



INTERNATIONAL JOURNAL OF FORECASTING

Official Publication of the [International Institute of Forecasters](http://www.forecasters.org)

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

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



ISSN: 0169-2070

DESCRIPTION

The *International Journal of Forecasting* is the leading journal in its field. It is the official publication of the [International Institute of Forecasters \(IIF\)](http://www.forecasters.org) and shares its aims and scope. More information about the IIF may be found at <http://www.forecasters.org>.

The *International Journal of Forecasting* publishes high quality refereed papers covering all aspects of **forecasting**. Its objective (and that of the IIF) is to unify the field, and to bridge the gap between theory and practice, making forecasting useful and relevant for decision and policy makers. The journal places strong emphasis on empirical studies, evaluation activities, implementation research and ways of improving the practice of forecasting. It is open to many points of view and encourages debate to find solutions for problems facing the field.

Topics covered in the *International Journal of Forecasting*:

- **Economic** and **econometric** forecasting
- **Marketing** forecasting
- New products forecasting
- **Financial** forecasting
- **Production** forecasting
- **Technological** forecasting
- Forecasting applications in business, government, and the military
- **Demographic** forecasting
- **Energy** forecasting
- **Climate** forecasting
- **Crime** forecasting
- Seasonal adjustments and forecasting
- **Time series** forecasting
- Legal and political aspects of forecasting
- Implementation of forecasting
- Judgmental/psychological aspects of forecasting
- Impact of forecast uncertainty on decision making
- Organizational aspects of forecasting
- Evaluation of forecasting methods and approaches

Features of the *IJF* include research papers, research notes, discussion articles, book reviews, editorials and letters.

Data and computer programs associated with articles published in the International Journal of Forecasting are provided as online supplements on ScienceDirect.

AUDIENCE

Researchers and Practitioners of the evaluation and application of forecasting methods and approaches in business, government and the military, and of marketing, financial, production and technological forecasting.

IMPACT FACTOR

2016: 2.642 © Thomson Reuters Journal Citation Reports 2017

ABSTRACTING AND INDEXING

CIS
Current Contents
Journal of Economic Literature
IAOR
INSPEC
RePEc
Social Sciences Citation Index
Sociological Abstracts
Statistical Theory and Method Abstracts
UMI Data Courier

EDITORIAL BOARD

Editor-in-Chief

Rob Hyndman, Dept. of Econometrics and Business Statistics, Monash University, Clayton, 3800, Victoria, Australia

Editors

Esther Ruiz, Dept. of Statistics, Universidad Carlos III de Madrid, 28903, Madrid, Spain

Dick van Dijk, Erasmus Universiteit, Burgemeester Oudlaan 50, 3062 PA, Rotterdam, Netherlands

George Kapetanios, Dept. of Economics, Queen Mary, University of London (QMUL), 327 Mile End Road, E1 4NS, London, UK

Dilek Onkal, Faculty of Management & Law, University of Bradford, Emm Lane, BD9 4JL, Bradford, England, UK

Michael McCracken, Research Division, Federal Reserve Bank of St Louis, PO Box 442, St Louis, Missouri, MO 63166, USA

Associate Editors

J.S Armstrong, University of Pennsylvania Wharton School, Philadelphia, Pennsylvania, USA

G. Athanasopoulos, Monash University, Caulfield East, Victoria, Australia

A. Atiya, Cairo University, Cairo, Egypt

J. Bijak, University of Southampton, Southampton, England, UK

C. Brooks, University of Reading, Henley-on-Thames, England, UK

M. Clements, University of Reading, Henley-on-Thames, England, UK

L. Ferrara, Banque de France, Paris, France

R. Fildes, Lancaster University, Bailrigg, Lancaster, UK

A. Galvão, Warwick Business School, University of Warwick, Coventry, UK

A. Garcia-Ferrer, Universidad Autónoma de Madrid, Madrid, Spain

R. Giacomini, University College London (UCL), London, UK

D. Giannone, Université Libre de Bruxelles (ULB), Bruxelles, Belgium

G. Gonzalez-Rivera, University of California at Riverside, Riverside, California, USA

J. Guerard, Jr, McKinley Capital Management, Anchorage, Alaska, USA

M. Guidolin, Università Bocconi, Milano, Italy

R.D.F. Harris, University of Exeter, Exeter, UK

N. Harvey, University College London (UCL), London, UK

N. Hautsch, University of Vienna, Vienna, Austria
D. Hendry, University of Oxford, Oxford, UK
T. Hong, University of North Carolina at Charlotte, Charlotte, North Carolina, USA
V. Kumar, Georgia State University, Atlanta, Georgia, USA
K. Lahiri, University at Albany, SUNY, New York, New York, USA
S. Laurent, Aix-Marseille Université, La Roque d'Anthéron, France
M. Lewis-Beck, University of Iowa, Iowa City, Iowa, USA
S. Makridakis, INSEAD, Fontainebleau, France
G. Martin, Monash University, Clayton, Victoria, Australia
I. McHale, University of Salford, Salford, UK
N. Meade, Imperial College London, London, UK
M.C. Medeiros, Pontificia Universidade Católica (PUC), Rio de Janeiro, Brazil
J. Mitchell, Warwick Business School, University of Warwick, Coventry, UK
J. Nalewaik, TOBB ETÜ, Washington, District of Columbia, USA
F. Petropoulos, University of Bath, Bath, UK
P. Pinson, Danmarks Tekniske Universitet (DTU), Lyngby, Denmark
T. Proietti, Università di Roma "Tor Vergata", Roma, Italy
D. Rapach, Saint Louis University, Saint Louis, Missouri, USA
F. Ravazzolo, Libera Università di Bolzano, Italy
J. Rombouts, ESSEC Business School, Cergy Pontoise Cedex, France
N.R. Sanders, Northeastern University, Boston, Massachusetts, USA
H. Stekler, George Washington University, Washington, District of Columbia, USA
G. Wright, University of Strathclyde, Glasgow, Scotland, UK

Book Review Editor

N. Kourentzes, Lancaster University, Lancaster, UK

GUIDE FOR AUTHORS

INTRODUCTION

Contact details for submission

An author wishing to submit a paper to the IJF should submit via <http://mc.manuscriptcentral.com/ijf>. All correspondence, including notification of the Editor's decision and requests for revision, takes place electronically via this website.

Submission checklist

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

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded:

Manuscript:

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

Graphical Abstracts / Highlights files (where applicable)

Supplemental files (where applicable)

Further considerations

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

For further information, visit our [Support Center](#).

BEFORE YOU BEGIN

Ethics in publishing

Please see our information pages on [Ethics in publishing](#) and [Ethical guidelines for journal publication](#).

Declaration of interest

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

Submission declaration

Authors are required to disclose papers published or under review in other journals that are based on similar methods or data. Please cite and explain how the current paper differs from these similar papers.

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

Author rights

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

Elsevier supports responsible sharing

Find out how you can [share your research](#) published in Elsevier journals.

Role of the funding source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Funding body agreements and policies

Elsevier has established a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some funding bodies will reimburse the author for the Open Access Publication Fee. Details of [existing agreements](#) are available online.

Open access

This journal offers authors a choice in publishing their research:

Subscription

- Articles are made available to subscribers as well as developing countries and patient groups through our [universal access programs](#).
- No open access publication fee payable by authors.

Open access

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

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

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

Creative Commons Attribution (CC BY)

Lets others distribute and copy the article, create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation), include in a collective work (such as an anthology), text or data mine the article, even for commercial purposes, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, and do not modify the article in such a way as to damage the author's honor or reputation.

Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)

For non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

The open access publication fee for this journal is **USD 1200**, excluding taxes. Learn more about Elsevier's pricing policy: <https://www.elsevier.com/openaccesspricing>.

Green open access

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

This journal has an embargo period of 24 months.

Language (usage and editing services)

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

Submission

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

Submit your article

Please submit your article via <http://mc.manuscriptcentral.com/ijf> url of submission system.

Referees

Authors are invited to provide names, addresses, and fields of interest of 4 to 6 persons outside their own institution who are qualified to act as referees. We will try to use at least one of these as a referee.

PREPARATION

Use of word processing software

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the [Guide to Publishing with Elsevier](#)). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

LaTeX

You are recommended to use the Elsevier article class [elsarticle.cls](#) to prepare your manuscript and [BibTeX](#) to generate your bibliography.

Our [LaTeX site](#) has detailed submission instructions, templates and other information.

Article structure

Subdivision - numbered heads

Use major and minor headings to aid readability. Headings should be short. Double space everything. Use wide margins.

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

Authors will normally be expected to submit a complete set of any data used in electronic form, or provide instructions for how to obtain them. Exceptions to this requirement may be made at the discretion of the handling editor. The author must describe methods and data sufficiently so the research can be replicated. The provision of code as well as data is encouraged, but not required. Upon acceptance, the data sets of published papers will be posted on the IJF website: <http://www.forecasters.org/ijf/>.

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 mathematical derivations are needed, put them in an Appendix.

Vitae

Provide a biographical sketch of not more than 100 words for each author. These should be in a separate file.

Essential title page information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Abstract

An abstract of 100-150 words is required. The abstract is one of the most important elements of your paper; many people will read only the abstract. Summarize the principal findings and how they were obtained. Explain why the findings are important for researchers and for practitioners. Be specific. Do not include references, jargon and mathematical notation.

Keywords

Keywords (at least five) are also required. A list of recommended keywords is available at <http://www.forecasters.org/pdfs/ijf-keywords.pdf>. There is no point repeating words that are in the title.

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, please include the following sentence:

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

Units

Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

Nomenclature and units

Use simple notation. Our readership crosses many disciplines. Avoid unusual symbols if possible.

Math formulae

Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

Electronic artwork

General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.

A detailed [guide on electronic artwork](#) is available.

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

Formats

If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.

Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings, embed all used fonts.

TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

Color artwork

Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color online (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. **For color reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article.** Please indicate your preference for color: in print or online only. [Further information on the preparation of electronic artwork.](#)

Figure captions

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

Tables

Simplify the presentation of data. Round data to no more than three digits where possible.

References

References should include only relevant sources; for example, those papers that proposed and developed the methods used, papers that clarify the methodology, and papers that add further evidence. Do not include references simply to increase the length of your bibliography or to increase citation rates.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Data references

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

References in a special issue

Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

Reference management software

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

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/international-journal-of-forecasting>

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

Reference style

In the text, references should appear for papers as "Klein (1984)", or for books as "Box & Jenkins (1970, p.245)". At the end of the manuscript, the references should be listed alphabetically by surname of the first author. Use the following format:

For articles: Armstrong, J.S. & Collopy, F. (1992). Error measures for generalizing about forecasting methods: Empirical comparisons.

International Journal of Forecasting, 8, 69-80.

For books: Cook, T.D. & Campbell, D.T. (1979). Quasi-Experimentation, Boston: Houghton Mifflin.

For collective works: Kahneman, D. & Tversky, A. (1982). Intuitive prediction: Biases and corrective procedures. In: D. Kahneman et al. (Eds.)

Judgment under uncertainty: Heuristics and biases. Cambridge: Cambridge University Press, pp. 414-421.

For web sites: Hyndman, R.J. Time series data library, <http://www.robhyndman.info/TSDL/>. Accessed on 4 December 2006.

Authors should ensure that there is a strict one-to-one correspondence between the authors' names (years) in the text and those in the reference list. In general, only published references should be cited. If unpublished, indicate how copies may be obtained. Please check all references against their original sources.

For Dataset: [dataset] 5. Oguro, M, Imahiro, S, Saito, S, Nakashizuka, T. Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1; 2015. <http://dx.doi.org/10.17632/xwj98nb39r.1>.

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.

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.

AudioSlides

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

Interactive plots

This journal enables you to show an Interactive Plot with your article by simply submitting a data file. [Full instructions](#).

Additional information

Quotations should be kept to a minimum. Authors must obtain written permission from the publisher to use a quotation that exceeds 250 words.

Evidence of prior peer review is helpful, such as a listing of the occasions on which this paper has been presented, and a list of colleagues who have reviewed the paper.

The main paper should not contain the names of authors, or anything else that might identify them.

AFTER ACCEPTANCE

Proofs

One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post) or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to [download the free Adobe Reader](#), version 9 (or higher). Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the [Adobe site](#).

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and scan the pages and return via e-mail. 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. We will do everything possible to get your article published quickly and accurately. 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.

AUTHOR INQUIRIES

Visit the [Elsevier Support Center](#) to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch.

You can also [check the status of your submitted article](#) or find out [when your accepted article will be published](#).

© Copyright 2014 Elsevier | <http://www.elsevier.com>