INTERNATIONAL JOURNAL OF OBSTETRIC ANESTHESIA

Official journal of the Obstetric Anaesthetists’ Association (OAA). Members of the OAA receive the journal as a benefit of their membership.

AUTHOR INFORMATION PACK

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

The International Journal of Obstetric Anesthesia is the only journal publishing original articles devoted exclusively to obstetric anesthesia and bringing together all three of its principal components; anesthesia care for operative delivery and the perioperative period, pain relief in labour and care of the critically ill obstetric patient.

- Original research (both clinical and laboratory), short reports and case reports will be considered.
- The journal also publishes invited review articles and debates on topical and controversial subjects in the area of obstetric anesthesia.
- Articles on related topics such as perinatal physiology and pharmacology and all subjects of importance to obstetric anaesthetists/anesthesiologists are also welcome.

The journal is peer-reviewed by international experts. Scholarship is stressed to include the focus on discovery, application of knowledge across fields, and informing the medical community. Through the peer-review process, we hope to attest to the quality of scholarships and guide the Journal to extend and transform knowledge in this important and expanding area.

IMPACT FACTOR

2016: 2.085 © Clarivate Analytics Journal Citation Reports 2017

ABSTRACTING AND INDEXING

Scopus
MEDLINE®
Science Citation Index Expanded
EMBASE/Excerpta Medica
PubMed
ScienceDirect
CINAHL Plus
EDITORIAL BOARD

Editor-in-Chief:
M.J. Paech, School of Medicine and Pharmacology, Pharmacy and Anaesthesiology Unit, University of Western Australia, Crawley, Australia

Editors:
J. Douglas, Vancouver, British Columbia, Canada
P. Popham, Carlton, Victoria, Australia
C.F. Weiniger, Jerusalem, Israel

Statistical Advisor:
M. Columb, Manchester, UK

Proof Reader:
A. Cook, Hong Kong, China

Editorial Advisory Board:
Y. Beilin, New York, New York, USA
D. Benhamou, Bicêtre, France
D. Bogod, Nottingham, UK
J.P.R. Brown, Vancouver, British Columbia, Canada
A Butwick, Stanford, California, USA
B. Carvalho, Stanford, California, USA
R. Collis, Cardiff, UK
G. Dahlgren, Stockholm, Sweden
R. D’Angelo, Winston-Salem, North Carolina, USA
D. Dob, London, UK
R.A. Dyer, Cape Town, South Africa
R. Fernando, Greater London, UK
Y. Ginosar, Jerusalem, Israel
T Girard, Basel, Switzerland
J Griffiths, Carlton, Victoria, Australia
A. Habib, Durham, North Carolina, USA
S. Halpern, Toronto, Ontario, Canada
N. Lucas, Greater London, UK
N. Mcdonnell, Subiaco, Western Australia, Australia
J Mhyre, Little Rock, Arizona, USA
K.E. Nelson, Winston-Salem, North Carolina, USA
A Palanisamy, Boston, Massachusetts, USA
F. Plaat, London, UK
S Pratt, Boston, Massachusetts, USA
M. Rucklidge, Subiaco, Perth, Western Australia, Australia
M. Scrutton, Bristol, UK
A. Sia, Singapore
R.M. Smiley, New York, New York, USA
G. Stocks, London, UK
H. Sumikura, Tokyo, Japan
L.C. Tsen, Boston, Massachusetts, USA
C.A. Wong, Iowa City, Iowa, USA
GUIDE FOR AUTHORS

INTRODUCTION

Types of article
The International Journal of Obstetric Anesthesia welcomes original articles on clinical topics, laboratory research, perinatal physiology and pharmacology; and on all subjects of relevance and importance to obstetric anaesthesia. We welcome submissions related to global health, maternal safety and inequalities of care.

Original articles include randomised controlled trials, observational prospective and retrospective studies, meta-analyses, case-controlled studies, case series, systematic and narrative reviews. Short reports will also be considered for an original article when the aim, outcome and findings are presented succinctly with one illustrative Table or Figure. Each of these is associated with specific guidelines with regard to content and construct, such as provided by the CONSORT and STROBE guidelines. Please see Registration of clinical trials and journal governance. Int J Obstet Anesth 2014;23:204-5.

Submitting case reports

As discussed in Case reports and consent to publication. Int J Obstet Anesth 2016;28:1-2, the International Journal of Obstetric Anesthesia understands the importance of case reports in our subspecialised field. To be accepted for publication, individual case reports need to have important and novel learning points; a simple narrative of a complex or challenging patient(s) or a patient with a rare condition is insufficient. Case series dealing with important areas of practice with a thorough review of the relevant literature will be considered. When writing the case report it is recommended that authors describe the salient features of the case, their novel clinical/technical solutions or features, and a short review of prior knowledge of these cases. Please see guidelines such as those at www.CARE-statement.org. Authors may choose to combine a number of similar cases (usually greater than 3) and write a case series and review article. Submissions of case reports, or correspondence in which a potentially identifiable patient is described, without written consent of the patient, will not be considered for publication (see Ethics in Publishing below).

Invited review articles

The journal publishes review articles and debates on topical and controversial subjects in the area of obstetric anaesthesia. Reviews are often commissioned, although authors may contact the Editor-in-Chief if they wish to discuss potential topics.

Contact details for submission

Authors may send queries concerning the submission process, manuscript status, or journal procedures to the Editorial Office at:
IJOA, Editorial Office, ELSEVIER.
E-mail: ijoa@elsevier.com

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
• Include highlights
• 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
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)
- Relevant declarations of interest have been made
- 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.

A paper that contains the results of human and/or animal studies will only be accepted for publication if it is made clear that a high standard of ethics was applied in carrying out the investigation. All clinical investigators must follow the Ethical Principles for Medical Research Involving Human Subjects outlined in the Declaration of Helsinki. In the case of invasive studies of humans, the text should include a statement that the research protocol was approved by a local institutional review board or ethics committee (with specific details such as reference number) and that written consent was obtained from all subjects. For case reports subjects must not be identifiable; however, the patient's written consent to publish should be given (see Informed Consent and Patient Details).

Please note that the patient's written consent to publication of the case MUST be given and included with the submission. Failure to provide written consent will result in the manuscript being rejected. Where there are difficulties obtaining written consent, the Editor-in-Chief should be contacted but publication will only be considered in exceptional circumstances.

**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**

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.

**Submission Declaration and Verification**

Submission of an article requires a statement that all authors certify that:

1. The work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint, see https://www.elsevier.com/sharingpolicy); that it is not under consideration for publication elsewhere; that it does not duplicate or overlap other published work; and, if accepted, that 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, the article may be checked by the
originality detection service CrossCheck https://www.elsevier.com/editors/plagdetect

2. They will take public responsibility for the contents, have contributed substantially to the drafting,
and have approved the final version; and that publication is approved, tacitly or explicitly by the
responsible authorities where the work was carried out.

For research articles, the lead author affirms that the manuscript is an honest, accurate, and
transparent account of the study being reported; that no important aspects of the study have been
omitted; and that any discrepancies from the study as planned (and, if relevant, registered) have
been explained. The authors certify that they have disclosed any specific grant from funding agencies
in the public, commercial, or not-for-profit sectors.

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).

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
Researchers must pre-register clinical trials involving an intervention on a public registry at or
before the time of first recruitment. Many web-based public registries are now available including
list. We will not accept interventional studies that have not been pre-registered on a trial registration
site prior to enrollment. Submissions of clinical trials that do not specifically identify the registry and
state the registry number will not be considered for review.

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.

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

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

Subscription
• Articles are made available to subscribers as well as developing countries and patient groups through our universal access programs.
• No open access publication fee payable by authors.

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

The open access publication fee for this journal is USD 2500, excluding taxes. Learn more about Elsevier's pricing policy: http://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 12 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.
**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 and copies of the consents or evidence that such consents have been obtained must be provided to Elsevier on request. 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.

You can find an example of a generic patient consent form [here](#) which you may use if you do not have one available from your own research/clinic.

**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.

Submission of an article implies that the work described has not been published previously (except as an abstract or part of a published lecture or academic thesis), that it is not under consideration (in whole or in part) 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, without the written consent from the *International Journal of Obstetric Anesthesia*, the copyright-holder.

Please submit your article via [https://www.evise.com/profile/api/navigate/IJOA](https://www.evise.com/profile/api/navigate/IJOA).

**Preparation**

**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.

**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.

Manuscripts should have 1.5 line spacing, including tables and references and lines should be numbered. Pages should be numbered consecutively. Authors are advised to study recent issues of the *International Journal of Obstetric Anesthesia* to assess the level of detail required for publication. For guidance, original research articles should not exceed 3000 words, case reports 1500 words, reviews 5000 words, editorials 1500 words and correspondence 750 words (excluding references)

**Article structure**

**Abstract.** This should consist of not more than 250 words summarising the contents of the article and should contain no references or abbreviations. Where appropriate use a structured abstract with the headings: Background, Methods, Results, Conclusions - followed by Key Words.
Headings should be appropriate to the nature of the paper. In general those for experimental papers should follow the usual conventions. Introduction, Methods, Results, Discussion etc. do not need to be on separate sheets. Other papers can be subdivided as the author desires; the use of headings enhances readability. Do not insert compulsory line breaks within the text. When reporting randomised trials, authors are advised to refer to http://www.consort-statement.org. For observational studies authors should refer to http://www.strobe-statement.org.

Title Page

**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. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lowercase 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 the e-mail address is given and that contact details are kept up to date by the corresponding author.

**Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

**Abbreviations**

Avoid abbreviations in the title and abstract. All unusual abbreviations should be fully explained at their first occurrence in the text. Avoid numerous invented abbreviations. All measurements should be expressed in metric units, SI units being preferred except in the case of fluid pressures. For more detailed recommendations, authors may consult the Royal Society of Medicine publication: *Units, Symbols and Abbreviations: A Guide for Biological and Medical Editors and Authors*. Propriety names and drugs, instruments etc. if essential, should start with initial capital letters.

**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.

**Highlights**

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

**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.

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
Number tables in the order in which they are cited in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Ensure that the data presented in tables are not duplicated in the text.

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.

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

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

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link: http://open.mendeley.com/use-citation-style/international-journal-of-obstetric-anesthesia
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
The accuracy of references is the responsibility of the author. References should be entered consecutively by superscript Arabic numbers in the text after punctuation and not preceded by spaces. The references should be listed in numerical order. References to journals should include the author’s name and initials (list all authors when six or fewer; when seven or more, list only the first three and add et al.), full title of the paper, journal title abbreviated using Index Medicus abbreviations, year of publication, volume number, first and last page numbers. If not in Index Medicus journal titles should be given in full.


Citing and listing of Web references. As a minimum, the title of the website or document, the full uniform resource locator (URL) and the accessed date should be given. Any further information, if known (DOI, author names, reference to a source publication, etc.), should also be given. Web references should be included in order of citation, in the reference list. Electronic material from a web site should be set out as follows: National Institutes of Health. NIH guidelines on the inclusion of women as subjects in clinical research. Available at: http://grants.nih.gov/grants/guide/not94-100.html. Accessed September 30, 2009.

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

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.

Supplementary material
Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article
and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

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

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

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

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

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

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

Mendeley Data
This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. 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.

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.

**Offprints**
The corresponding author will, at no cost, receive a customized Share Link providing 50 days free access to the final published version of the article on ScienceDirect. The Share Link can be used for sharing the article via any communication channel, including email and social media. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's Webshop. Corresponding authors who have published their article open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.

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

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