



# PERSONALIZED MEDICINE UNIVERSE

Official Journal of the International Society of Personalized Medicine

## AUTHOR INFORMATION PACK

### TABLE OF CONTENTS

- **Description** p.1
- **Editorial Board** p.1
- **Guide for Authors** p.4



ISSN: 2186-4950

### DESCRIPTION

*Personalized Medicine Universe*, an official journal of the International Society of Personalized Medicine, publishes original articles.

The aim of personalized medicine is to provide an individual therapeutic strategy taking into consideration diagnosis based on both biotechnology and environmental factors that may influence therapeutic response. The key factor in personalized medicine is an individual's medical portrait which will be highlighted by patient-specific information such as lifestyle, philosophy, and current mental and somatic problems as well as pharmacogenomics and biomarkers.

Genomic medicine, pharmacogenomics, and proteomics, which are the base of translational research in realization of personalized medicine, have made rapid strides. A platform for discussion and research in the field of techniques and methods of how to utilize them in clinical practice will be the most important factor in realizing personalized medicine.

*Personalized Medicine Universe* aims to publish the highest quality papers seeking to establish the field of personalized medicine in clinical applications and to develop it further.

*Personalized Medicine Universe* is a peer-reviewed, international, English-language journal for medical researchers and clinicians as well as medical professionals, healthcare organizations, and patients who seek objective and clinical information on personalized medicine in order to deepen understanding of these approaches and accelerate their research and clinical practice.

*Personalized Medicine Universe* is owned by the International Society of Personalized Medicine aiming for the integration of person-oriented diagnosis on the basis of biotechnology and evidence-based treatment.

### EDITORIAL BOARD

#### **Editor-in-Chief**

**H. Abe**, Tokyo, Japan

#### **Associate Editors**

**N.-C. Chang**, Taipei, Taiwan

**Q. Chen**, Kansas City, USA

**J.S. Gonnella**, Philadelphia, USA

**A. Gotoh**, Hyogo, Japan

**H. Hisamitsu**, Tokyo, Japan

**S. Kamohara**, Tokyo, Japan

**B. Laursen**, Aalborg, Denmark

**T.Y. Seng**, Singapore

**S. Tabata**, Tokyo, Japan  
**M. Tei**, Tokyo, Japan  
**A.P. Visser**, Rotterdam, The Netherlands  
**A. Yanagisawa**, Tokyo, Japan

**Editorial Board**

**M. Abe**, New York, USA  
**S. Akiyama**, Tokyo, Japan  
**M.B. Ali**, Hong Kong, China  
**R. Allen**, Melbourne, Australia  
**A. Al-Turkait**, Abdullah Al-Salem, Kuwait  
**A. Amano**, Tokyo, Japan  
**H.G. Austin**, Corona Del Mar, USA  
**M. Azuma**, Tokyo, Japan  
**C. Becker**, Kyoto, Japan  
**E. Biatek**, Warsaw, Poland  
**M. Bonucci**, Rome, Italy  
**Y.-K. Choi**, Seoul, Korea  
**F. Firenzuoli**, Florence, Italy  
**H. Fujinuma**, Tochigi, Japan  
**Y. Fukuzawa**, Aichi, Japan  
**T.V. Golashvili**, Moscow, Russia  
**A. Hamura**, Tokyo, Japan  
**T. Hirose**, New York, USA  
**J. Hosokawa**, Tokyo, Japan  
**H. Ide**, Tokyo, Japan  
**A. Inui**, Kagoshima, Japan  
**Y. Ito**, Tokyo, Japan  
**B. Jonsson**, Stockholm, Sweden  
**K. Kaketani**, Tokyo, Japan  
**T. Kakizoe**, Tokyo, Japan  
**H. Kataoka**, Miyazaki, Japan  
**H. Kline**, San Francisco, USA  
**H. Kobayashi**, Tokyo, Japan  
**K. Kodama**, Hyogo, Japan  
**A. Kubo**, Tokyo, Japan  
**S. Kudo**, Kanagawa, Japan  
**S. Kumagai**, Hyogo, Japan  
**J. Kushner**, Annapolis, USA  
**I.L.M. Lesser**, Berkeley, USA  
**P. Leung**, Hong Kong, China  
**J. Machi**, Honolulu, USA  
**M. Matsuda**, Tokyo, Japan  
**K. Matsumoto**, Tokyo, Japan  
**O. Mizukami**, Tokyo, Japan  
**Y. Mori**, Tokyo, Japan  
**T. Moritani**, Kyoto, Japan  
**Y. Nakanishi**, Fukuoka, Japan  
**H. Nimura**, Tokyo, Japan  
**K. Ohsaki**, Okayama, Japan  
**K. Okumura**, Tokyo, Japan  
**E. Olszewer**, São Paulo, Brasil  
**H. Orimo**, Tokyo, Japan  
**T. Oshiro**, Tokyo, Japan  
**I. Papasotiriou**, Filotas, Greece  
**E.S. Sabol**, New York, USA  
**S. Saito**, Tokyo, Japan  
**M. Sakuta**, Tokyo, Japan  
**J.P. Salerno**, New York, USA  
**K. Sato**, Gunma, Japan  
**Y. Sawa**, Osaka, Japan  
**M. Sawanobori**, Tokyo, Japan  
**M.B. Schachter**, New York, USA  
**N. Shimura**, Tokyo, Japan  
**M. Shiono**, Tokyo, Japan  
**T. Shirasawa**, Tokyo, Japan  
**S. Suchkov**, Moscow, Russia

**K. Suematsu**, Tokyo, Japan  
**H. Sugimura**, Shizuoka, Japan  
**K. Takahara**, Tokyo, Japan  
**Y. Takeuchi**, Tokyo, Japan  
**M. Tan**, Iwate, Japan  
**I. Tengan**, Okinawa, Japan  
**K. Tominaga**, Fukushima, Japan  
**K. Urakami**, Tottori, Japan  
**M. van der Heijden**, Amsterdam, The Netherlands  
**D. van Gent**, Rotterdam, The Netherlands  
**G.M. Vickar**, St. Louis, USA  
**H. Wago**, Saitama, Japan  
**K. Watanabe**, Chiba, Japan  
**A. Yamashina**, Tokyo, Japan  
**K. Yazawa**, Tokyo, Japan  
**T. Yoshikawa**, Kyoto, Japan  
**Y. Yumori**, Shiga, Japan  
**B. Zhang**, Harbin, China

## GUIDE FOR AUTHORS

---

### INTRODUCTION

*Personalized Medicine Universe*, an official journal of the International Society of Personalized Medicine, publishes original articles.

The aim of personalized medicine is to provide an individual therapeutic strategy taking into consideration diagnosis based on both biotechnology and environmental factors that may influence therapeutic response. The key factor in personalized medicine is an individual's medical portrait which will be highlighted by patient-specific information such as lifestyle, philosophy, and current mental and somatic problems as well as pharmacogenomics and biomarkers.

Genomic medicine, pharmacogenomics, and proteomics, which are the base of translational research in realization of personalized medicine, have made rapid strides. A platform for discussion and research in the field of techniques and methods of how to utilize them in clinical practice will be the most important factor in realizing personalized medicine.

*Personalized Medicine Universe* aims to publish the highest quality papers seeking to establish the field of personalized medicine in clinical applications and to develop it further.

*Personalized Medicine Universe* is a peer-reviewed, international, English-language journal for medical researchers and clinicians as well as medical professionals, healthcare organizations, and patients who seek objective and clinical information on personalized medicine in order to deepen understanding of these approaches and accelerate their research and clinical practice.

*Personalized Medicine Universe* is owned by the International Society of Personalized Medicine aiming for the integration of person-oriented diagnosis on the basis of biotechnology and evidence-based treatment.

#### **Types of paper**

The Journal publishes review, original articles, case report and letter to the Editor.

##### *Review*

Reviews should describe either research or clinical scientific topics. The length is between 4,000 and 6,000 words; no more than a total of 8 tables and figures. Abstract should be less than 250 words.

##### *Original article*

Original articles should describe original research and clinical practice. The length is between 3,000 and 4,000 words; no more than a total of 8 tables and figures. Abstract should be less than 250 words. The manuscript should be structured into sections as shown in "Article structure" below.

##### *Case report*

Case Reports should describe new observations of disease, clinical findings or novel/unique treatment outcomes, should be presented by up to six authors as concisely as possible, and should not exceed 1,500 words; no more than a total of 3 tables and figures and 10 references. Abstract should be less than 100 words.

##### *Letter to the Editor*

These should be less than 1,000 words with no more than 5 references and no illustration, and should describe comments to recently published articles in the Journal or author's response to such comment. Abstract and keywords are not required.

##### *Page charges*

This journal has no page charges.

### 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>.

#### **Policy and ethics**

The work described in your article must have 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>; *EC Directive 86/609/EEC 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>. This must be stated at an appropriate point in the article.

### **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](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>.

### **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. When a manuscript is submitted, the author contribution form MUST be filled out and signed by the corresponding author. The author contribution form can be downloaded from [http://ees.elsevier.com/job/img/J\\_Oral\\_Biosci\\_Form\\_Author\\_Contribution.doc](http://ees.elsevier.com/job/img/J_Oral_Biosci_Form_Author_Contribution.doc).

### **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.

### **Copyright**

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>). Acceptance of the agreement will ensure the widest possible dissemination of information. 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>.

### **Retained author rights**

As an author you (or your employer or institution) retain certain rights; for details you are referred to: <http://www.elsevier.com/authorsrights>.

### **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>.

### **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 require information about language editing and copyediting services pre- and post-submission please visit <http://webshop.elsevier.com/languageediting/> or our customer support site at <http://support.elsevier.com> for more information.

### **Patient details**

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. For further information see <http://www.elsevier.com/patientphotographs>.

### **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/pmu>.

### **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**

### **Use of word processing software**

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. 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>). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. 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 of review and original article should state briefly the purpose of the research, the principal results and major conclusions with following headings in a structured format.

Review: Purpose, Study selection, Results, Conclusions  
Original article: Purpose, Methods, Results, 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. The length should be less than 250 words for review and original research, less than 100 words for case report. Letter to the Editor is not required.

### **Keywords**

Immediately after the abstract, provide a maximum of 5, but at least 4, 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. Letter to the editor doesn't require keywords.

### **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.).

## Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

## 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.

#### 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.

#### Figure captions

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. 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.

### *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 style*

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

*List:* Number the references (numbers in square brackets) 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 3 authors the first 3 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)).

### *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.

### **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>.

## **AFTER ACCEPTANCE**

### **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.

### **Proofs**

One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post) or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to download Adobe Reader version 9 (or higher) available free from <http://get.adobe.com/reader>. Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site: <http://www.adobe.com/products/reader/tech-specs.html>.

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and return by fax, or scan the pages and e-mail, or by post. 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. We will do everything possible to get your article published quickly and accurately. 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 PDF file of the article via e-mail or, alternatively, 25 free paper offprints. The PDF file is a watermarked version of the published article and includes a cover sheet with the journal cover image and a disclaimer outlining the terms and conditions of use. 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 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>