translation), to include in a collective work (such as an anthology), to text and data mine the article, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, do not modify the article in such a way as to damage the author's honor or reputation, and license their new adaptations or creations under identical terms (CC BY-NC-SA).

**Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND):** for non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

Elsevier has established agreements with funding bodies, <http://www.elsevier.com/fundingbodies>. This ensures authors can comply with funding body open access requirements, including specific user licenses, such as CC BY. Some authors may also be reimbursed for associated publication fees. If you need to comply with your funding body policy, you can apply for the CC BY license after your manuscript is accepted for publication.

To provide open access, this journal has a publication fee which needs to be met by the authors or their research funders for each article published open access.

Your publication choice will have no effect on the peer review process or acceptance of submitted articles.

The open access publication fee for this journal is **\$3,000**, excluding taxes. Learn more about Elsevier's pricing policy: <http://www.elsevier.com/openaccesspricing>.

### **Language (usage and editing services)**

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's WebShop (<http://webshop.elsevier.com/languageediting/>) or visit our customer support site (<http://support.elsevier.com>) for more information.

### **Submission**

Our online submission system guides you stepwise through the process of entering your article details and uploading your files. The system converts your article files to a single PDF file used in the peer-review process. Editable files (e.g., Word, LaTeX) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

#### *Submit your article*

Please submit your article via <http://ees.elsevier.com/jflm>

#### *Review Policy*

As this journal has adopted a double blind reviewing policy, **please remove all identifying features** from the paper itself by ensuring that no author's name appears in the main text, in-text citations, reference list, or any running header. Author information should *only* be included in the title page.

## **PREPARATION**

### *Subdivision - unnumbered sections*

Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

Headings for experimental papers should follow the usual conventions: Introduction, Methods, Results, Discussion, Acknowledgments. Other papers may be subdivided as the authors desire. The use of headings enhances readability.

### **Essential title page information**

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that phone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. Contact details must be kept up to date by the corresponding author.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

### **Abstract**

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

### **Graphical abstract**

Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. See <http://www.elsevier.com/graphicalabstracts> for examples.

Authors can make use of Elsevier's Illustration and Enhancement service to ensure the best presentation of their images and in accordance with all technical requirements: [Illustration Service](#).

### **Highlights**

Highlights are mandatory for this journal. They consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point). See <http://www.elsevier.com/highlights> for examples.

### **Keywords**

Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

### **Abbreviations**

Avoid abbreviations in the title and abstract. All unusual abbreviations should be fully explained at their first occurrence in the text.

### **Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

### **Nomenclature and units**

Proprietary names of drugs, instruments etc. should be indicated by the use of initial capital letters. All measurements should be expressed in SI or SI-derived units.

### **Artwork**

#### *Electronic artwork*

#### *General points*

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the printed version.
- Submit each illustration as a separate file.

A detailed guide on electronic artwork is available on our website:

<http://www.elsevier.com/artworkinstructions>

**You are urged to visit this site; some excerpts from the detailed information are given here.**

#### *Formats*

If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.

Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings, embed all used fonts.

TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.



TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

**Please do not:**

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

Where illustrations must include recognisable individuals, living or dead and of whatever age, great care must be taken to ensure that consent for publication has been given. It is the authors' responsibility to obtain written permission to reproduce borrowed material (illustrations and tables) from the original publishers and authors.

*Color artwork*

Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color online (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. **For color reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article.** Please indicate your preference for color: in print or online only. For further information on the preparation of electronic artwork, please see <http://www.elsevier.com/artworkinstructions>.

Please note: Because of technical complications that can arise by converting color figures to 'gray scale' (for the printed version should you not opt for color in print) please submit in addition usable black and white versions of all the color illustrations.

**Illustration services**

Elsevier's WebShop (<http://webshop.elsevier.com/illustrationservices>) offers Illustration Services to authors preparing to submit a manuscript but concerned about the quality of the images accompanying their article. Elsevier's expert illustrators can produce scientific, technical and medical-style images, as well as a full range of charts, tables and graphs. Image 'polishing' is also available, where our illustrators take your image(s) and improve them to a professional standard. Please visit the website to find out more.

**Tables**

Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules.

**Web references**

Refrain from using *online references* if possible. When referring to internet sources, for example Wikipedia, please state so clearly, and indicate if this information can be checked and on which date you visited this online source.

*Reference style*

*Text:* Indicate references by superscript numbers in the text. The actual authors can be referred to, but the reference number(s) must always be given.

*List:* Number the references in the list in the order in which they appear in the text.

*Examples:*

Reference to a journal publication:

1. Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. *J Sci Commun* 2010;**163**:51–9.

Reference to a book:

2. Strunk Jr W, White EB. *The elements of style*. 4th ed. New York: Longman; 2000.

Reference to a chapter in an edited book:

3. Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. *Introduction to the electronic age*, New York: E-Publishing Inc; 2009, p. 281–304.

Note shortened form for last page number. e.g., 51–9, and that for more than 6 authors the first 6 should be listed followed by 'et al.' For further details you are referred to 'Uniform Requirements for Manuscripts submitted to Biomedical Journals' (*J Am Med Assoc* 1997;**277**:927–34) (see also [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)).

### **Video data**

Elsevier accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include links to these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the files in one of our recommended file formats with a preferred maximum size of 50 MB. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect: <http://www.sciencedirect.com>. Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our video instruction pages at <http://www.elsevier.com/artworkinstructions>. Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.

### **AudioSlides**

The journal encourages authors to create an AudioSlides presentation with their published article. AudioSlides are brief, webinar-style presentations that are shown next to the online article on ScienceDirect. This gives authors the opportunity to summarize their research in their own words and to help readers understand what the paper is about. More information and examples are available at <http://www.elsevier.com/audioslides>. Authors of this journal will automatically receive an invitation e-mail to create an AudioSlides presentation after acceptance of their paper.

### **Supplementary data**

Elsevier accepts electronic supplementary material to support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, high-resolution images, background datasets, sound clips and more. Supplementary files supplied will be published online alongside the electronic version of your article in Elsevier Web products, including ScienceDirect: <http://www.sciencedirect.com>. In order to ensure that your submitted material is directly usable, please provide the data in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. For more detailed instructions please visit our artwork instruction pages at <http://www.elsevier.com/artworkinstructions>.

### **Submission checklist**

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.

#### **Ensure that the following items are present:**

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address
- Phone numbers

All necessary files have been uploaded, and contain:

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been 'spell-checked' and 'grammar-checked'
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)

Printed version of figures (if applicable) in color or black-and-white

- Indicate clearly whether or not color or black-and-white in print is required.
- For reproduction in black-and-white, please supply black-and-white versions of the figures for printing purposes.

For any further information please visit our customer support site at <http://support.elsevier.com>.

### *Submission of figures, tables and captions*

Please note: Figures and their corresponding captions can be submitted together in a single file within EES. Tables and their corresponding captions can also be submitted together in a single file within EES. Please select the appropriate option(s) in the submission items drop down list.

## **AFTER ACCEPTANCE**

### *Availability of accepted article*

This journal makes articles available online as soon as possible after acceptance. This concerns the accepted article (both in HTML and PDF format), which has not yet been copyedited, typeset or proofread. A Digital Object Identifier (DOI) is allocated, thereby making it fully citable and searchable by title, author name(s) and the full text. The article's PDF also carries a disclaimer stating that it is an unedited article. Subsequent production stages will simply replace this version.

### **Use of the Digital Object Identifier**

The Digital Object Identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they have not yet received their full bibliographic information. Example of a correctly given DOI (in URL format; here an article in the journal *Physics Letters B*):

<http://dx.doi.org/10.1016/j.physletb.2010.09.059>

When you use a DOI to create links to documents on the web, the DOIs are guaranteed never to change.

### **Online proof correction**

Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors.

If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF.

We will do everything possible to get your article published quickly and accurately. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

### **Offprints**

The corresponding author, at no cost, will be provided with 25 free paper offprints, or, alternatively, a personalized link providing 50 days free access to the final published version of the article on [ScienceDirect](#). This link can also be used for sharing via email and social networks. For an extra charge, more paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's WebShop (<http://webshop.elsevier.com/myarticleservices/offprints>). Authors requiring printed copies of multiple articles may use Elsevier WebShop's 'Create Your Own Book' service to collate multiple articles within a single cover (<http://webshop.elsevier.com/myarticleservices/booklets>).

### **Author orders**

When your article is published, you can commemorate your publication with printed author copies of the journal issue, customized full-color posters, extra offprints, and more. Please visit <http://webshop.elsevier.com> to learn more.

## **AUTHOR INQUIRIES**

You can track your submitted article at [http://help.elsevier.com/app/answers/detail/a\\_id/89/p/8045/](http://help.elsevier.com/app/answers/detail/a_id/89/p/8045/). You can track your accepted article at <http://www.elsevier.com/trackarticle>. You are also welcome to contact Customer Support via <http://support.elsevier.com>.

© Copyright 2014 Elsevier | <http://www.elsevier.com>