

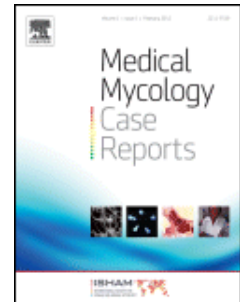


MEDICAL MYCOLOGY CASE REPORTS

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

- **Description** p.1
- **Editorial Board** p.1
- **Guide for Authors** p.2



ISSN: 2211-7539

DESCRIPTION

Medical Mycology Case Reports is an online journal devoted to the publication of case reports that concern medical or veterinary diseases caused by fungi. The journal aims to provide a valuable collection of fungal cases with clinically important information to healthcare professionals, researchers and others, and is specifically interested in cases that have educational value.

Journal Highlights: Open access: freely available on ScienceDirect Peer reviewed Rapid publication: submission to publication within 15 days Quality & Reputation: supported by the [International Society for Human and Animal Mycology \(ISHAM\)](#) To ensure that case reports are published in an easy to read format, and to facilitate a fast and efficient review process, we require all authors to submit their case report using a Template, which can be downloaded [here](#) or on the submission website <http://www.ees.elsevier.com/mmcr>.

EDITORIAL BOARD

Editor-in-Chief

O. Kurzai, Leibniz Institute for Natural Product Research and Infection Biology, Research Group Fungal Septomics, Hans Knöll Institute, Beutenbergstr. 11a, 07745, Jena, Germany

Editorial Board

C. Antachopoulos, Thessaloniki, Greece
A. Chakrabarti, Chandigarh, India
A. Groll, Münster, Germany
R.P. Hobson, Leeds, UK
I.D. Jacobsen, Jena, Germany
K. Lagrou, Leuven, Belgium
F. Mühlschlegel, Kent, Canterbury, UK
P. Nenoff, Mölbis, Germany
M. Slavin, East Melbourne, Victoria, Australia
W.J. Steinbach, Durham, North Carolina, USA
F. L. van der Veerdonk
M. Vehreschild, Köln, Germany
A. Warris, Nijmegen, Netherlands
S. Zhang, Baltimore, Maryland, USA

GUIDE FOR AUTHORS

INTRODUCTION

Medical Mycology Case Reports is an online journal devoted to the publication of case reports that concern medical or veterinary diseases caused by fungi. The chief criteria for the acceptance of a submission are the novelty and significance of the etiologic agent and/or infection, as well as the quality and clarity of the case.

Types of Paper

Case Report: A brief description of a particular condition that provides insights into diagnosis or clinical management.

A case report must make a distinct, novel contribution to the understanding of the etiologic agents, its clinical manifestations, and/or its diagnosis or treatment.

Manuscripts must be written in good English (American or British usage is accepted, but not a mixture of these) and should consist of: Cover Page, Abstract, Introduction, Case, Discussion, Acknowledgements, Conflict of Interest Statement, and References.

To ensure that case reports are published in an easy to read format, and to facilitate a fast and efficient review process, we require all authors to submit their case report using a **Template**, which can be downloaded [here](#) or on the submission website <http://www.ees.elsevier.com/mmcr>.

It is of paramount importance that the clinical course of the case is clearly evident for all readers. Therefore, publication of a case in MMCR requires definition of a "day 0" (e.g. day of hospital admission, day of first symptom). All other dates should be given in reference to this fixpoint (e.g. blood cultures were taken at day +5, intervention xy was performed at day +10, history of the patient included bacteremia with *Staphylococcus epidermidis* at day -15). Manuscripts not fulfilling this criteria will be rejected.

The content of the different sections in the case report (e.g. Introduction, Case, Discussion etc.) is clearly described in the Template document. The total amount of words used in the manuscript should preferably not exceed 2500. The reference list is limited to a maximum of 20 references.

BEFORE YOU BEGIN

Ethical Form

Medical Mycology Case Reports requires full disclosure of all sources of funding and potential conflicts of interest. The journal also requires a declaration that the author(s) have obtained written and signed consent to publish the case report from the patient or his/her legal guardian(s).

The required statements on funding, conflict of interest and consent should be submitted via our Ethical Form that can be downloaded [here](#) or on the submission website <http://www.ees.elsevier.com/mmcr>. The corresponding author of the manuscript should make the appropriate declarations as indicated on the form, and then sign the form on behalf of all the authors.

Corresponding author: Please download the form, fill it in, print it out, and sign it on behalf of the authors of the paper. Scan the signed form, and upload the scanned file to your submission. (Alternatively, you may also place an official digital signature on the form). **Please note that your manuscript cannot be considered for publication until the signed Ethical Form has been received.**

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>.

Manuscripts containing information related to the experimental use of animals must clearly state that the studies complied with relevant professional and institutional animal welfare policies. Specifically, that procedures involving animals conformed to the ILAR Guide for the Care and Use of Laboratory Animals (1996 and later editions) of the Institute of Laboratory Animal Research, Commission on Life Sciences, National Research Council (www.nap.edu/catalog/5140.html).

Safety Precautions

Manuscripts describing the manipulation of cultures of fungal pathogens or toxins included in the US Department of Health and Human Services and/or the US Department of Agriculture list of human or animal Select Agents (available at www.selectagents.gov), or organisms that have been classified as Risk Group III agents by their home country or by an international regulatory agency, MUST contain a discussion of the biosafety procedures and laboratory containment facilities used and any additional precautions employed to ensure the safety of support personnel.

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.

Manuscripts drafted or written, in whole or part, by individuals other than those indicated as authors will NOT be considered for publication unless the contributions of these individuals are clearly and accurately presented in the Acknowledgement section of the paper.

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 an 'Exclusive License Agreement' (for more information see <http://www.elsevier.com/OAauthoragreement>). Permitted third party reuse of open access articles is determined by the author's choice of user license (see <http://www.elsevier.com/openaccesslicenses>).

Author rights

As an author you (or your employer or institution) have certain rights to reuse your work. For more information on author rights 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.

The required statement on funding should be submitted via our Ethical Form in the manuscript itself (See template: [Conflict of Interest Statement](#)).

Funding body agreements and policies

Elsevier has established a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some authors may also be reimbursed for associated publication fees. To learn more about existing agreements please visit <http://www.elsevier.com/fundingbodies>.

Creative Commons Attribution (CC BY)

Lets others distribute and copy the article, create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation), include in a collective work (such as an anthology), text or data mine the article, even for commercial purposes, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, and do not modify the article in such a way as to damage the author's honor or reputation.

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.

Open access

This journal does not ordinarily have publication charges; however, authors can now opt to make their articles available to all (including non-subscribers) via the ScienceDirect platform, for which a fee of US \$3000 applies (for further information on open access see <http://www.elsevier.com/about/open-access/open-access-options>). Please note that you can only make this choice after receiving notification that your article has been accepted for publication, to avoid any perception of conflict of interest. The fee excludes taxes and other potential costs such as color charges. In some cases, institutions and funding bodies have entered into agreement with Elsevier to meet these fees on behalf of their authors. Details of these agreements are available at <http://www.elsevier.com/fundingbodies>. Authors of accepted articles, who wish to take advantage of this option, should complete and submit the order form (available at <http://www.elsevier.com/locate/openaccessform.pdf>). Whatever access option you choose, you retain many rights as an author, including the right to post a revised personal version of your article on your own website. More information can be found here: <http://www.elsevier.com/authorsrights>. Your publication choice will have no effect on the peer review process or acceptance of submitted articles.

The publication fee for open access in this journal is **\$450**, excluding taxes. Learn more about Elsevier's pricing policy: <http://www.elsevier.com/openaccesspricing>.

Language 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://www.elsevier.com/languagepolishing> or our customer support site at <http://epsupport.elsevier.com> for more information.

Please note Elsevier neither endorses nor takes responsibility for any products, goods or services offered by outside vendors through our services or in any advertising. For more information please refer to our Terms & Conditions: <http://www.elsevier.com/termsandconditions>.

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.

PREPARATION

Please note that this journal uses a **Template for Submission** that can be downloaded [here](#) or on the submission website <http://www.ees.elsevier.com/mmcr>.

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.

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.

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.

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 a short collection of bullet points that convey the core findings of the article. Highlights are optional 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.

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

Proposals of new fungal taxa must conform to the requirements of the current edition of the International Code of Botanical Nomenclature and be supported by deposition of cultures and/or the unique nucleotide and/or amino acid sequences in appropriate collections or databases, along with the new binomial. In addition, current binomials should appear in italics, must be spelled out in full when first used in the abstract, text, figures/tables. Thereafter, a generic name may be abbreviated to the first initial only, e.g. *Candida albicans* when first cited and *C. albicans* in the remainder of the abstract and text. Species names may NEVER be used without the generic full name or abbreviation combined with the full name of the specie. For example, it must be *Candida albicans* or *C. albicans*, but never *albicans*, or *C. neoformans* var. *grubii* but never var. *grubii*. The use of abbreviations of generic and species names, e.g., (Ca) for *C. albicans*, in the text is not permitted.

Database linking and Accession Numbers

We encourage use of curated databases like the ISHAM ITS database (available via www.isham.org) for reliable identification of fungal pathogens. In the manuscript, the % identity as well as the appropriate identification number of the closest hit should clearly be stated. Clinical isolates should be submitted to public strain collections.

Nucleotide and/or amino acid sequence data should be deposited and the GenBank/EMBL/DDBJ accession numbers should be included in the Materials and Method Section of the manuscript. However, in a phylogenetic tree of the figure, the numbers should be shown along with species names (e.g., *Malassezia globosa* AB099880) (No descriptions are needed in the Materials and Method Section in this case).

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.

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

References should be in Vancouver style and numbered sequentially in the order in which they first appear in the text and included in the same numerical order in the Reference section.

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 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).

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>.

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.

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>