TABLE OF CONTENTS

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

DESCRIPTION

Gynecologic Oncology, an international journal, is devoted to the publication of clinical and investigative articles that concern tumors of the female reproductive tract. Investigations relating to the etiology, diagnosis, and treatment of female cancers, as well as research from any of the disciplines related to this field of interest, are published.

Research Areas Include:
- Cell and molecular biology
- Chemotherapy
- Cytology
- Endocrinology
- Epidemiology
- Genetics
- Gynecologic surgery
- Immunology
- Pathology
- Radiotherapy

Narrative review articles, survey articles, case reports, case series, letters to the editor regarding previously published manuscripts and other short communications can be submitted to this journal? s open access companion title, Gynecologic Oncology Reports.

IMPACT FACTOR

2018: 4.393 © Clarivate Analytics Journal Citation Reports 2019

ABSTRACTING AND INDEXING

Current Contents - Clinical Medicine
PubMed/Medline
Index to Scientific Reviews
Science Citation Index
Scopus
PubMed/Medline
EDITORIAL BOARD

Editor-in-Chief
Beth Karlan, University of California Los Angeles David Geffen School of Medicine, Los Angeles, CA, United States

Deputy Editors
Robert Bristow, Orange, California, United States
David Cohn, Columbus, Ohio, United States
Barbara Goff, Seattle, Washington, United States
Laurel Rice, Madison, Wisconsin, United States
Stephen Rubin, Philadelphia, Pennsylvania, United States
Anil Sood, Houston, Texas, United States

Statistical Consultant
Chi-Hong Tseng, Los Angeles, CA, United States

Editorial Board
Giovanni Aletti, Milan, Italy
Angeles Alvarez-Secord, Durham, United States
Andreas du Bois MD, PhD, Essen, Germany
David Bowtell, Sydney, Australia
Theodore Brasky, Columbus, United States
Ronald J. Buckanovich, Pittsburgh, Pennsylvania, USA
Marcela del Carmen, Boston, United States
Suk-Joon Chang, Suwon, South Korea
Christina Chu, Philadelphia, United States
Ben Davidson, Oslo, Norway
Lynette Denny, Cape Town, South Africa
Sean Dowdy, Rochester, United States
Ronny Drapkin, Philadelphia, United States
Linda Duska, Charlottesville, United States
Anna Fagotti, Rome, Italy
John Farley, Phoenix, United States
Gini Fleming, Chicago, United States
Christina Fotopoulou, London, United Kingdom
Keiichi Fujiwara, Saitama, Japan
David Gaffney, Salt Lake City, United States
Diane M. Harper, Louisville, United States
Warner Huh, Birmingham, USA
Amir Jazaeri, Charlottesville, United States
Yu Kang, Shanghai, China
Vesna Kesić, Beograd, Serbia
Young Tae Kim, Seoul, Republic of Korea
Thomas Krivak, Pittsburgh, United States
Chyong-Huey Lai, Taoyuan, ROC
Hung-Cheng Lai, Taipei, ROC, Taiwan
Charles Landen, Birmingham, Virginia, United States
Ernst Lengyel, Chicago, USA
Andrew Li, Los Angeles, United States
Daniela Matei, Indianapolis, United States
Ursula Matulonis, Boston, United States
Susan Modesitt, Charlottesville, Virginia, United States
Bradley J. Monk, Phoenix, United States
Kathleen Moore, Norman, Oklahoma, United States
Raj Naik, Gateshead, United Kingdom
Amanda Nickles Fader, Baltimore, USA
Kunle Odusni, Buffalo, United States
Ritu Salani, Columbus, Ohio, United States
John Schorge, Boston, USA
Alberto Selman, Santiago de Chile, Chile
Krishnansu Tewari, Orange, United States
Shelley S. Tworoger, Tampa, Florida, United States
Akila Viswanathan, Boston, United States
Jason Wright, New York, New York, United States
INTRODUCTION

Gynecologic Oncology, an international journal, is devoted to the publication of clinical and investigative articles that concern tumors of the female reproductive tract. We welcome the submission of investigations relating to the etiology, diagnosis, treatment, and prevention of female cancers, as well as research from any of the disciplines related to this field of interest. Research areas include: cell and molecular biology, chemotherapy, clinical trails, epidemiology, genetics, immunology and vaccines, 'omics', pathology and cytology, quality of life, radiation therapy, surgery, and translational research. All aspects of scholarship related to tumors of this region are welcome, with originality, quality, and clarity the chief criteria of acceptance.

Types of articles
Research Paper: Full-length report of an original basic or clinical investigation.

Systematic Reviews and/or Meta-Analysis Articles: A comprehensive and scholarly review of the literature, which uses systematic searching techniques to identify, appraise and synthesize all relevant studies, relating to an important basic or clinical subject, accompanied by critical analysis and leading to reasonable conclusions.

Editorial: Commentary on an original article published in the same issue or an opinion or perspective on a specific topic.

Clinical Commentary: Offers perspective or opinion of clinical relevance.

Gynecologic Oncology Tumor Board: An in-depth discussion of a rare and/or difficult case. The Tumor Board presentation of the case should present a multi-disciplinary approach to the differential diagnosis, pathology (including molecular pathology), diagnostic testing and management, including a discussion of the decision-making regarding treatments and outcomes. Authors who wish to prepare a Gynecologic Oncology Tumor Board case must contact the Editorial Office (GYN@elsevier.com) in advance of preparation of the case to discuss their proposal with the Editors. Tumor board cases will have a maximum length of 5000 words, and are limited to 6 tables and/or figures and 60 references. A brief description of the case (limited to 50 words) is required.

Historical Perspective: Update and perspective on a seminal finding initially presented in an important paper that advanced the field of gynecologic oncology. Historical Perspective manuscripts should place the original paper in modern context and highlight the contributions that have been made to further or change the care and treatment of women's cancer. Authors who wish to prepare a Historical Perspective must contact the Editorial Office in advance to discuss their proposal with the Editors.

Please note that Gynecologic Oncology will no longer consider Surgical Film Submissions, Narrative Review articles or Letters to the Editor for publication. Surgical Film Submissions, Narrative Review articles and correspondence, including letters which comment upon work published in Gynecologic Oncology, will be considered for publication in the journal's companion title, Gynecologic Oncology Reports. Gynecologic Oncology Reports is an open access journal and a fee is required for publication.

Please also note that we do not consider revised resubmissions of previously rejected papers.

Submission requirements
Please see here for submission requirements.

Guide for reviewers
Please click here for specific reviewer instructions.

BEFORE YOU BEGIN

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

We invite submission of all clinical trials, whether phase I, II, or III. For phase I trials, we especially encourage those of a novel substance for a novel indication, if there is a strong or unexpected beneficial or adverse response, or a novel mechanism of action. Systematic reviews of randomised trials also might warrant rapid peer review and publication. We encourage the registration of all interventional trials, whether early or late phase, in a primary register that participates in WHO's International Clinical Trial Registry Platform. We also encourage full public disclosure of the minimum 20-item trial registration dataset at the time of registration and before recruitment of the first participant (http://www.who.int/ictrp/en/). The registry must be independent of for-profit interest. Reports of randomised trials must conform to revised CONSORT guidelines, and should be submitted with their protocols. All reports of clinical trials must include a summary of previous research findings, and explain how this trial contributes to the sum of knowledge. The relation between existing and new evidence should be shown by direct reference to an existing systematic review and meta-analysis; if neither exists, authors are encouraged to do their own, or to describe the qualitative association between their research and previous findings.

- Cluster randomised trials must be reported according to CONSORT extended guidelines.
- Randomised trials that report harms must be described according to extended CONSORT guidelines.
- Studies of diagnostic accuracy must be reported according to STARD guidelines.
- Systematic reviews must be written according to the Cochrane Collaboration guidelines.
- Observational studies (cohort, case-control, or cross-sectional designs) must be reported according to the STROBE statement.

**Conflict of Interest**

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within two years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. See also https://www.elsevier.com/conflictsofinterest.

All authors must complete the conflict of interest form developed by the International Committee of Medical Journal Editors, which may be found here. The form is designed to be completed online and each and every author must complete a form. The conflict of interest form(s) must be uploaded to EES by the corresponding author with the manuscript. If you experience an issue when trying to access the form, it could be linked to your browser. Please try right clicking on the above link to the form and selecting 'save target as'. You should then be able to save the form to your computer. The form is also available to download here.

If conflict of interest forms are not provided upon submission, your submission will be returned to you with a request that you provide forms for all authors. Your manuscript will not be considered for publication by editors or reviewers until all conflict of interest forms have been received. Please contact the Editorial Office at GYN@elsevier.com if you have any difficulty completing the form.

**Role of medical writer or editor**

If a medical writer or editor was involved in the creation of your manuscript, we need a signed statement from the corresponding author to include their name and information about funding of this person. This information should be added to the Acknowledgement section. We also require signed statements from any medical writers or editors declaring that they have given permission to be named as an author; or in the Acknowledgments section.

**Submission declaration and verification**

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Crossref Similarity Check.
Preprints
Please note that preprints can be shared anywhere at any time, in line with Elsevier's sharing policy. Sharing your preprints e.g. on a preprint server will not count as prior publication (see 'Multiple, redundant or concurrent publication' for more information).

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

Please include an Author Contribution section within your manuscript source file, above the references. This should include each author's contribution to the manuscript.

Author contributions
For transparency, we encourage authors to submit an author statement file outlining their individual contributions to the paper using the relevant CRediT roles: Conceptualization; Data curation; Formal analysis; Funding acquisition; Investigation; Methodology; Project administration; Resources; Software; Supervision; Validation; Visualization; Roles/Writing - original draft; Writing - review & editing. Authorship statements should be formatted with the names of authors first and CRediT role(s) following. More details and an example

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

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

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

Copyright
Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see more information on this). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases.

For gold open access articles: Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (more information). Permitted third party reuse of gold open access articles is determined by the author's choice of user license.
**Author rights**
As an author you (or your employer or institution) have certain rights to reuse your work. [More information.]

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

**Role of the funding source**
As an author you (or your employer or institution) retain certain rights; for details you are referred to: [https://www.elsevier.com/authorsrights](https://www.elsevier.com/authorsrights)

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 paper for publication. If the funding source(s) had no such involvement then this should be stated. Please see [https://www.elsevier.com/funding](https://www.elsevier.com/funding).

**Open access**
Please visit our [Open Access page](https://www.elsevier.com/openaccess) for more information.

**Language services**
Authors who require information about language editing and copyediting services pre- and post-submission please visit [https://www.elsevier.com/languagepolishing](https://www.elsevier.com/languagepolishing) or our customer support site at [service.elsevier.com](https://service.elsevier.com) for more information. Please write your text in good English (American or British usage is accepted, but not a mixture of these).

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

**Submission**
Submission to this journal proceeds totally online. Use the following guidelines to prepare your article. Via the homepage of this journal (https://www.elsevier.com/journals) 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.

It is a condition of publication that all manuscripts must be written in clear, grammatical English and be submitted to the [Gynecologic Oncology](https://www.editorialmanager.com/ygyno/default.aspx) Web site at [https://www.editorialmanager.com/ygyno/default.aspx](https://www.editorialmanager.com/ygyno/default.aspx). Authors are requested to transmit the text and art of the manuscript in electronic form to this address. Each manuscript must also be accompanied by a cover letter. (Please see Preparation of Manuscript below.) If you are unable to provide an electronic version, please contact the editorial office prior to submission by e-mail (gyn@elsevier.com).

Manuscripts are accepted for review with the understanding that no substantial portion of the study has been published or is under consideration for publication elsewhere and that its submission for publication has been approved by all of the authors and by the institution where the work was carried out. Authors must disclose prior presentation at a public scientific meeting as a footnote on the title page.

Manuscripts that do not meet the general criteria or standards for publication in *Gynecologic Oncology* will be immediately returned to the authors, without detailed review.

**CHECKLIST FOR AUTHORS**
Please follow this link for a detailed list of the submission requirements and how to structure your article: [Check List for Authors](https://www.elsevier.com/openaccess)
Peer review
This journal operates a single blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor’s decision is final. More information on types of peer review.

Essential title page information
• Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
• Author names and affiliations. Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
• Corresponding author. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete 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.

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. Authors can make use of Elsevier's Illustration Services to ensure the best presentation of their images and in accordance with all technical requirements.

Research 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 125 characters, including spaces, per bullet point).

Artwork
Electronic artwork
General points
• Make sure you use uniform lettering and sizing of your original artwork.
• Save text in illustrations as "graphics" or enclose the font.
• Only use the following fonts in your illustrations: Arial, Courier, Times, Symbol.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Provide captions to illustrations separately.
• Produce images near to the desired size of the printed version.
• Submit each figure as a separate file.

A detailed guide on electronic artwork is available on our website:
https://www.elsevier.com/artworkinstructions
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 finalised, 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: Vector drawings. Embed the font or save the text as "graphics".
TIFF: color or grayscale photographs (halftones): always use a minimum of 300 dpi.
TIFF: Bitmapped line drawings: use a minimum of 1000 dpi.
TIFF: Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.
DOC, XLS or PPT: If your electronic artwork is created in any of these Microsoft Office applications please supply "as is".

Please do not:
• Supply embedded graphics in your wordprocessor (spreadsheet, presentation) document;
• Supply files that are optimised for screen use (like 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.

Reference links
Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is highly encouraged.

A DOI is guaranteed never to change, so you can use it as a permanent link to any electronic article. An example of a citation using DOI for an article not yet in an issue is: VanDecar J.C., Russo R.M., James D.E., Ambhe W.B., Franke M. (2003). Aseismic continuation of the Lesser Antilles slab beneath northeastern Venezuela. Journal of Geophysical Research, https://doi.org/10.1029/2001JB000884. Please note the format of such citations should be in the same style as all other references in the paper.

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

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

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

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

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

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.
Example: '..... as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result ....'
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:

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

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

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page.

Data linking
If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.

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

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

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).
Mendeley Data
This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to Mendeley Data. The datasets will be listed and directly accessible to readers next to your published article online.

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

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

Submission checklist
Please follow this link for a detailed list of the submission requirements and how to structure your article: Check List for Authors.

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 and fax numbers
All necessary files have been uploaded
• Keywords
• All figure captions
• All tables (including title, description, footnotes)
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 Support Center.

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. Both corresponding and co-authors may order offprints at any time via Elsevier's Author Services. Corresponding authors who have published their article gold open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.

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