TABLE OF CONTENTS

- Description  p.1
- Audience  p.1
- Impact Factor  p.1
- Abstracting and Indexing  p.2
- Editorial Board  p.2
- Guide for Authors  p.4

DESCRIPTION

Child Abuse & Neglect is an international and interdisciplinary journal publishing research on child welfare, health, humanitarian aid, justice, mental health, public health and social service systems. The journal recognizes that child protection is a global concern that continues to evolve. Accordingly, the journal is intended to be useful to scholars, policymakers, concerned citizens, advocates, and professional practitioners in countries that are diverse in wealth, culture, and the nature of their formal child protection system. Child Abuse & Neglect welcomes contributions grounded in the traditions of particular cultures and settings, as well as global perspectives. Article formats include empirical reports, theoretical and methodological reports and invited reviews.

AUDIENCE

Includes but is not limited to: Economists, Historians, Planners, Political Scientists, Ethicists, Legal Scholars, Political Theorists, Theologians Psychologists, Lawyers, Psychiatrists, Nurses, Social Workers, Sociologists, Public Health Workers, Law Enforcement, Educators, Pediatricians and Anthropologists.

IMPACT FACTOR

2017: 2.899 © Clarivate Analytics Journal Citation Reports 2018
ABSTRACTING AND INDEXING

MEDLINE®
EMBASE
Research Alert
Caredata
PsycLIT
Adolescent Mental Health Abstracts
ASSIA
Current Contents/Social & Behavioral Sciences
Child Development Abstracts and Bibliography
Criminal Justice Abstracts
Current Index to Journals in Education
ERIC
Except Child Educ Abstr
PASCAL/CNRS
PsycINFO
Social Work Research & Abstracts
Sociological Abstracts
ERA (Educational Research Abstracts Online)
Scopus

EDITORIAL BOARD

Editor-in-Chief
Christine Wekerle, McMaster University, Hamilton, Ontario, Canada

Associate Editor
Tracie Afifi, University of Manitoba, Winnipeg, Manitoba, Canada
Sarah Brown, Coventry University, Coventry, England, UK
Shanta Dube, Georgia State University, Atlanta, Georgia, USA
Clifton Emery, The University of Hong Kong, Pokfulam, Hong Kong, China
Jennifer Fraser, The University of Sydney, Sydney, New South Wales, Australia
Andreas Jud, University of Ulm, Ulm, Germany
Daniel Lindberg, University of Colorado Anschutz Medical Campus, Aurora, Colorado, USA
Linda Theron, University of Pretoria, Pretoria, South Africa

Founding Editor
C. Henry Kempe

Editorial Board
Richard Ammerman, Cincinnati Children's Hospital Medical Center, Cincinnati, Ohio, USA
Elisabeth Backe-Hansen, Norwegian Social Research (NOVA), Oslo, Norway
Yu Bai, Duke University, Durham, North Carolina, USA
Rami Benbenishty, Bar-Ilan University, Ramat Gan, Israel
Jill Duerr Berrick, University of California at Berkeley, Berkeley, California, USA
Erica Bowen, University of Worcester, Worcester, UK
C. Boyle, DRCB Consulting, Inc., Los Angeles, USA
Judith Cashmore, The University of Sydney, Sydney, New South Wales, Australia
Ko Ling Chan, The Hong Kong Polytechnic University, Hong Kong
Ruby Charak, The University of Texas Rio Grande Valley, Edinburg, Texas, USA
Yvonne Chase, University of Alaska, Anchorage, Alaska, USA
Jingqi Chen, Peking University Health Science Center, Beijing, China
Annie Cossins, UNSW Australia, Sydney, New South Wales, Australia
Mark Courtney, University of Chicago, Chicago, Illinois, USA
Theodore Cross, University of Illinois at Urbana-Champaign, Urbana, Illinois, USA
Isabelle Daigneault, Université de Montréal, Montreal, Quebec, Canada
Alan Detlaff, University of Houston, Houston, Texas, USA
Tonino Esposito, Université de Montréal, Montreal, Quebec, Canada
Candice Feiring, The College of New Jersey, Ewing, New Jersey, USA
Martin Finkel, Rowan University, New Jersey, USA
David Finkelhor, University of New Hampshire, Durham, New Hampshire, USA
John Fluke, University of Colorado School of Medicine, Aurora, Colorado, USA
Julian Ford, University of Connecticut, Farmington, Connecticut, USA
James Garbarino, Loyola University Chicago, Chicago, Illinois, USA
Robbie Gilligan, Trinity College Dublin, Dublin, Ireland
Andrea Gonzalez, McMaster University, Hamilton, Ontario, Canada
Gail Goodman, University of California, Davis, Davis, California, USA
Jordan Greenbaum, Children’s Healthcare of Atlanta, Atlanta, Georgia, USA
Muhammad Haj-Yahia, Hebrew University of Jerusalem, Jerusalem, Israel
Stuart Hart, University of Victoria, Victoria, British Columbia, Canada
Michael Hurlburt, University of Southern California, San Diego, California, USA
Lisa Jones, University of New Hampshire, Durham, New Hampshire, USA
Melissa Jonson-Reid, Washington University in St. Louis, St. Louis, Missouri, USA
Lucy P. Jordan, The University of Hong Kong, Hong Kong
David Kolko, University of Pittsburgh School of Medicine, Pittsburgh, Pennsylvania, USA
Robin Kowalski, Clemson University, Clemson, South Carolina, USA
Kevin Lalor, Dublin Institute of Technology, Dublin 1, Ireland
Bong Lee, Seoul National University (SNU), Seoul, The Republic of Korea
Shawna J. Lee, University of Michigan, Ann Arbor, Michigan, USA
Yanghee Lee, Sungkyunkwan University (SKKU), Chongro-ku, Seoul, The Republic of Korea
Roger Levesque, Indiana University, Bloomington, Indiana, USA
Terri Lewis, University of Colorado Anschutz Medical Campus, Aurora, Colorado, USA
Marsha Liss, U.S. Department of Justice, Bethesda, Maryland, USA
Robert Lonne, Queensland University of Technology, Kelvin Grove, Queensland, Australia
Ben Mathews, Queensland University of Technology, Brisbane, Queensland, Australia
James McDonell, Clemson University, Clemson, South Carolina, USA
John McDowell, University of Colorado Health Sciences Center, Aurora, Colorado, USA
Scot Mcary, Towson University, Baltimore, Maryland, USA
Laura Miller-Graff, University of Notre Dame, Notre Dame, Indiana, USA
Beth Molnar, Northeastern University, Boston, Massachusetts, USA
Angela J. Narayan, University of Denver, Denver, Colorado, USA
Valentina Nikulina, Queens College, Flushing, New York, USA
Kim Oates, The University of Sydney, Sydney, New South Wales, Australia
Assaf Oshri, University of Georgia, Athens, Georgia, USA
Vincent Palusci, New York University, New York, New York, USA
Nigel Parton, University of Huddersfield, West Yorkshire, UK
Emily Putnam-Hornstein, University of Southern California, Los Angeles, California, USA
Jodi Anne Quas, University of California at Irvine, Irvine, California, USA
Laura Schwab Reese, Purdue University, West Lafayette, Indiana, USA
Christina Rodriguez, University of Alabama at Birmingham, Birmingham, Alabama, USA
Fred A. Rogosch, University of Rochester, Rochester, New York, USA
Jesse Russell, Big Picture Research and Consulting, Reno, Nevada, USA
Cynthia Swenson, Medical University of South Carolina, Charleston, South Carolina, USA
Jeff R. Temple, University of Texas Medical Branch, Galveston, Texas, USA
Amy Tishelman, Harvard Medical School, Boston, Massachusetts, USA
Lil Tommyr, Public Health Agency of Canada, Ottawa, Ontario, Canada
Sheree L. Toth, Mt. Hope Family Center, Rochester, New York, USA
Miguel T. Villodas, San Diego State University (SDSU), San Diego, California, USA
Catherine Ward, University of Cape Town, Rondebosch, South Africa
Michael Wessells, Columbia University, New York, New York, USA
Lucia Cavalcanti de Albuquerque Williams, Universidade Federal de São Carlos, São Carlos, São Paulo, Brazil
Yi Xing, Peking University Health Science Center, Beijing, China
GUIDE FOR AUTHORS

Types of contributions

1. Research Article: Child Abuse and Neglect publishes quantitative, qualitative, and mixed-method research. Particular focus will be placed on thorough and appropriate methods, strong data analysis and discussion of implications for the field.

2. Reviews: Authors with plans for proposed review articles (systematic, meta-analytic, scoping) are invited to first submit a draft outline to the Editor-in-Chief for review. Please send proposals to chiabu@elsevier.com. The editors may also commission reviews on specific topics. Reviews submitted without invitation or prior approval may be returned.

3. Medical Report: Child Abuse and Neglect publishes clinically-relevant original research using a more structured medical format. Medical Reports should include a structured abstract of no more than 250 words including the following sections: Background, Objective, Participants and Setting, Methods, Results (giving specific effect sizes and their statistical significance), and Conclusions. Manuscript length is limited to 3,000 words (excluding the abstract, tables and figures, and references or appendices) and up to 5 figures or tables (additional figures or tables may be considered as online appendices). Medical reports should include the following sections: Introduction: In 1-2 pages, state the objective of the study and provide adequate background that a reader can determine whether they should read the paper in its entirety. Methods: Provide sufficient detail that the study could be repeated by another investigator. Results: Provide main and secondary results. Discussion: Summarize the most important results and provide the authors interpretation of relevance in the context of any relevant prior literature. The discussion section should include a section on the articles strengths and limitations, and suggested next steps. Conclusion: In 1-2 sentences, summarize the authors final conclusions. Medical Reports should include 2 sections highlighting the importance of the paper; What is known and What this study adds. Each section is limited to 40 words.

4. Discussion Article: Plans for proposed critical review discussion articles are invited to first submit a draft outline to the Editor-in-Chief. Please send proposals to chiabu@elsevier.com. These articles may discuss a policy or legal / philosophical framework or a brief data report. The article must present a critical analysis of areas of gap in practice or research, current critical or emergent issues, with an expectation of utilizing an integration and discussion of empirical research.

Child Abuse and Neglect does not publish case reports or small case series in any of its article types.

Contact details for submission

All correspondence, including notification of the Editor-in-Chief’s decision and requests for revision, takes place by e-mail and via the Author’s homepage, removing the need for a hard-copy paper trail.

For those authors unable to utilize the EES system, or with questions about submissions, please contact the Editorial Office (chiabu@elsevier.com) for assistance.

BEFORE YOU BEGIN

Ethics in publishing
Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication.

Human and animal rights
If the work involves the use of 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; Uniform Requirements for manuscripts submitted to Biomedical journals. 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.
All animal experiments should comply with the ARRIVE guidelines and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed.

Declaration of interest
All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in two places: 1. A summary declaration of interest statement in the title page file (if double-blind) or the manuscript file (if single-blind). If there are no interests to declare then please state this: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted. 2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches. More information.

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, a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' for more information), 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 Crossref Similarity Check.

Preprints
Please note that preprints can be shared anywhere at any time, in line with Elsevier's sharing policy. Sharing your preprints e.g. on a preprint server will not count as prior publication (see 'Multiple, redundant or concurrent publication' for more information).

Changes to authorship
Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, 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.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

Article transfer service
This journal is part of our Article Transfer Service. This means that if the Editor feels your article is more suitable in one of our other participating journals, then you may be asked to consider transferring the article to one of those. If you agree, your article will be transferred automatically on your behalf with no need to reformat. Please note that your article will be reviewed again by the new journal. More information.

Copyright
Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see more information on this). 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. 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 preprint forms for use by authors in these cases.

For gold open access articles: Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (more information). Permitted third party reuse of gold open access articles is determined by the author's choice of user license.

Author rights
As an author you (or your employer or institution) have certain rights to reuse your work. More information.

Elsevier supports responsible sharing
Find out how you can share your research published in Elsevier journals.

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 a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some funding bodies will reimburse the author for the gold open access publication fee. Details of existing agreements are available online.

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

Subscription
- Articles are made available to subscribers as well as developing countries and patient groups through our universal access programs.
- No open access publication fee payable by authors.
- The Author is entitled to post the accepted manuscript in their institution's repository and make this public after an embargo period (known as green Open Access). The published journal article cannot be shared publicly, for example on ResearchGate or Academia.edu, to ensure the sustainability of peer-reviewed research in journal publications. The embargo period for this journal can be found below.

Gold open access
- Articles are freely available to both subscribers and the wider public with permitted reuse.
- A gold open access publication fee is payable by authors or on their behalf, e.g. by their research funder or institution.

Regardless of how you choose to publish your article, the journal will apply the same peer review criteria and acceptance standards.

For gold open access articles, permitted third party (re)use is defined by the following Creative Commons user licenses:

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.

The gold open access publication fee for this journal is USD 1950, excluding taxes. Learn more about Elsevier's pricing policy: https://www.elsevier.com/openaccesspricing.
**Green open access**

Authors can share their research in a variety of different ways and Elsevier has a number of green open access options available. We recommend authors see our green open access page for further information. Authors can also self-archive their manuscripts immediately and enable public access from their institution’s repository after an embargo period. This is the version that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review and in editor-author communications. Embargo period: For subscription articles, an appropriate amount of time is needed for journals to deliver value to subscribing customers before an article becomes freely available to the public. This is the embargo period and it begins from the date the article is formally published online in its final and fully citable form. Find out more.

This journal has an embargo period of 36 months.

**Language (usage and editing services)**

Please write your text in good English (only American usage is accepted, as dictated by APA style). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier’s WebShop (http://webshop.elsevier.com/languageediting/) or visit our customer support site (http://support.elsevier.com) for more information.

**Submission**

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

Submit your article

Please submit your article via http://ees.elsevier.com/chiabuneg/

**PREPARATION**

**Peer review**

This journal operates a double blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor’s decision is final. More information on types of peer review.

**Double-blind review**

This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:

**Title page (with author details):** This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.

**Blinded manuscript (no author details):** The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

**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). 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.
**Length and Style of Manuscripts**
Full-length manuscripts should not exceed 35 pages total (including abstract, text, references, tables, and figures), double spaced with margins of at least 1 inch on all sides and a standard font (e.g., Times New Roman) of 12 points (no smaller).


For helpful tips on APA style, click here.

**Article structure**

Subdivision
Divide your article into clearly defined sections. Three levels of headings are permitted. Level one and level two headings should appear on its own separate line; level three headings should include punctuation and run in with the first line of the paragraph.

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

**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.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. 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. This responsibility includes answering any future queries about Methodology and Materials. Ensure that the e-mail address is given and that contact details are 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**
Abstracts should follow a structured format of no more than 250 words including the following sections: Background, Objective, Participants and Setting, Methods, Results (giving specific effect sizes and their statistical significance), and Conclusions.

**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.

**Formatting of funding sources**
List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:
This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Footnotes
The use of footnotes in the text is not permitted. Footnoted material must be incorporated into the text.

Table footnotes Indicate each footnote in a table with a superscript lowercase letter.

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 published version.
• Submit each illustration as a separate file.
A detailed guide on electronic artwork is available.
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): Bitmapmed (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. Further information on the preparation of electronic artwork.

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.

Text graphics
Text graphics may be embedded in the text at the appropriate position. If you are working with LaTeX and have such features embedded in the text, these can be left. See further under Electronic artwork.
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 and shading in table cells.

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.

Data references
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

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 management software
Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support Citation Style Language styles, such as Mendeley and Zotero, as well as EndNote. Using the word processor plug-ins from these products, authors only need to select the appropriate journal template when preparing their article, after which citations and bibliographies will be automatically formatted in the journal's style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide. If you use reference management software, please ensure that you remove all field codes before submitting the electronic manuscript. More information on how to remove field codes.

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link:
When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

Reference style
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:

Reference to a book:

Reference to a chapter in an edited book:

**Video**
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 file in one of our recommended file formats with a preferred maximum size of 150 MB per file, 1 GB in total. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect. 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. Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.

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

**Data visualization**
Include interactive data visualizations in your publication and let your readers interact and engage more closely with your research. Follow the instructions here to find out about available data visualization options and how to include them with your article.

**Supplementary material**
Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

**Research data**
This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page.
Data linking
If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.

There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the database linking page.

For supported data repositories a repository banner will automatically appear next to your published article on ScienceDirect.

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

Mendeley Data
This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. Before submitting your article, you can deposit the relevant datasets to Mendeley Data. Please include the DOI of the deposited dataset(s) in your main manuscript file. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the Mendeley Data for journals page.

Data in Brief
You have the option of converting any or all parts of your supplementary or additional raw data into one or multiple data articles, a new kind of article that houses and describes your data. Data articles ensure that your data is actively reviewed, curated, formatted, indexed, given a DOI and publicly available to all upon publication. You are encouraged to submit your article for Data in Brief as an additional item directly alongside the revised version of your manuscript. If your research article is accepted, your data article will automatically be transferred over to Data in Brief where it will be editorially reviewed and published in the open access data journal, Data in Brief. Please note an open access fee of 500 USD is payable for publication in Data in Brief. Full details can be found on the Data in Brief website. Please use this template to write your Data in Brief.

Data statement
To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the Data Statement page.

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 Web)
• Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print, or to be reproduced in color on the Web (free of charge) and in black-and-white in print.
• If only color on the Web is required, black-and-white versions of the figures are also supplied for printing purposes.
For any further information please visit our customer support site at http://service.elsevier.com.

Authors are responsible for ensuring that manuscripts conform fully to the Publication Manual of the American Psychological Association (6th ed.), including not only reference style but also spelling (see, e.g., the hyphenation rules), word choice, grammar, tables, headings, etc. Spelling and punctuation should be in American English.

AFTER ACCEPTANCE

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 will, at no cost, receive a customized Share Link providing 50 days free access to the final published version of the article on ScienceDirect. The Share Link can be used for sharing the article via any communication channel, including email and social media. 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. Corresponding authors who have published their article gold open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.

AUTHOR INQUIRIES
Visit the Elsevier Support Center to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch.
You can also check the status of your submitted article or find out when your accepted article will be published.

© Copyright 2018 Elsevier | https://www.elsevier.com