**TABLE OF CONTENTS**

- Description | p.1
- Audience | p.1
- Impact Factor | p.2
- Abstracting and Indexing | p.2
- Editorial Board | p.2
- Guide for Authors | p.3

**DESCRIPTION**

*Design Studies* is a leading international academic journal focused on developing understanding of design processes. It studies design activity across all domains of application, including engineering and product design, architectural and urban design, computer artefacts and systems design. It therefore provides an interdisciplinary forum for the analysis, development and discussion of fundamental aspects of design activity, from cognition and methodology to values and philosophy.

Design Studies publishes work that is concerned with the process of designing, and is relevant to a broad audience of researchers, teachers and practitioners. We welcome original, scientific and scholarly research papers reporting studies concerned with the process of designing in all its many fields, or furthering the development and application of new knowledge relating to design process. Papers should be written to be intelligible and pertinent to a wide range of readership across different design domains. To be relevant for this journal, a paper has to offer something that gives new insight into or knowledge about the design process, or assists new development of the processes of designing. Please refer also the Guide for Authors.

**Benefits to authors**

We also provide many author benefits, such as free PDFs, a liberal copyright policy, special discounts on Elsevier publications and much more. Please click here for more information on our author services.

Please see our Guide for Authors for information on article submission. If you require any further information or help, please visit our Support Center.

Design Studies is a peer reviewed journal published in cooperation with the Design Research Society. To see the peer review policy of Design Studies please visit https://www.elsevier.com/__data/promis_misc/JDST_Peer_Review_Policy.pdf

**AUDIENCE**

Designers, design researchers and theorists, design educators, managers of design, design students.
IMPACT FACTOR

2016: 2.415 © Thomson Reuters Journal Citation Reports 2017

ABSTRACTING AND INDEXING

Current Contents/Engineering, Computing & Technology
Journal of Product Innovation Management
Ergonomics Abstracts
INSPEC Computer and Control Abstracts
Scopus
Science Citation Index Expanded
European Reference Index for the Humanities (ERIH)

EDITORIAL BOARD

Editor-in-Chief
N.G. Cross, School of Engineering and Innovation, The Open University, Milton Keynes, UK

Associate Editors
J. Cagan, Carnegie Mellon University, Pittsburgh, Pennsylvania, USA
A. Dong, The University of Sydney, Sydney, New South Wales, Australia
P. Lloyd, University of Brighton, Brighton, East Sussex, UK
R. Oxman, Technion - Israel Institute of Technology, Haifa, Israel
N. Roozenburg, Delft University of Technology, Delft, Netherlands

Deputy Editor
R. Luck, The Open University, Milton Keynes, England, UK

Editorial Board
R.S. Adams, Purdue University, West Lafayette, Indiana, USA
Ö. Akin, Carnegie Mellon University, Pittsburgh, Pennsylvania, USA
C. Atman, University of Washington, Seattle, Washington, USA
P. Badke-Schaub, Delft University of Technology, Delft, Netherlands
L. Ball, University of Central Lancashire, Preston, UK
T. Bhamra, Loughborough University, England, UK
A. Chakraborti, Indian Institute of Science, Karnataka, Bangalore, India
B.T. Christensen, Copenhagen Business School (CBS), Frederiksberg, Denmark
N. Crilly, University of Cambridge, Cambridge, England, UK
K. Dorst, University of Technology Sydney, Broadway, NSW, Australia
D. Durling, Coventry University, Coventry, England, UK
K. Friedman, Tongji University, China
P. Galle, The Royal Danish Academy of Fine Arts, Copenhagen, Denmark
A. Heylighen, KU Leuven, Leuven, Belgium
S.-W. Hsiao, National Cheng Kung University, Tainan, Taiwan, ROC
T. Knight, Massachusetts Institute of Technology, Cambridge, Massachusetts, USA
T. Kvan, University of Melbourne, Swanston, Parkville, Victoria, Australia
J. Z. Langrish, Stockport, UK
B. Lawson, University of Sheffield, Sheffield, England, UK
K.-P. Lee, Korea Advanced Institute of Science and Technology (KAIST), Daejeon, The Republic of Korea
U. Lindemann, Technische Universität München, Garching, Germany
P. Rodgers, Lancaster University, UK
K. Sato, Illinois Institute of Technology, Chicago, Illinois, USA
D. Snelders, Delft University of Technology, Delft, Netherlands
E. Stolterman, Indiana University, Bloomington, Indiana, USA
M. Tovey, Coventry University, Coventry, England, UK
M. Yang, Massachusetts Institute of Technology, Cambridge, Massachusetts, USA
GUIDE FOR AUTHORS

Types of Contribution
Design Studies publishes work that is concerned with the process of designing, and is relevant to a broad audience of design researchers, teachers and practitioners. We welcome original, scientific and scholarly research papers reporting studies concerned with the process of designing in all its many fields, or furthering the development and application of new knowledge relating to design process. Papers should be written to be intelligible and pertinent to a wide range of readership across different design domains. To be relevant for this journal, a paper has to offer something that gives new insight into or knowledge about the design process, or assists new development of the processes of designing. Before making a submission, check that your topic and study fit with the aims and scope of Design Studies. Familiarise yourself with typical Design Studies contents and the kinds of articles that may have been published previously that are related to your topic. Inappropriate submissions include highly technical studies within a specific design domain, or studies situated primarily within neighbouring research fields such as ergonomics or consumer studies. Before making a full submission you can send a query to us, or direct to the Deputy Editor rachael.luck@open.ac.uk, including your abstract, for advice on whether your topic is within the journal's scope.

BEFORE YOU BEGIN

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

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 conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then please state this: 'Conflicts of interest: none'. 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 or as part of a published lecture or academic thesis or as an electronic preprint, see 'Multiple, redundant or concurrent publication' section of our ethics policy 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 CrossCheck.

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.

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 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 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 Open Access Publication Fee. Details of existing agreements are available online.

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

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

- **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.

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

For 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 open access publication fee for this journal is USD 2500, 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 24 months.

**Elsevier Publishing Campus**
The Elsevier Publishing Campus (www.publishingcampus.com) is an online platform offering free lectures, interactive training and professional advice to support you in publishing your research. The College of Skills training offers modules on how to prepare, write and structure your article and explains how editors will look at your paper when it is submitted for publication. Use these resources, and more, to ensure that your submission will be the best that you can make it.

**Language (usage and editing services)**
Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's WebShop.

**Submission**
Submission to this journal proceeds totally online. Use the following guidelines to prepare your article. Via the homepage of this journal (http://www.ees.elsevier.com/destud) you will be guided stepwise through the creation and uploading of the various files. The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor’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.

**Peer Review Policy:**
All articles submitted to Design Studies are subject to peer review. For more information about how the process is conducted for this journal, please take a look at the peer review policy statement here. Submitted papers may be accepted without changes or subject to amendment and re-refereeing before publication. Papers may be rejected on the grounds of relevance or content.

**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.

**Language**
Please write your text in good English (British usage is preferred, and American is accepted, but not a mixture of these).

**Essential Title Page Information**

**Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae.

**Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors’ affiliation addresses (where the actual work was done) below their names, separating the name(s) plus affiliation(s) where necessary. Provide the full postal address of each affiliation, including the country name.

**Corresponding author.** Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that you provide e-mail address, telephone number and full postal address.
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 and Keywords. Include the abstract and keywords on the title page with authors' names.

Abstract
A self contained abstract (up to 120 words), outlining in a single paragraph the aims, scope and conclusions of the paper must be supplied.

Graphical abstract
A graphical abstract is optional. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. See http://www.elsevier.com/graphicalabstracts for examples.
Authors can make use of Elsevier's Illustration and Enhancement service to ensure the best presentation of their images and in accordance with all technical requirements: Illustration Service.

Highlights
Highlights are mandatory for this journal. They consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point). You can view example Highlights on our information site.

Keywords
Choose up to 5 keywords for your paper selected from the journal's set list, available here. You may include one keyword of your own choice not on the list.

Manuscript
Submissions to this journal should normally be within the range 3000-8000 words plus illustrations. Ensure readability of your text for both screen and print use. Use basic formatting, conventional fonts, 11pt or 12pt font size, 1.5 line spacing, and number all pages consecutively. Begin your manuscript (without author names) with title, abstract and keywords. Subdivision. The main text must start with an introductory section which is neither titled nor numbered (i.e. simply start the main body of your text; do not start with "1. Introduction"), and followed by further sections which are titled and numbered from 1, and subtitled and numbered 1.1, etc. Include copies of tables and figures at appropriate points within the text, as well as providing them in separate files.

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.

Units
Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI. Use decimal points (not decimal commas); use a space for thousands (10 000 and above).

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): Bitmaped (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.

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 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.

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/design-studies

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
Text: Indicate references within the text using the author/date referencing style recommended by the American Psychological Association (see below), e.g. where author's name appears within the text, "As Thomas and Carroll (1979: p 7) suggest ", or all in parentheses where authors' names are not cited specifically in text, e.g. "As some authors suggest (Jones, 1984; Cross, 2006) ". Be specific: do not give long lists of vaguely relevant sources. Where directly quoting from a source, or referring to a specific topic within a source, give the page number(s). List all references at the end of the text, following the citation style recommended by the American Psychological Association. You are referred to the Publication Manual of the American Psychological Association, Sixth Edition, ISBN 1-4388-0559-6, copies of which may be ordered from http://books.apa.org/books.cfm?id=4200067 or APA Order Dept., P.O.B. 2710, Hyattsville, MD 20784, USA or APA, 3 Henrietta Street, London, WC3E 8LU, UK. Details concerning this referencing style can also be found at http://linguistics.byu.edu/faculty/henrichsenl/apa/apa01.html. Avoid the use of footnotes; where really unavoidable, collect together in a Notes section at the end of the manuscript, before the list of References.

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:


Reference to Mendeley Data:


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 files in one of our recommended file formats with a preferred maximum size of 150 MB in total. Any single file should not exceed 50 MB. 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.

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 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.
**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.

**Interactive plots**
This journal enables you to show an Interactive Plot with your article by simply submitting a data file. Full instructions.

**Submission Checklist**
It is hoped that this list will be useful during the final checking of an article prior to sending it to the journal's Editor for review. Please consult this Guide for Authors for further details of any item.

Ensure that the following items are present:
- One Author designated as Corresponding Author
- E-mail address
- Full postal address
- Telephone numbers

All necessary files have been uploaded:
- Abstract
- Keywords
- Separate Title page file containing authors' names
- Manuscript without authors' names (for double-blind review compliance)
- Acknowledgments (if any) uploaded as a separate file (for double-blind review compliance)
- All figures and captions
- All tables (including title, description, footnotes)
- All references listed are cited in the Manuscript

Further considerations:
- Manuscript has been "spellchecked" 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://epsupport.elsevier.com.

**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 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 2014 Elsevier | http://www.elsevier.com