AUTHOR INFORMATION PACK

TABLE OF CONTENTS

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

DESCRIPTION

*European Journal of Internal Medicine* is the official journal of the European Federation of Internal Medicine and is the reference scientific journal for the European academic and non-academic internists.

The journal is devoted to promoting science and practice in internal medicine in Europe. To this end, the journal publishes *original articles, editorials, reviews, internal medicine flashcards*, and other information relevant to internal medicine and related fields. Translational medicine and clinical studies both receive attention by the Journal. EJIM has the ambition to become the place for the publication of excellent clinical studies; however, this target is intended to be associated with the improvement of the quality of health care in Internal Medicine in the European hospitals.

The journal encourages the submission, as original articles, of:
- quality clinical studies related to internal medicine; papers defining the unmet clinical needs in several areas of internal medicine; methodology of clinical research and critical reading of clinical studies; high-level subgroup or secondary analyses of the major clinical trials; experimental design of planned or ongoing large clinical trials. This publication may be associated with a critical assessment by methodology experts commenting the methodology of the paper, strengths and potential limitations; acute and critical care medicine as well as emergency medicine to contribute to develop the new professional figure of the internist in the European hospitals;

In addition to the abovementioned articles, the journal publishes *invited articles* on clinical issues relevant to internal medicine, in the form of:
- *Commentary*: a paper commenting an article published in a particular issue and prepared by the Editors or by an invited expert; *Editorial*: a brief article on clinical achievements or debated points in Internal Medicine; *Review Articles*: updated state-of-the-art reviews on a subject of clinical relevance; *Ideas and Opinions*: a paper on a vision concerning a clinical topic not necessarily reflecting evidence-based data but more an expression of a particular vision of a clinical or public health issue; *Clinical Controversies in Internal medicine*, covering pros and cons positions on a specific clinical issue; *Clinical Insights*: a brief article dedicated to the management of particular clinical situation or setting where remarkable advancements or changes in clinical practice were recently experienced; *Beyond the guidelines* on clinical situations or issues that are not covered by the Guidelines or on the limitations of the Guidelines. More in general, this type of articles can be a commentary on recently published guidelines.
AUDIENCE

Specialists in Internal Medicine.

ABSTRACTING AND INDEXING

Scopus
Inside Conferences
CAB International
Web of Science
Current Contents - Clinical Medicine
Journal Citation Reports - Science Edition
PubMed/Medline
Science Citation Index Expanded
Embase

EDITORIAL BOARD

Editor-in-Chief
G. Agnelli, University of Perugia, Perugia, Italy

Deputy Editor
M. Levi, University of Amsterdam, Amsterdam, Netherlands

Past Editors
H. Hillen, 1999 – 2002
P. M. Mannucci, 2009 - 2018

Associate Editors
R. Cervera, University of Barcelona, Faculty of Medicine and Health Sciences, Barcelona, Spain
L. Dagna, Vita-Salute San Raffaele University, Milano, Italy
K.J. van Erpecum, University Medical Center, Department of Gastroenterology and Hepatology, Utrecht, Netherlands
A. Manolis, General Hospital Asklepieio Voulas, Department of Cardiology, Athens, Greece
J. Muñoz Martín, General University hospital Gregorio Maranon, Madrid, Spain
R. Pontremoli, University of Genoa, Department of Internal Medicine and Medical Specialties, Genova, Italy
J. Rello, International University of Cataluna, Faculty of Medicine and Health Sciences, Sant Cugat del Valles, Spain
G. Sinagra, Trieste University Integrated Healthcare Company, Trieste, Italy
D. Stolz, Medical Center - University of Freiburg, Freiburg, Germany

Social Media Editors
M. Giustozzi, Perugia, Italy
J. Imberti, Modena, Italy
M. Solbiati, Milano, Italy

Managing Editor
Silvia Malosio, Milan, Italy

Editorial Board
A. Agustí, Barcelona, Spain
M. Akova, Ankara, Turkey
R. Antonelli Incalzi, Roma, Italy
M. Arici, Ankara, Turkey
A. Avogaro, Padova, Italy
B. Beghé, Modena, Italy
D. Bell, London, United Kingdom
P. Bisschop, Duivendrecht, Netherlands
R. Body, Manchester, United Kingdom
G. Bol, Utrecht, Netherlands
G. Boriani, Modena, Italy
D. Caldeira, Lisboa, Portugal
A. Carmona Bayonas, Murcia, Spain
H. ten Cate, Maastricht, Netherlands
C. Cimminiello, Milan, Italy
A.T. Cohen, London, United Kingdom
J. Comin Colet, Barcelona, Spain
H. A. Crowther, Hamilton, Canada
G. Dalekos, Larissa, Greece
J. D. Douketis, Hamilton, Canada
E. Durante Mangoni, Napoli, Italy
A. Ellis, Petah Tikva, Israel
E. Fabris, Trieste, Italy
E. Grossman, Tel Aviv, Israel
F. Lammert, Hannover, Germany
V. N. Larina, Moscow, Russian Federation
L. Lazebnik, Moscow, Russian Federation
M. Lettino, Milan, Italy
X. Liao, Chengdu, China
R. D. Lopes, Durham, United States of America
D. Lovic, Niš, Serbia
M. Mandalà, Bergamo, Italy
F. J. Martin-Sanchez, Madrid, Spain
G. Merli, Philadelphia, United States of America
P. Moliner, L'Hospitalet de Llobregat, Spain
V. Novack, Be’er Sheva, Israel
G. Ntaios, Larissa, Greece
L. Potasso, Basel, Switzerland
E. Raspe, Berlin, Germany
A. Riera-Mestre, L'Hospitalet de Llobregat, Spain
F. Salvador, Vila Real, Portugal
T. Sauerbruch, Bonn, Germany
E. Tobaldini, Milano, Italy
G. Varricchi, Napoli, Italy
C. Vasconcelos, Porto, Portugal
M. C. Vedovati, Perugia, Italy
P. Verdecchia, Perugia, Italy
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.

Change of Editor October 2018
Thank you very much for your interest in publishing your article in EJINME. Please be aware that as of 15 October, 2018, all new manuscript submissions will be handled by the journal's new Editor-in-Chief Professor Giancarlo Agnelli and his Associate Editors. The review of manuscripts that had been submitted prior to this date will be finalized by Editor-in-Chief Professor Mannucci and his team.

Types of article

Review Articles
Review articles are generally commissioned by the Editors according to an agreed editorial plan. Unsolicited review articles may be considered provided they are the state-of-the-art updates prepared by authoritative authors.
Review Article should not exceed 3,500-4,000 words and no more than 5 authors.
Authorship details in compliance with ICMJE should be reported. A conflict of interest statement is required (see appropriate chapter on COI). In case of absence of conflicts, a statement "the authors declare they have no conflict of interest" should be reported in the manuscript.

Original Articles
Original Articles should not be longer than 3,500-4,000 words. Authorship must not exceed 16 names in the byline. Group names may be added to the byline and be referenced as a list of contributors in a footnote in the front page of the manuscript. Authorship details in compliance with ICMJE should be reported. A conflict of interest statement is required (see appropriate chapter on COI). In case of absence of conflicts, a statement "the authors declare they have no conflict of interest" should be reported in the manuscript.

Systematic Reviews
Systematic reviews, including meta-analyses, should be submitted as Original Articles and should include a description of the methods used. At the end of the introduction, a short description on how the articles have been selected (keywords, time period of the search, etc.) should be included.
Systematic reviews must not be longer than 3,500-4,000 words and do not exceed 5 names in the byline. Authorship details in compliance with ICMJE should be reported. A conflict of interest statement is required (see appropriate chapter on COI). In case of absence of conflicts, a statement "the authors declare they have no conflict of interest" should be reported in the manuscript.

Editorials
Editorials are brief articles on clinical achievements or debated points in Internal Medicine prepared by an Editor or by an invited expert. They are approximately 1,000-1,500 words long with no more than 2 authors and 15 references. No abstract and no IMRAD structure are required. A conflict of interest statement is required (see appropriate chapter on COI). In case of absence of conflicts, a statement "the authors declare they have no conflict of interest" should be reported in the manuscript.

Commentary
A Commentary type of article is generally solicited by the Editors. It is related to a paper accepted for publication in the journal and is scheduled to appear in the same issue of the related paper. Commentaries should not exceed 1,000-1,500 words and have no more than 2 authors and 15 references. No abstract and no IMRAD structure are required. A conflict of interest statement is required (see appropriate chapter on COI). The commented paper should be referenced in the text and in the reference list. If the commented paper is already available online (please check this page: https://www.ejinme.com/inpress, its DOI number should be used for the reference. If the commented paper is not available online yet, a note [IN PRESS IN THIS ISSUE] should be added. The DOI will be updated later.

Beyond the Guidelines, Clinical Insights, Ideas and Opinions
These articles are generally solicited by the Editors and should be submitted as an Editorial type of article. Beyond the guidelines on clinical situations or issues that are not covered by the Guidelines or on the limitations of the Guidelines. More in general, this type of articles can be a commentary on recently published guidelines. Clinical Insights: a brief article dedicated to the management of particular clinical situation or setting where remarkable advancements or changes in clinical practice were recently experienced; Ideas and Opinions: a paper on a vision concerning a clinical topic not necessarily reflecting evidence-based data but more an expression of a particular vision of a clinical or public health issue. They are prepared in the form of Editorials of approximately 1,500-2,000 words and should have no more than 2 authors and 15 references. No abstract and no IMRAD structure are required. A conflict of interest statement is required (see appropriate chapter on COI). In case of absence of conflicts, a statement "the authors declare they have no conflict of interest" should be reported in the manuscript.

Clinical Controversies in Internal medicine
These articles are generally solicited by the Editors and feature pros and cons positions on a specific clinical issue. They are composed of two articles with opposing views. They are solicited by the Editors. Format: 1,500-2,000 words; no abstract, no IMRAD structure; it may contain up to 15 references; conflict of interest statement is mandatory. In case of absence of conflicts, a statement "the authors declare they have no conflict of interest" should be reported in the manuscript.

Letters to the Editor
A Letter to the Editor should not exceed 1,500 words, with a maximum of 5 authors and no more than 10 references. It does not require an abstract and no IMRAD structure. Conflict of interest statement is mandatory. In case of absence of conflicts, a statement "the authors declare they have no conflict of interest" should be reported in the manuscript. If more authors are involved because of a study group, the group name should be added and the exceeding authors listed in a footnote in the first page of the manuscript. Authorship details should be compliant with ICMJE, in particular the need to specify the role of each author in the manuscript.

Internal Medicine Flashcards
This type of article is not a mere representation of a case report. Please see the rationale of this type of articles at Introducing the "Internal Medicine Flashcards": Call for papers Volume 24, Issue 6, published online only. Authors: maximum 3 Image: one, single or multi-panelled. Only original, high-quality images will be considered for publication, provided they do not contain material that has been submitted or published elsewhere. If a photo of an identifiable patient is used, a specific release form must be completed and signed by the patient and enclosed to the submission. All the printed information that might identify the patient or the authors' institution (including but not limited to the hospital or patient name, date or place) should be removed from the images Main section (case description): maximum 175 words Discussion section: maximum 225 words + maximum 3 references

Case Reports
In general Case Reports are not published unless they contain highly innovative findings (such as, for instance, unusual clinical presentations or new gene mutations, etc...). The European Federation of Internal medicine (EFIM) welcomes case submissions to its open access journal specifically dedicated to case reports available at www.ejcrim.com.

Page charges
This journal has no page charges.

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:**
- Line Numbering must **not be used** as the system will automatically build them into the submission
- 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 titles should not contain word abbreviations or capital letters. 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.

**BEFORE YOU BEGIN**

**Ethics in publishing**
Please see our information on Ethics in publishing.

**Informed consent and patient details**
Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in an Elsevier publication. Written consents must be retained by the author but copies should not be provided to the journal. Only if specifically requested by the journal in exceptional circumstances (for example if a legal issue arises) the author must provide copies of the consents or evidence that such consents have been obtained. For more information, please review the Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals. Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details of any patient included in any part of the article and in any supplementary materials (including all illustrations and videos) must be removed before submission.

**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 anonymized) or the manuscript file (if single anonymized). If there are no interests to declare then please state this: 'Declarations of interest: none'. 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.

**Declaration of generative AI in scientific writing**
The below guidance only refers to the writing process, and not to the use of AI tools to analyse and draw insights from data as part of the research process.

Where authors use generative artificial intelligence (AI) and AI-assisted technologies in the writing process, authors should only use these technologies to improve readability and language. Applying the technology should be done with human oversight and control, and authors should carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or
biased. AI and AI-assisted technologies should not be listed as an author or co-author, or be cited as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans, as outlined in Elsevier’s AI policy for authors.

Authors should disclose in their manuscript the use of AI and AI-assisted technologies in the writing process by following the instructions below. A statement will appear in the published work. Please note that authors are ultimately responsible and accountable for the contents of the work.

**Disclosure instructions**

Authors must disclose the use of generative AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in the core manuscript file, before the References list. The statement should be placed in a new section entitled ‘Declaration of Generative AI and AI-assisted technologies in the writing process’.

Statement: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.

This declaration does not apply to the use of basic tools for checking grammar, spelling, references etc. If there is nothing to disclose, there is no need to add a statement.

**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 compliance, your article may be checked by Crossref Similarity Check and other originality or duplicate checking software.

**Use of inclusive language**

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Content should make no assumptions about the beliefs or commitments of any reader; contain nothing which might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions. We advise to seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid using "he, she," or "he/she." We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid. When coding terminology is used, we recommend to avoid offensive or exclusionary terms such as "master", "slave", "blacklist" and "whitelist". We suggest using alternatives that are more appropriate and (self-) explanatory such as "primary", "secondary", "blocklist" and "allowlist". These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

**Reporting sex- and gender-based analyses**

**Reporting guidance**

For research involving or pertaining to humans, animals or eukaryotic cells, investigators should integrate sex and gender-based analyses (SGBA) into their research design according to funder/sponsor requirements and best practices within a field. Authors should address the sex and/or gender dimensions of their research in their article. In cases where they cannot, they should discuss this as a limitation to their research's generalizability. Importantly, authors should explicitly state what definitions of sex and/or gender they are applying to enhance the precision, rigor and reproducibility of their research and to avoid ambiguity or conflation of terms and the constructs to which they refer (see Definitions section below). Authors can refer to the Sex and Gender Equity in Research (SAGER) guidelines and the SAGER guidelines checklist. These offer systematic approaches to the use and editorial review of sex and gender information in study design, data analysis, outcome reporting and research interpretation - however, please note there is no single, universally agreed-upon set of guidelines for defining sex and gender.
Definitions
Sex generally refers to a set of biological attributes that are associated with physical and physiological features (e.g., chromosomal genotype, hormonal levels, internal and external anatomy). A binary sex categorization (male/female) is usually designated at birth (“sex assigned at birth”), most often based solely on the visible external anatomy of a newborn. Gender generally refers to socially constructed roles, behaviors, and identities of women, men and gender-diverse people that occur in a historical and cultural context and may vary across societies and over time. Gender influences how people view themselves and each other, how they behave and interact and how power is distributed in society. Sex and gender are often incorrectly portrayed as binary (female/male or woman/man) and unchanging whereas these constructs actually exist along a spectrum and include additional sex categorizations and gender identities such as people who are intersex/have differences of sex development (DSD) or identify as non-binary. Moreover, the terms "sex" and "gender" can be ambiguous—thus it is important for authors to define the manner in which they are used. In addition to this definition guidance and the SAGER guidelines, the resources on this page offer further insight around sex and gender in research studies.

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.

Reporting clinical trials
Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram are available online.

Registration of clinical trials
Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors recommendations. 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. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

Article transfer service
This journal uses the Elsevier Article Transfer Service to find the best home for your manuscript. This means that if an editor feels your manuscript is more suitable for an alternative journal, you might be asked to consider transferring the manuscript to such a journal. The recommendation might be provided by a Journal Editor, a dedicated Scientific Managing Editor, a tool assisted recommendation, or a combination. If you agree, your manuscript will be transferred, though you will have the opportunity to make changes to the manuscript before the submission is complete. Please note that your manuscript will be independently reviewed 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 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 a '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, it is recommended to state this.

Open access
Please visit our Open Access page for more information.

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 Language Editing service available from Elsevier's Language 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.

During online submission you will be requested to indicate within which section your work fits, please choose carefully and if you are unable to decide then please select "Other". Please refer to the Editorial from Dr John Kellet in EJIM 18/7 for more information http://www.ejinme.com/article/S0953-6205(07)00271-3/fulltext.

Suggesting reviewers
Please submit the names and institutional e-mail addresses of several potential reviewers.

You should not suggest reviewers who are colleagues, or who have co-authored or collaborated with you during the last three years. Editors do not invite reviewers who have potential competing interests with the authors. Further, in order to provide a broad and balanced assessment of the work, and ensure scientific rigor, please suggest diverse candidate reviewers who are located in different countries/regions from the author group. Also consider other diversity attributes e.g. gender, race and ethnicity, career stage, etc. Finally, you should not include existing members of the journal's editorial team, of whom the journal are already aware.

Note: the editor decides whether or not to invite your suggested reviewers.
PREPARATION

Queries
For questions about the editorial process (including the status of manuscripts under review) or for technical support on submissions, please visit our Support Center.

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 anonymized 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. Editors are not involved in decisions about papers which they have written themselves or have been written by family members or colleagues or which relate to products or services in which the editor has an interest. Any such submission is subject to all of the journal’s usual procedures, with peer review handled independently of the relevant editor and their research groups. 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 - unnumbered sections
Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

AUTHOR INFORMATION PACK  3 Sep 2023 www.elsevier.com/locate/ejim
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.

Highlights
Highlights are mandatory for this journal as they help increase the discoverability of your article via search engines. They consist of a short collection of bullet points that capture the novel results of your research as well as new methods that were used during the study (if any). Please have a look at the example Highlights.

Highlights 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).
Abstract
A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

This should contain no more than 250 words.

Graphical abstract
Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. You can view Example Graphical Abstracts on our information site.

Keywords
Use terms from the Medical Subjects Headings from the Index Medicus

Abbreviations
Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements
Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

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, it is recommended to include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Formulae
Give the meaning of all symbols immediately after the equation in which they are first used Equations should be numbered serially at the right-hand side in parentheses. In general only equations explicitly referred to in the text need be numbered The use of fractional powers instead of root signs is recommended In chemical formulae, valence of ions should be given as, e.g. Ca2+, not as Ca++ Isotope numbers should precede the symbols e.g. 18O The repeated use of chemical formulae in the text is to be avoided where reasonably possible; instead, the name of the compound should be given in full. Exceptions may be made in the case of a very long name occurring very frequently or in the case of a compound being described as the end product of a gravimetric determination (e.g. phosphate as P2O5)

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 JPEG): Color or grayscale photographs (halftones): always use a minimum of 300 dpi.
- TIFF (or JPEG): Bitmapped line drawings: use a minimum of 1000 dpi.
- TIFF (or JPEG): Combinations bitmapped line/halftone (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.

**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. 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**

**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.

Preprint references
Where a preprint has subsequently become available as a peer-reviewed publication, the formal publication should be used as the reference. If there are preprints that are central to your work or that cover crucial developments in the topic, but are not yet formally published, these may be referenced. Preprints should be clearly marked as such, for example by including the word preprint, or the name of the preprint server, as part of the reference. The preprint DOI should also be provided.

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. 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.

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:

Reference style
Text: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.
List: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.
Examples:
Reference to a journal publication:
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:
Reference to a dataset:
Note shortened form for last page number. e.g., 51–9, and that for more than 6 authors the first 6 should be listed followed by 'et al.' For further details you are referred to 'Uniform Requirements for Manuscripts submitted to Biomedical Journals' (J Am Med Assoc 1997;277:927–34) (see also Samples of Formatted References).

Journal abbreviations source
Journal names should be abbreviated according to the List of Title Word Abbreviations.

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.

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, which may also include 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).

**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.

**Interactive Case Insights**
The journal encourages authors to complement their Internal Medicine Flash Cards with test questions that reinforce the key learning points. These author created questions are submitted along with the article (new or revised) and will be made available in ScienceDirect along with your paper. More information and examples are available at https://www.elsevier.com/about/content-innovation/interactive-case-insights. Test questions are created online at http://elsevier-apps.sciverse.com/GadgetICRWeb/verification. Create the test questions, save them as a file to your desktop, and submit along with your (new or revised) manuscript through Editorial Manager. That’s it! For questions, please contact icihelp@elsevier.com.

**AFTER ACCEPTANCE**

**Online proof correction**
To ensure a fast publication process of the article, we kindly ask authors to provide us with their proof corrections within two days. 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. 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.

**PUBLICATION**
Once the corrected author proofs have been returned to Elsevier, the article will be corrected and thereafter immediately posted online at ScienceDirect. In light of the large flow of accepted articles there may be some delay between online publication and print publication, please note that your article is officially published from the date it appears online.

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