



MULTIPLE SCLEROSIS AND RELATED DISORDERS

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

●	Description	p.1
●	Audience	p.1
●	Abstracting and Indexing	p.1
●	Editorial Board	p.2
●	Guide for Authors	p.4



ISSN: 2211-0348

DESCRIPTION

Multiple Sclerosis is an area of ever expanding research and escalating publications. *Multiple Sclerosis and Related Disorders* is a wide ranging international journal supported by key researchers from all neuroscience domains that focus on MS and associated disease of the **central nervous system**. The primary aim of this new journal is the rapid publication of high quality original research in the field. Important secondary aims will be timely updates and editorials on important scientific and clinical care advances, controversies in the field, and invited opinion articles from current thought leaders on topical issues. One section of the journal will focus on teaching, written to enhance the practice of community and academic neurologists involved in the care of MS patients. Summaries of key articles written for a lay audience will be provided as an on-line resource.

A team of four chief editors is supported by leading section editors who will commission and appraise original and review articles concerning: clinical neurology, neuroimaging, neuropathology, neuroepidemiology, therapeutics, genetics / transcriptomics, experimental models, neuroimmunology, biomarkers, neuropsychology, neurorehabilitation, measurement scales, teaching, neuroethics and lay communication.

The journal will publish the following types of articles: Reviews; Original Research Articles; Editorials; Comment; Clinical Trial papers; Letter to the Editors; Case Reports; Book reviews; News. The [submission](#) of an on-line summary of selected papers of relevance for lay audience, Teaching Lessons and supporting images and datasets is also encouraged.

AUDIENCE

All branches of neuroscience: clinical neurologists, neurophysiologists, geneticists, psychologist, molecular biologists, MRI and allied imaging specialists, immunologists, major pharmaceutical companies, ethical and legal specialists, MS specialist nurses, drug trial nurses.

ABSTRACTING AND INDEXING

Google Scholar®
EMBASE
Scopus

EDITORIAL BOARD

Editors in Chief

B. Banwell, Div. of Neurology, The Children's Hospital of Philadelphia, 34th Street and Civic Center Boulevard, Philadelphia, 19104, Pennsylvania, USA

G. Giovannoni, Centre for Neuroscience and Trauma, Barts and the London School of Medicine and Dentistry, 4 Newark Street, London, E1 2AT, UK

C.H. Hawkes, Centre for Neuroscience and Trauma, Barts and the London School of Medicine and Dentistry, 4 Newark Street, London, E1 2AT, UK

F. Lublin, Icahn School of Medicine, Corinne Goldsmith Dickinson Center for MS, Mount Sinai Hospital, 5 East 98th Street, New York, 10029, New York, USA

Section Editors

Experimental Models

S. Amor, Vrije Universiteit Medisch Centrum (VUMC), Amsterdam, Netherlands

Epidemiology

A. Ascherio, Harvard School of Public Health, Boston, Massachusetts, USA

Neuro-ophthalmology

L.J. Balcer, University of Pennsylvania School of Medicine, Philadelphia, Pennsylvania, USA

Infection

J.R. Berger, University of Pennsylvania, Philadelphia, Pennsylvania, USA

Neuroethics

J.L. Bernat, Dartmouth Hitchcock Medical Center, Lebanon, New Hampshire, USA

Pediatric MS

R. Dale, University of Sydney, Sydney, New South Wales, Australia

Biomarkers

F. Deisenhammer, Medizinische Universität Innsbruck, Innsbruck, Austria

Genetics / transcriptomics

R.Q. Hintzen, Erasmus MC: Universitair Medisch Centrum Rotterdam, Rotterdam, Netherlands

Measurement / quality of life

J.C. Hobart, Peninsula Medical School, Plymouth, UK

Teaching

B.M. Keegan, Mayo Clinic, Rochester, Minnesota, USA

Rehabilitation

J. Kesselring, Universität Zürich, Zürich, Switzerland

Clinical Neurology

J.-I. Kira, Kyushu University, Fukuoka, Japan

Psychology and Fatigue

D. Langdon, Royal Holloway, University of London, Egham, UK

Stem Cell Research

G. Martino, San Raffaele Institute, Milano, Italy

Therapy

A. Miller, Mount Sinai School of Medicine, New York, New York, USA

Immunology

F.T. Sellebjerg, Copenhagen University Hospital, Copenhagen, Denmark

Imaging

J. Wolinsky, University of Texas at Houston Health Sciences Center, Houston, Texas, USA

Neuropathology

W Brück, Georg-August Universität Göttingen, Göttingen, Germany

Lay Summaries

A. Thomson, Barts and the London Queen Mary's School of Medicine and Dentistry, London, England, UK

Editorial Board

V. Brinar, University of Zagreb, Zagreb, Croatia

H. Butzkueven, Royal Melbourne Hospital, Melbourne, Victoria, Australia

J. Correale, Institute for Neurological Research Dr. Raul Carrea, Buenos Aires, Argentina

O. Fernandez, Hospital Regional Universitario Carlos Haya, Málaga, Spain

H.-P. Hartung, Heinrich-Heine-Universität Düsseldorf, Düsseldorf, Germany

E. Havrdova, Charles University in Prague, Prague 2, Czech Republic

L. Kappos, Universitätsspital Basel, Basel, Switzerland

N. Koch-Henriksen, Aarhus University Hospital in Aalborg, Aalborg, Denmark

P. Li, Queen Elizabeth Hospital (Hong Kong), Hong Kong, Hong Kong

J. Losy, Poznan University of Medical Sciences, Poznan, Poland

C. Lubetzki, Université Pierre et Marie Curie, Sorbonne Universités, Paris cedex 13

M.A. Macías, Universidad de Guadalajara, Guadalajara, Mexico

A.H. Maghzi, University of California at San Francisco (UCSF), San Francisco, California, USA

A. Miller, Carmel Medical Center, Haifa, Israel

N. Prayoonwiwat, Mahidol University, Bangkok, Thailand

T. Saida, Institute of Neurotherapeutics, Kyoto, Japan

B.S. Singhal, Bombay Hospital Institute of Medical Sciences, Mumbai, India

S. Sveinbjornsdottir, Landspítali University Hospital, Reykjavik, Iceland

J. Toro, Fundación Santa Fe de Bogotá, Bogotá, Colombia

C.-P. Tsai, National Yang-Ming University, Taipei, Taiwan

L. Vécsei, University of Szeged, Szeged, Hungary

E. Willoughby, Auckland City Hospital, Auckland, New Zealand

B. Yamout, American University of Beirut (AUB), Beirut, Lebanon

GUIDE FOR AUTHORS

Your Paper Your Way

We now differentiate between the requirements for new and revised submissions. You may choose to submit your manuscript as a single Word or PDF file to be used in the refereeing process. Only when your paper is at the revision stage, will you be requested to put your paper in to a 'correct format' for acceptance and provide the items required for the publication of your article.

To find out more, please visit the Preparation section below.

INTRODUCTION

Types of article

Original Research Articles

Full length research papers will not normally be more than 3500 words in length from the Introduction through the Discussion section and will preferably be shorter. Submission of a paper to Multiple Sclerosis and Related Disorders will be held to imply that it represents original research not previously published (except in the form of an abstract or preliminary report), that it is not being considered for publication elsewhere, and that if accepted by Multiple Sclerosis and Related Disorders it will not be published elsewhere in the same form in any language without the consent of the Publisher. Major papers of topical content will be given priority in publication.

Book Reviews

These are normally submitted by the Book Review Editors, but they welcome suggestions of books for review.

Case Reports

Case reports should detail the clinical, laboratory and neuroimaging features of informative patients. Informative patients should provide insights that inform on genetic contributions to disease, rare clinical manifestations, novel laboratory or imaging features, or highlight important concepts in the differential of MS and related disorders. Case reports should be approximately 1200 words, and should have no more than five key references

Comment

Comments should focus on specific issues relevant to MS and related disorders, or should discuss recent publications. Comments should be less than 800 words and should reference the article(s) upon which the commentary is based.

Clinical Trial papers

Manuscripts detailing the results of clinical trials in MS and related disorders are encouraged. The trial methodology should account for all screened participants, and analyses should observe an intention-to-treat model where appropriate. All sources of funding for the study must be disclosed, and the involvement of the study sponsor must be detailed. Clinical trial manuscripts should be a maximum of 3500 words.

Editorials

The Editors welcome suggestions for editorials which give personal and topical views on subjects within the Journal's area of interest. They should not normally exceed 1500 words in total, including references.

Letters to the Editors

These normally refer to articles previously published in the Journal. The Editors are also willing to consider letters on subjects of direct relevance to the Journal's interest. Letters should not exceed 1000 words in total and, where appropriate, must begin with the reference to the published article about which the author is commenting. Research letters should be submitted as 'letter to the Editors'

Review Articles

Review papers are normally 4000-5000 words in total. Authors are advised to consult one of the Editors with an outline before submitting a review.

Contact details for submission

Authors may send queries concerning the submission process, manuscript status, or journal procedures to the Editorial Office at:

MSARD, Editorial Office, ELSEVIER.

E-mail: msard@elsevier.com

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; 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.

Checklist for reporting and reviewing studies of experimental animal models of multiple sclerosis and related disorders

The guide, reported here, is intended to act as a checklist to aid both authors and referees of manuscripts, just as the Consolidated Standards of Reporting Trials (CONSORT) guidelines are a compulsory part of reporting clinical trials.

Please click here for the [checklist](#) and the [complete article](#) by Sandra Amor and David Baker.

Conflict of interest

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. 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.

Submission declaration and verification

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 in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service CrossCheck <http://www.elsevier.com/editors/plagdetect>.

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.

Clinical trial results

In line with the position of the International Committee of Medical Journal Editors, the journal will not consider results posted in the same clinical trials registry in which primary registration resides to be prior publication if the results posted are presented in the form of a brief structured (less than 500

words) abstract or table. However, divulging results in other circumstances (e.g., investors' meetings) is discouraged and may jeopardise consideration of the manuscript. Authors should fully disclose all posting in registries of results of the same or closely related work.

Reporting clinical trials

Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram can be found on <http://www.consort-statement.org>.

Registration of clinical trials

Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>) recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

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 **\$2500**, 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.

Informed consent and patient details

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in an Elsevier publication. Written consents must be retained by the author and copies of the consents or evidence that such consents have been obtained must be provided to Elsevier on request. For more information, please review the *Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals*, <http://www.elsevier.com/patient-consent-policy>. Unless

you have written permission from the patient (or, where applicable, the next of kin), the personal details of any patient included in any part of the article and in any supplementary materials (including all illustrations and videos) must be removed before submission.

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/msard/>

Referees

Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our [Support site](#). Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

PREPARATION

NEW SUBMISSIONS

Submission to this journal proceeds totally online and you will be guided stepwise through the creation and uploading of your files. The system automatically converts your files to a single PDF file, which is used in the peer-review process.

As part of the Your Paper Your Way service, you may choose to submit your manuscript as a single file to be used in the refereeing process. This can be a PDF file or a Word document, in any format or layout that can be used by referees to evaluate your manuscript. It should contain high enough quality figures for refereeing. If you prefer to do so, you may still provide all or some of the source files at the initial submission. Please note that individual figure files larger than 10 MB must be uploaded separately.

References

There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct.

Formatting requirements

There are no strict formatting requirements but all manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Artwork and Tables with Captions.

If your article includes any Videos and/or other Supplementary material, this should be included in your initial submission for peer review purposes.

Divide the article into clearly defined sections.

Figures and tables embedded in text

Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript, rather than at the bottom or the top of the file.

REVISED SUBMISSIONS

Use of word processing software

Regardless of the file format of the original submission, at revision you must provide us with an editable file of the entire article. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier: <http://www.elsevier.com/guidepublication>). See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Article structure

Subdivision - numbered sections

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

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

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

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.).

Math formulae

Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article.

Artwork

Electronic artwork

General points

- Make sure you use uniform lettering and sizing of your original artwork.
 - Preferred fonts: Arial (or Helvetica), Times New Roman (or Times), Symbol, Courier.
 - Number the illustrations according to their sequence in the text.
 - Use a logical naming convention for your artwork files.
 - Indicate per figure if it is a single, 1.5 or 2-column fitting image.
 - For Word submissions only, you may still provide figures and their captions, and tables within a single file at the revision stage.
 - Please note that individual figure files larger than 10 MB must be provided in separate source files.
- 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

Regardless of the application used, 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 the font or save the text as 'graphics'.

TIFF (or JPG): Color or grayscale photographs (halftones): always use a minimum of 300 dpi.

TIFF (or JPG): Bitmapped line drawings: use a minimum of 1000 dpi.

TIFF (or JPG): Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.

Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.
- Supply files that are too low in resolution.

- Submit graphics that are disproportionately large for the content.

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.

Figure captions

Ensure that each illustration has a caption. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

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.

References

Citation in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Reference management software

This journal has standard templates available in key reference management packages EndNote <http://www.endnote.com/support/enstyles.asp> and Reference Manager <http://refman.com/support/rmstyles.asp>. Using plug-ins to wordprocessing packages, authors only need to select the appropriate journal template when preparing their article and the list of references and citations to these will be formatted according to the journal style which is described below.

Reference links

Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is encouraged.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

References in a special issue

Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

Reference formatting

There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct. If you do wish to format the references yourself they should be arranged according to the following examples:

Reference style

Text: All citations in the text should refer to:

1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication;
2. *Two authors:* both authors' names and the year of publication;
3. *Three or more authors:* first author's name followed by 'et al.' and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: 'as demonstrated in wheat (Allan, 2000a, 2000b, 1999; Allan and Jones, 1999). Kramer et al. (2010) have recently shown'

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Examples:

Reference to a journal publication:

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:

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

Reference to a chapter in an edited book:

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).

Journal abbreviations source

Journal names should be abbreviated according to the List of Title Word Abbreviations: <http://www.issn.org/services/online-services/access-to-the-ltwa/>.

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.

Patient Details

Every video submission must consist of high-resolution images and a consent [form](#) for publication for educational purposes signed by the patient see form, please see the **Patient Details** section below. The Editors reserve the right to ask for additional video/s or video modifications.

Patient Details Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in your paper.

If you wish to include images of patients or case details in an Elsevier publication, you will need to adhere to the following requirements:

In order to comply with data protection and privacy rules, each individual who appears in any video, recording, photograph or case report must be made aware in advance of the fact that such photographs are being taken or such video, recording or report is being made and of all of the purposes for which you wish to use them and that individual (or next of kin in the case of children) must give his/her explicit written consent. If such consent is made subject to any conditions (for example, adopting measures to prevent personal identification of the person concerned), Elsevier must be made aware of all such conditions. Written consents must be provided to Elsevier on request.

The author is responsible for obtaining all necessary consents from patients for (i) the performance of any medical procedure involved, as well as (ii) a release permitting our use of the relevant material. It is our insurers' preference that we do not have any direct contractual relationship with the patients themselves. Please download the Patient consent form [here](#)

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
- Telephone

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'
- 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>.

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 a personalized link providing 50 days free access to the final published version of the article on [ScienceDirect](http://www.sciencedirect.com). This link can also be used for sharing via email and social networks. For an extra charge, 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 INQUIRIES

You can track your submitted article at 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>