COMPLEMENTARY THERAPIES IN MEDICINE

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

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

DESCRIPTION

Complementary Therapies in Medicine is an international, peer-reviewed journal that has considerable appeal to anyone who seeks objective and critical information on complementary therapies or who wishes to deepen their understanding of these approaches. It will be of particular interest to healthcare practitioners including family practitioners, complementary therapists, nurses, and physiotherapists; to academics including social scientists and CAM researchers; to healthcare managers; and to patients.

Complementary Therapies in Medicine aims to publish valid, relevant and rigorous research and serious discussion articles with the main purpose of improving healthcare. The journal believes that good healthcare needs to be based on clinical judgement and the available evidence on what is safe and effective, integrating conventional and complementary therapies as appropriate.

Complementary Therapies in Medicine publishes a variety of articles including primary research, reviews and opinion pieces. Recognising that some forms of CAM present novel and complex interventions, the journal encourages the exploration of the methodology of research. It believes that researchers should always aim at employing high ethical and methodological standards, and also welcomes small or exploratory studies that make a contribution to the area. Well conducted studies with negative outcomes are also welcome if they inform patient care. The journal welcomes considered opinion pieces that reflect genuine disagreements but remain respectful of the views of others.

Each issue features original, high quality research on complementary medicine, as well as information and experiences on integrating complementary medicine into mainstream care.

IMPACT FACTOR

2018: 1.979 © Clarivate Analytics Journal Citation Reports 2019
ABSTRACTING AND INDEXING

PubMed/Medline
PubMed/Medline
CINAHL
Embase
AMED
Science Citation Index Expanded
Web of Science
Scopus

EDITORIAL BOARD

Editor-in-Chief
Kathi Kemper, Center for Integrative Health and Wellness, Ohio State University Medical Center, Columbus, Ohio, USA

Associate Editors
Vincent C.H. Chung, The Jockey Club School Of Public Health and Primary Care, The Chinese University of Hong Kong, 2/F Prince of Wales Hospital, New Territories, Shatin, Hong Kong
Holger Cramer, Research Director, Dept. of Internal and Integrative Medicine, Kliniken Essen-Mitte, Faculty of Medicine, University of Duisburg-Essen, Am Deimelsberg 34a, 45276, Essen, Germany
Jongbae Park, Associate Professor, Center for Pain Research & Innovation, Dept. of Anesthesiology, Duke University School of Medicine, Box DUMC 3094, Durham, NC 27710 USA
David Riley, Helfgott Research Institute, National College of Natural Medicine, 2220 SW 1st Avenue, Portland, Oregon, OR 97201, USA
Hung-Rong Yen, School of Chinese Medicine (SCM), Research Center for Traditional Chinese Medicine, China Medical University, No.91 Hsueh-Shih Road, 40402, Taichung, Taiwan

Statistical Advisor
David Sibbritt, Fac. of Health, University of Technology Sydney, PO Box 123, Broadway, NSW 2007, New South Wales, Australia

International Advisory Board
D. Anheyer, Essen, Germany
J. Barnes, Auckland, New Zealand
T.P. Bell, Jackson, Mississippi, USA
Z.X. Bian, Hong Kong, China
R. Bradley, Portland, Oregon, USA
N. Bragazzi, Genova, Italy
A. Broom, Sydney, New South Wales, Australia
D. Bulgin, Rovinj, Croatia
A. Büssing, Herdecke, Germany
R.Q. Chen, Pokfulam, China
K. Cheng, Shatin, N.T., Hong Kong
S. Cochrane, Sydney, New South Wales, Australia
M. Costa, Lisboa, Portugal
M. Demarzo, Sao Paulo, Brazil
J. Dusek, Minneapolis, Minnesota, USA
Y. Fei, Beijing, China
N. Filice de Barros, Campinas, Brazil
V. Fonnebo, Tromso, Norway
J. Frye
B.-L. Gao, Shijiazhuang, China
H. Haller, Essen, Germany
T. Hoover
Y-C Hung, Taipei, Taiwan
S. Klein, Bern, Switzerland
R. Lauche, Essen, Germany
M.S. Lee, Daegu, The Republic of Korea
T.L. Lee, Singapore City, Singapore
P.C. Leung, Shatin, Hong Kong
B. Lim, Geumjeong-Gu, Busan, The Republic of Korea
J. Liu, Beijing, China
M. Liu, Richmond, North Carolina, USA
J. Luo, Beijing, China
Y. Ma, Boston, Massachusetts, USA
R. McCraty, Boulder Creek, California, USA
E. Miao, Ringwood, Victoria, Australia
Y. Ozgur Cakmak, Wellington, New Zealand
H. Park, Seoul, The Republic of Korea
P. Roberti di Sarsina, Bologna, Italy
M. Romoli, Florence, Italy
A. Sahebkar, Mashhad, Iran
R. Stange, Berlin, Germany
K. Thomas, Sheffield, England, UK
J. Wardle, Ultimo, New South Wales, Australia
K. Watanabe, Tokyo, Japan
U. Wolf, Bern, Switzerland
H. Yamashita, Osaka, Japan
J. Yuan, Hong Kong
G.Q. Zheng, Wenzhou, China
GUIDE FOR AUTHORS

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

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

Types of article we welcome
In the interests of simplicity and standardisation, Complementary Therapies in Medicine follows the International Committee on Medical Journal Editors' Uniform Instructions in most respects, and potential authors are strongly urged to consult these at http://www.icmje.org/index.html and to follow the Requirements for Submission of Manuscripts (summary of technical requirements) in detail.

CTIM focuses on human clinical trials (following CONSORT guidelines), systematic reviews and meta-analyses (following PRISMA guidelines), and well-written, innovative, hypothesis-generating case reports and case series (following the CARE guidelines). The checklists for each reporting guideline can be found on the EQUATOR website.

The only exceptions for this journal are:

1. Transfer of copyright is not required until final submission and the requisite forms will be supplied to the corresponding author by Elsevier.

2. Keywords are not printed in the journal.

3. Headings should be appropriate to the nature of the paper. In general, those for experimental papers should follow the usual conventions. Other papers can be subdivided as the author desires; the use of headings enhances readability. Normally, only two categories of heading should be used. Do not use 'he', 'his', etc. where the sex of the person being discussed is unknown: say 'the patient', etc. Avoid inelegant alternatives such as 'he/she'. Patients should not be automatically designated as 'she', and doctors as 'he'.

English language help service

Upon request, Elsevier will direct authors to an agent who can check and improve the English of their paper (before submission). Please visit our Support Center for further information.

Submissions

Authors are requested to submit their original manuscript and figures online via https://www.evise.com/profile/api/navigate/CTIM. This is the Elsevier web-based submission and review system. You will find full instructions located on this site - a Guide for Authors and a Guide for Online Submission. Please follow these guidelines to prepare and upload your article. Once the uploading is done, our system automatically generates an electronic pdf proof, which is then used for reviewing. All correspondence, including notification of the Editor's decision and requests for revisions, will be managed via this system.

Paper submissions are not normally accepted. If you cannot submit electronically, please email the editorial office for assistance on CTM@elsevier.com

Author's suggested reviewers: With their submitted manuscript, authors must provide the name, email address and country of at least two reviewers for the consideration of the Editors in the Comments field during the online submission.

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.
Acknowledgements: All contributors who do not meet the criteria for authorship as defined above should be listed in an acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

Role of the funding source:

All sources of funding should be declared as an acknowledgement at the end of the text.

Authors should declare the role of study sponsors, if any, in the study design, in the collection, analysis and interpretation of data; in the writing of the manuscript; and in the decision to submit the manuscript for publication. If the study sponsors had no such involvement, the authors should so state.

References should include journal titles as the recognised abbreviation (available at http://www.nlm.nih.gov/), and should omit month and issue number.

Randomised controlled trials: All randomised controlled trials submitted for publication in Complementary Therapies in Medicine should include a completed Consolidated Standards of Reporting Trials (CONSORT) flow chart. Please refer to the CONSORT statement website at http://www.consort-statement.org for more information. Complementary Therapies in Medicine has adopted the proposal from the International Committee of Medical Journal Editors (ICMJE) which require, as a condition of consideration for publication of clinical trials, registration in a public trials registry. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. For this purpose, a clinical trial is defined as any research project that prospectively assigns human subjects to intervention or comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g. phase I trials) would be exempt. Further information can be found at http://www.icmje.org.

Ethics: Work on human beings that is submitted to Complementary Therapies in Medicine should comply with the principles laid down in the Declaration of Helsinki; Recommendations guiding physicians in biomedical research involving human subjects. Adopted by the 18th World Medical Assembly, Helsinki, Finland, June 1964, amended by the 29th World Medical Assembly, Tokyo, Japan, October 1975, the 35th World Medical Assembly, Venice, Italy, October 1983, and the 41st World Medical Assembly, Hong Kong, September 1989. The manuscript should contain a statement that the work has been approved by the appropriate ethical committees related to the institution(s) in which it was performed and that subjects gave informed consent to the work. Studies involving experiments with animals must state that their care was in accordance with institution guidelines. Studies on patients or volunteers require ethics committee approval and informed consent which should be documented in your paper. Patients have a right to privacy. Therefore identifying information, including patients, images, names, initials, or hospital numbers, should not be included in videos, recordings, written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and you have obtained written informed consent for publication in print and electronic form from the patient (or parent, guardian or next of kin where applicable). If such consent is made subject to any conditions, Elsevier must be made aware of all such conditions. Written consents must be provided to Elsevier on request.Even where consent has been given, identifying details should be omitted if they are not essential. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note.If such consent has not been obtained, personal details of patients included in any part of the paper and in any supplementary materials (including all illustrations and videos) must be removed before submission.

Laboratory experiments: The Editor and Editorial Committee of the Journal believe that the use of animals in research into CAM is rarely justified. We encourage authors to use alternative methods of answering research questions wherever possible. Where no alternative genuinely exists, and where the potential clinical benefit justifies the use of animals, Complementary Therapies in Medicine expects authors to state clearly that they have met external standards such as those described in the UK Home Office site (http://www.homeoffice.gov.uk) involving designated establishments, ethical committee
approval, and a licensing procedure both for the project and for the responsible individual. Where these standards have not been met, it is unlikely that the Editor will accept the paper for publication. Peer Review Reports of original research will be sent for review by two referees, one of whom is usually external to the editorial team. Authors may be asked to make certain revisions before the paper is sent for review. The Editors' decision is final and once given, correspondence about the decision will not usually be entered.

**Case Reports:** When writing up a Case Report, authors are asked to follow the checklist available at the CARE Website: [http://www.care-statement.org/](http://www.care-statement.org/)

**Short reports (500-1000 words):** These are appropriate for preliminary reports of work or where the study provided limited amounts of data. These reports should be presented in the same format as full papers, i.e. with Abstract, Introduction, Methods, Results and a short Discussion or Conclusion. A maximum of two tables may be included. For further details, please follow instructions as for Full Papers. Further details are given here regarding format and technical requirements but authors are reminded that a complete outline of how to submit a manuscript is provided at [http://www.icmje.org/index.html](http://www.icmje.org/index.html) bar the exceptions listed above. Please ensure that all sections of your article are in a single file in the order requested below and with references in the correct style. Figure legends, running heads and tables should be placed at the end of the file. If possible, figures should be supplied electronically in separate files with the name of the package used and as original artwork.

**Proprietary Names:** Proprietary names of drugs, instruments, etc. should be indicated by the use of initial capitals. The name and location of the manufacturer should also be given within parentheses. In some cases, authors may be asked to make certain revisions before the paper is sent for review. A paper is accepted for publication on the understanding that it has not been submitted simultaneously to another journal in the English language. Rejected papers will not be returned to authors except on request. Typescripts that contain the results of human and/or animal studies will only be accepted for publication if it is made clear that a high standard of ethics was applied in carrying out the investigations. In the case of invasive studies in humans, typescripts should include a statement that the research protocol was approved by a local ethical committee. The Editors reserve the right to make editorial and literary corrections. Any opinions expressed or policies advocated do not necessarily reflect the opinions or policies of the Editors. The publishers reserve the right to publish accepted papers in whichever issue they decide.

**General Information** Papers should be submitted in journal style, in accordance with the International Committee of Medical Journal Editors’ Uniform requirements for manuscripts submitted to biomedical journals (BMJ 1991; 302: 338-341). Failure to do so may lead to significant delays in publication or to rejection of your paper. Spelling should be British. A word count should be included on the front sheet of the manuscript.

**Title** The title page should give the following information: (1) Title of the article. (2) Initials and name of each author, with highest academic degree(s). (3) Name and address of the department or institution to which the work should be attributed. (4) Name, address, telephone and fax numbers of the author responsible for correspondence and to whom requests for offprints should be sent. (5) Sources of support in the form of grants.

**Abstracts** The abstract should consist of 250 words summarizing the contents of the article. Structured abstracts are required for reports of original research. The following headings should be used: objectives; design; setting; interventions (if appropriate); main outcome measures; results; conclusions.

**Length**

**Full Papers:** Please add a wordcount of your paper on the title page of the typescript. The recommended wordcount is 3000-3500 words. Papers with a word count of more than 4000 words will be only be considered for publication in exceptional cases. A limit of 3500 words would be considered for reviews provided the author can justify the extra value brought to the reader. The word limit for Short Communications is 1500 words. In some cases, the editor may consider the publication of large tables, appendices, etc, as supplementary data (see guidelines below for supplementary data)
in the online version of the journal. Papers should be set out as follows, with each section beginning on a separate sheet: title page, summary, text, acknowledgements, references, tables, captions to illustrations.

Reference Format

The accuracy of references is the responsibility of the author. References should be entered consecutively by Arabic numerals in parentheses or superscript numerals in the text. The references should be listed in numerical order on a separate sheet in double or triple spacing. References to journals should include the author's name and initials (list all authors where there are six or fewer; where there are seven or more, list three and add 'et al'), full title of paper, journal title, year of publication, volume number, page range of paper in full.

For example:
1. Fell M, Connolly S, Herns M et al. Mood and psychiatric disturbance in HIV and AIDS: changes over time. British Journal of Psychiatry 1993; 162: 6604-6610. References to books should be set out as follows:

Figures

Line illustrations:
All line illustrations should present a crisp black image on an even white background. The dimensions should be 127 x 173 mm (5 x 7") or no larger than 203 x 254 mm (8 x 10").

Photographic illustrations and radiographs:
These should be submitted by post as clear, lightly contrasted black-and-white prints (unmounted), sizes as given above. Figures with labelling included should be submitted appropriately lettered in capitals. The size of the lettering should be appropriate to that of the illustration, taking into account the necessary size reduction. Please inform the Administrative Editor that you are sending figures by separate cover when you e-mail your manuscript. All illustrations should be clearly marked with the figure number and author's name (by means of a label pasted on the back or in soft crayon), and the top should be indicated by an arrow. Never use ink of any kind. Do not use paper clips, as these can scratch or mark illustrations.
Illustrations in colour cannot be accepted unless the cost of origination and printing is paid by the author. Captions should be typed in double spacing on separate sheets from the main typescript. The publishers cannot improve upon the quality of submitted artwork. Poor-quality originals will appear in print as inferior quality. Please ensure that artwork is clear and professional.

Tables

These should be double spaced on separate sheets and contain only horizontal rules. Do not submit tables as figures. A short descriptive title should appear above each table and any footnotes, suitably identified, below. Care must be taken to ensure that all units are included. Ensure that each table is cited in the text.

Units and Abbreviations
Avoid abbreviations in the title and abstract. All unusual abbreviations should be fully explained at their first occurrence in the text. All measurements should be expressed in SI units. For more detailed recommendations, authors may consult the Royal Society of Medicine publication entitled Units, Symbols and Abbreviations: A Guide for Biological and Medical Editors and Authors.

Preparation of supplementary data
Elsevier now accepts electronic supplementary material (e-components) to support and enhance your scientific research. Supplementary files offer the Author additional possibilities to publish supporting applications, movies, animation sequences, 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 ensure that data is provided 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 https://www.elsevier.com/artworkinstructions.

**Preparation of manuscript**

**Submission checklist**

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

**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

All necessary files have been uploaded:

* **Manuscript:**
  - Include keywords
  - All figures (include relevant captions)
  - All tables (including titles, description, footnotes)
  - Ensure all figure and table citations in the text match the files provided
  - Indicate clearly if color should be used for any figures in print

* **Graphical Abstracts / Highlights files** (where applicable)

* **Supplemental files** (where applicable)

Further considerations

- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed
- Referee suggestions and contact details provided, based on journal requirements

For further information, visit our [Support Center](https://www.elsevier.com/artworkinstructions).

**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](https://www.elsevier.com/artworkinstructions).

**Submission declaration**

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.

**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).
Use of inclusive language
Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

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.

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.

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 preprinted 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.

After acceptance, open access papers will be published under a noncommercial license. For authors requiring a commercial CC BY license, you can apply after your manuscript is accepted for publication.

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-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 2200**, excluding taxes. Learn more about Elsevier's pricing policy: [https://www.elsevier.com/openaccesspricing](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 [open access page](https://www.elsevier.com/openaccess) 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 12 months.

**Elsevier Researcher Academy**

[Researcher Academy](https://www.elsevier.com/researcher-academy) is a free e-learning platform designed to support early and mid-career researchers throughout their research journey. The "Learn" environment at Researcher Academy offers several interactive modules, webinars, downloadable guides and resources to guide you through the process of writing for research and going through peer review. Feel free to use these free resources to improve your submission and navigate the publication process with ease.

**Language (usage and editing services)**

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the [English Language Editing service](https://www.elsevier.com/author-resources/English-Language-Editing) available from Elsevier's Author Services.

**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.

**NEW SUBMISSIONS**

Submission to this journal proceeds totally online and you will be guided stepwise through the creation and uploading of your files. The system automatically converts your files to a single PDF file, which is used in the peer-review process.
As part of the Your Paper Your Way service, you may choose to submit your manuscript as a single file to be used in the refereeing process. This can be a PDF file or a Word document, in any format or layout that can be used by referees to evaluate your manuscript. It should contain high enough quality figures for refereeing. If you prefer to do so, you may still provide all or some of the source files at the initial submission. Please note that individual figure files larger than 10 MB must be uploaded separately.

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

Formatting requirements
There are no strict formatting requirements but all manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Artwork and Tables with Captions. If your article includes any Videos and/or other Supplementary material, this should be included in your initial submission for peer review purposes. Divide the article into clearly defined sections.

Figures and tables embedded in text
Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript, rather than at the bottom or the top of the file. The corresponding caption should be placed directly below the figure or table.

Peer review
This journal operates a single 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.

REVISED SUBMISSIONS
Use of word processing software
Regardless of the file format of the original submission, at revision you must provide us with an editable file of the entire article. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier). 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 details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.
**Theory/calculation**
A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction and lay the foundation for further work. In contrast, a Calculation section represents a practical development from a theoretical basis.

**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.** 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.

**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.

**Units and Abbreviations**
Avoid abbreviations in the title and abstract. All unusual abbreviations should be fully explained at their first occurrence in the text. All measurements should be expressed in SI units. For more detailed recommendations, authors may consult the Royal Society of Medicine publication entitled Units, Symbols and Abbreviations: A Guide for Biological and Medical Editors and Authors.

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

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

A detailed guide on electronic artwork is available.

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

Formats
Regardless of the application used, when your electronic artwork is finalized, please 'save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):
EPS (or PDF): Vector drawings. Embed the font or save the text as 'graphics'.
TIFF (or JGP): Color or grayscale photographs (halftones): always use a minimum of 300 dpi.
TIFF (or JGP): Bilembedded line drawings: use a minimum of 1000 dpi.
TIFF (or JPG): Combinations bimbedded line/half-tone (color or grayscale): a minimum of 500 dpi is required.

Please do not:
• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.
• Supply files that are too low in resolution.
• Submit graphics that are disproportionately large for the content.

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

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

References
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.

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. Using citation 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 from different reference management software.

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link:
http://open.mendeley.com/use-citation-style/complementary-therapies-in-medicine

When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

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

The accuracy of references is the responsibility of the author. References should be entered consecutively by Arabic numerals in parentheses or superscript numerals in the text. The references should be listed in numerical order on a separate sheet in double or triple spacing. References to journals should include the author's name and initials (list all authors where there are six or fewer; where there are seven or more, list three and add 'et al'), full title of paper, journal title, year of publication, volume number, page range of paper in full.

For example:

References to books should be set out as follows:


Reference style
Text: Indicate references by (consecutive) superscript arabic numerals in the order in which they appear in the text. The numerals are to be used outside periods and commas, inside colons and semicolons. For further detail and examples you are referred to the AMA Manual of Style, A Guide for Authors and Editors, Tenth Edition, ISBN 0-978-0-19-517633-9.

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

Examples:
   Reference to a journal publication with an article number:
   Reference to a book:
   Reference to a chapter in an edited book:
   Reference to a website:

**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.

**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. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to Mendeley Data. 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 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.

**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 Author Services. 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