DESCRIPTION

The Asia Pacific League of Clinical Gerontology and Geriatrics (APLCGG) was founded to promote international research in gerontology and geriatrics, especially from the Asia Pacific region. With the participation of delegates from Taiwan, Japan, South Korea, Singapore, Indonesia, the United Kingdom, the United States and Hungary, the Journal of Clinical Gerontology and Geriatrics (JCGG) was conceived at the founding meeting in 2009 and launched shortly afterwards in 2010. The JCGG is an open access journal and is indexed in ScienceDirect, Scopus, EMBase, DOAJ, Emerging Sources Citation Index (ESCI), TOC Premier, SIIC Data Bases and EBSCOhost.

The main purposes for publishing JCGG include: Introduction of Asian perspectives on international aging research Promoting regional collaboration in clinical trials based on similar ethnic backgrounds Facilitating age-friendly healthcare systems development for Asian countries Encouraging international collaboration in related research in this region

To achieve these purposes, the JCGG Topics covered by the journal include but are not limited to health service research for older adults, clinical trials involving Asian populations (including Asian expatriates, and persons of Asian descent outside Asia), international and comparative research, as well as interdisciplinary clinical gerontology research.

Review articles, Original articles, Brief communications, Case reports and Letters to the Editor are considered for publication.

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ABSTRACTING AND INDEXING

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INTRODUCTION

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Review articles, Original articles, Brief communications, Case reports and Letters to the Editor are considered for publication. The Editorial Board requires authors to be in compliance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URMs), which are compiled by the International Committee of Medical Journal Editors (ICMJE); current URMs are available at http://www.icmje.org.

These Instructions to Authors are revised periodically by JCGG Editors as needed. Authors should consult a recent issue of the Journal or visit www.jcgg-online.com for the latest version of these instructions. Any manuscript not prepared according to these instructions will be returned immediately to the author(s) without review.

Article Categories

The categories of articles that are published in the Journal are listed and described below. Please select the category that best describes your paper. If your paper does not fall into any of these categories, please contact the Editorial Office.

Editorials
Editorials are short articles or comments concerning a specific paper in the Journal or a topical issue in the field. Although they are normally invited, unsolicited editorials may be submitted and will be given due consideration.

Format guide
• Word limit: 1500 words
• References: 10 or less

Review Articles
These articles aim to provide the reader with a balanced overview of an important and topical issue in research or clinical practice. They should cover aspects of a topic in which scientific consensus exists as well as aspects that remain controversial and are the subject of ongoing scientific research. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. All articles or data sources should be selected systematically for inclusion in the review and critically evaluated.

Format guide
• Word limit: 4500 words
• Abstract: unstructured, up to 250 words
• References: 80 or less
• Tables/Figures: 6 maximum
Original Articles
These articles typically include randomized trials, intervention studies, studies of screening and diagnostic tests, laboratory and animal studies, cohort studies, cost-effectiveness analyses, case-control studies, and surveys with high response rates, which represent new and significant contributions to the field.

Section headings should be: Abstract, Introduction, Methods, Results, Discussion, Conflicts of Interest Statement (if any), Acknowledgments (if any), and References.

The Introduction should provide a brief background to the subject of the paper, explain the importance of the study, and state a precise study question or purpose.

The Methods section should describe the study design and methods (including the study setting and dates, patients/participants with inclusion and exclusion criteria, patient samples or animal specimens used, the essential features of any interventions, the main outcome measures, the laboratory methods followed, or data sources and how these were selected for the study), and state the statistical procedures employed in the research.

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- Word limit: 3500 words
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Brief Communications
These reports should be concise presentations of preliminary experimental results, instrumentation and analytical techniques, or aspects of clinical or experimental practice that are not fully investigated, verified or perfected but which may be of widespread interest or application.

Section headings should be: Abstract, Introduction, Methods, Results, Discussion, Conflicts of Interest Statement (if any), Acknowledgments (if any), and References.

The Editors reserve the right to decide what constitutes a Brief Communication.

Format guide
- Word limit: 1500 words
- Abstract: unstructured, up to 150 words
- References: 15 or less
- Tables/Figures: 2 maximum
- No subheadings

Case Reports
These are short discussions of a case or case series with unique features not previously described that make an important teaching point or scientific observation. They may describe novel techniques or use of equipment, or new information on diseases of importance.

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The Introduction should describe the purpose of the present report, the significance of the disease and its specificity, and briefly review the relevant literature.
The Case Presentation should include statements of the problem, patient history, diagnosis, treatment, outcome and any other information pertinent to the case(s).

The Discussion should compare, analyze and discuss the similarities and differences between the reported case and similar cases reported in other published articles. The importance or specificity of the case should be restated when discussing the differential diagnoses. Suggest the prognosis of the disease and possibility of prevention.

Format guide
- Author: 6 or less
- Word limit: 2000 words
- Abstract: unstructured, up to 250 words
- References: 20 or less
- Tables/Figures: 3 maximum

Letters to the Editor
These include brief constructive comments in response to previously published JCGG articles, interesting cases that do not meet the requirement of being truly exceptional, and other brief technical or clinical notes of general interest. Letters are edited, sometimes extensively, to sharpen their focus. They may be sent for peer review at the discretion of JCGG Editors.

Letters should have a title, and include the corresponding author's mailing and e-mail addresses.

Format guide
- Word limit: 600 words
- References: 5 or less
- Tables/Figures: 1 maximum

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BEFORE YOU BEGIN
Ethical Approval of Studies and Informed Consent
For human or animal experimental investigations, appropriate institutional review board or ethics committee approval is required, and such approval should be stated in the methods section of the manuscript. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed (World Medical Association. Declaration of Helsinki: ethical principles for medical research involving human subjects. Available at: http://www.wma.net/en/30publications/10policies/b3/17c.pdf).

For investigations in humans, state explicitly in the methods section of the manuscript that informed consent was obtained from all participating adults and from parents or legal guardians for minors or incapacitated adults, together with the manner in which informed consent was obtained (i.e., oral or written).
For work involving animals, the guidelines for their care and use that were followed should be stated in the methods section of the manuscript. For those investigators who do not have formal institutional guidelines relating to animal experiments, the European Commission Directive 86/609/EEC for animal experiments (available at http://ec.europa.eu/environment/chemicals/lab_animals/legislation_en.htm) should be followed and the same should be stated in the methods section of the manuscript.

**Disclosure of Conflicts of Interest**

A conflict of interest occurs when an individual's objectivity is potentially compromised by a desire for financial gain, prominence, professional advancement or a successful outcome. JCGG Editors strive to ensure that what is published in the Journal is as balanced, objective and evidence-based as possible. Since it is difficult to distinguish between an actual conflict of interest and a perceived conflict of interest, the Journal requires authors to disclose all and any potential conflicts of interest.

Conflicts of interest may be financial or non-financial. Financial conflicts include financial relationships such as honoraria; educational grants; participation in speakers' bureaus; membership, employment, consultancies, stock ownership, or other equity interest; expert testimony or patent-licensing arrangements. Non-financial conflicts include personal or professional relationships, affiliations, academic competition, intellectual passion, knowledge or beliefs that might affect objectivity.

Please ensure that any conflicts of interest and sources of funding are fully declared on page 2 of the JCGG Authorship & Conflicts of Interest Statement form.

**Reporting Clinical Trials**

All randomized controlled trials submitted for publication should include a completed Consolidated Standards of Reporting Trials (CONSORT) flow chart (please go to http://www.consort-statement.org for more information). This JCGG has adopted the ICMJE proposal from the International Committee of Medical Journal Editors (ICMJE) that require, as a condition of publication for clinical trials, registration in a public trials registry. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article.

For this purpose, a clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioral treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events.

Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration. Further information can be found at http://www.icmje.org.

**Identification of Patients in Descriptions, Photographs and Pedigrees**

A signed statement of informed consent to publish (in print and online) patient descriptions, photographs and pedigrees should be obtained from all persons (parents or legal guardians for minors) who can be identified (including by the patients themselves) in such written descriptions, photographs or pedigrees. Such persons should be shown the manuscript before its submission. Omitting data or making data less specific to de-identify patients is acceptable, but changing any such data is not acceptable. State explicitly in the methods section of the manuscript that informed consent was obtained from all participating adult subjects or from parents or legal guardians for minors or incapacitated adults, together with the manner in which informed consent was obtained (i.e., oral or written).

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Articles should be written in English, using American English spelling, and meet the following basic criteria: the material is original, the information is important, the writing is clear and concise, the study methods are appropriate, the data are valid, and the conclusions are reasonable and supported by the data.

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All animal experiments should comply with the ARRIVE guidelines and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed.

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Submission declaration
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• persons who do not fulfill the requirements to be listed as authors but who nevertheless contributed to the manuscript (such as those who provided writing assistance, for example) should be disclosed
• list of manuscripts that have been published, submitted, or are in press that are similar to the submission to the JCGG (and include in your submission copies of those similar manuscripts so that JCGG Editors can be assured there is no overlap)
• your signature and those of ALL your coauthors

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(5) Consolidated Standards of Reporting Trials (CONSORT) flow chart for randomized controlled trials submitted for publication. See Section 4 for more information.

(6) Signed Statement of Informed Consent. Articles where human subjects can be identified in descriptions, photographs or pedigrees must be accompanied by a signed statement of informed consent to publish (in print and online) the descriptions, photographs and pedigrees from each subject who can be identified. See Section 5 for more information.

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**Manuscript Preparation**

Text should be typed double-spaced on one side of white A4 (297 × 210 mm) paper, with outer margins of 2.5 cm. A manuscript should include a title page, abstract, text, references, conflicts of interest statement (if any), acknowledgments (if any), and figures and tables as appropriate. Each section of the manuscript should begin on a new page. Pages should be numbered consecutively, beginning with the title page.

**Title Page**

The title page should contain the following information (in order, from the top to bottom of the page): article category article title names (spelled out in full*) and academic degrees of all authors, and the institutions with which they are affiliated; indicate all affiliations with a superscripted lowercase letter after the author’s name and in front of the matching affiliation. corresponding author details (name, e-mail, mailing address, telephone and fax numbers)

*The name of each author should be written with the family name last, e.g., Wan-Lin Chang. Authorship is restricted only to direct participants who have contributed significantly to the work.

**Abstract and Keywords**

An abstract (no longer than 300 words) is required for the following article categories: Review Articles, Original Articles, Brief Communications and Case Reports.

Abstracts for Original Articles should be structured, with the section headings *Background/Purpose, Methods, Results and Conclusion*

*Background/Purpose:* briefly explain the importance of the study topic and state a precise study question or purpose.

*Methods:* briefly introduce the methods used to perform the study; include information on the study design, setting, subjects, interventions, outcome measures and analyses as appropriate.

*Results:* briefly present the significant results, with data and statistical details such as p values where appropriate; be sure that information in the abstract matches that in the main text.

*Conclusion:* state the meaning of your findings, being careful to address the study question directly and to confine your conclusions to aspects covered in the abstract; give equal emphasis to positive and negative findings.
Abstracts for Review Articles, Brief Communications and Case Reports should be unstructured, in one single paragraph with no section headings, but include information on the background/purpose of the report, methods (as appropriate), results (or case report), and conclusions.

An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

No abstract or keywords are required for Editorials and Letters to the Editor. For all article categories, 3-5 relevant keywords should be provided in alphabetical order. Keywords will be used for indexing purposes and should be taken from the Medical Subject Headings (MeSH) list of Index Medicus (www.nlm.nih.gov/mesh/meshhome.html). Avoid general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

**Main Text**

The text for Original Articles and Brief Communications should be organized into the following sections: Introduction, Methods, Results, Discussion, Conflicts of Interest Statement (if any), Acknowledgments (if any), and References. Subheadings in long papers are acceptable if needed for clarification and ease of reading. Sections for Case Reports are: Introduction, Case Presentation, Discussion, Conflicts of Interest Statement (if any), Acknowledgments (if any), and References. Each section should begin on a new page.

**Abbreviations**

Where a term/definition will be continually referred to, it must be written in full when it first appears in the text, followed by the subsequent abbreviation in parentheses. Thereafter, the abbreviation may be used. An abbreviation should not be first defined in any section heading; if an abbreviation has previously been defined in the text, then the abbreviation may be used in a subsequent section heading. Restrict the number of abbreviations to those that are absolutely necessary and ensure consistency of abbreviations throughout the article.

**Numbers**

Numbers that begin a sentence or those that are less than 10 should be spelled out using letters. Centuries and decades should be spelled out, e.g., the Eighties or nineteenth century. Laboratory parameters, time, temperature, length, area, mass, and volume should be expressed using digits.

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Système International (SI) units must be used, with the exception of blood pressure values which are to be reported in mmHg. Please use the metric system for the expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

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For devices and other products, the specific brand or trade name, the manufacturer and their location (city, state, country) should be provided the first time the device or product is mentioned in the text, for example, "...IBM SPSS Statistics 21.0 was used (IBM Corp., Armonk, NY, USA)". Thereafter, the generic term (if appropriate) should be used.

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Current standard international nomenclature for genes should be adhered to. For human genes, use genetic notation and symbols approved by the HUGO Gene Nomenclature Committee (http://www.genenames.org ). You may also refer to the resources available on PubMed at http://www.ncbi.nlm.nih.gov/guide/genes-expression. The Human Genome Variation Society has a useful site that provides guidance in naming mutations at http://www.hgvs.org/mutnomen/index.html. In your manuscript, genes should be typed in italic font and include the accession number.
Statistical Requirements
Statistical analysis is essential for all research papers except Case Reports. Use correct nomenclature of statistical methods (e.g., two sample t test, not unpaired t test). Descriptive statistics should follow the scales used in data description. Inferential statistics are important for interpreting results and should be described in detail.

All p values should be presented to the third decimal place for accuracy. The smallest p value that should be expressed is $p < 0.001$, since additional zeros do not convey useful information; the largest p value that should be expressed is $p > 0.99$

Personal Communications and Unpublished Data
These sources cannot be included in the references list but may be described in the text. The author(s) must give the full name and highest academic degree of the person, the date of the communication, and indicate whether it was in oral or written (letter, fax, e-mail) form. A signed statement of permission should be included from each person identified as a source of information in a personal communication or as a source for unpublished data.

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Since it is difficult to distinguish between an actual conflict of interest and a perceived conflict of interest, the JCGG requires authors to disclose all and any potential conflicts of interest and let readers judge for themselves. Therefore, please ensure that you provide information about any potential financial and non-financial conflicts of interest (see Section 2 for more information) in a concise paragraph after the main text.

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After the Conflicts of Interest Statement and/or Funding/Support Statement, general acknowledgments for consultations and statistical analyses should be listed concisely, including the names of the individuals who were directly involved. Consent should be obtained from those individuals before their names are listed in this section. Those acknowledged should not include secretarial, clerical or technical staff whose participation was limited to the performance of their normal duties.

Figures
General Guidelines
The number of figures should be restricted to the minimum necessary to support the textual material. Figures should have an informative figure legend and be numbered in the order of their citation in the text. All symbols and abbreviations should be defined in the figure legend in alphabetical order. Items requiring explanatory footnotes should follow the same style as that for tables as described in Section 9.7.

Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details (such as their name and date of birth) of the patient must be removed. If their face is shown, use a black bar to cover their eyes so that they cannot be identified (for further information, see www.elsevier.com/patientphotographs).

All lettering should be done professionally and should be in proportion to the drawing, graph or photograph. Photomicrographs must include an internal scale marker, and the legend should state the type of specimen, original magnification and stain.

Figures must be submitted as separate picture files at the correct resolution (see Section 9.8.2 below). The files should be named according to the figure number and format, e.g., "Fig1.tif", "Fig2.jpg".

Formats
Regardless of the application used, when your electronic artwork is finalized, please "save as" or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below): EPS: 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: Combination of bitmapped line/half-tone (color or grayscale) - a minimum of 600 dpi. 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
files that do not meet the resolution requirements detailed above; Supply files that are optimized for screen use (such as GIF, BMP, PICT, WPG) as the resolution is too low; Submit graphics that are disproportionately large for the content.

A detailed guide on electronic artwork is available at http://www.elsevier.com/artworkinstructions

**Tables**

Tables should supplement, not duplicate, the text. They should have a concise table heading, be self-explanatory, and numbered consecutively in the order of their citation in the text. Items requiring explanatory footnotes should be denoted using superscripted lowercase letters (a, b, c, etc.), with the footnotes arranged under the table in alphabetical order. Asterisks (*, **) are used only to indicate the probability level of tests of significance. Abbreviations used in the table must be defined and placed after the footnotes in alphabetical order. If you include a block of data or table from another source, whether published or unpublished, you must acknowledge the original source.

**References**

Authors are responsible for the accuracy and completeness of their references and for correct in-text citation.

*In the Main Text, Tables, Figure Legends*

- References should be indicated by superscripted numbers according to order of appearance in the text, and placed after punctuation. [The actual authors can be referred to, but the reference number(s) must always be given.]
- References cited in tables or figure legends should be included in sequence at the point where the table or figure is first mentioned in the main text.
- Do not cite abstracts unless they are the only available reference to an important concept.
- Do not cite uncompleted work or work that has not yet been accepted for publication (i.e., "unpublished observation", "personal communication") as references. Also see Section 9.3.7.

*In the References List*

- References should be limited to those cited in the text and listed in numerical order, NOT alphabetical order.
- References should include, in order: authors' surnames and initials, article title, abbreviated journal name, year, volume and inclusive page numbers.
- The surnames and initials of all the authors up to 6 should be included, but when authors number 7 or more, list the first 6 authors only followed by "et al".
- Abbreviations for journal names should conform to those used in MEDLINE.
- If citing a website, provide the author information, article title, website address and the date you accessed the information.
- Reference to an article that is in press must state the journal name and, if possible, the year and volume.

Examples of the most common reference types are provided below. (Please pay particular attention to the formatting, word capitalization, spacing and style.)

**Standard journal articles**


**Journal supplement**


**Journal article not in English but with English abstract**


**Book with edition**
The Editorial and Peer Review Process

As a general rule, the receipt of a manuscript will be acknowledged within 2 week of submission, and authors will be provided with a manuscript reference number for future correspondence. If such an acknowledgment is not received in a reasonable period of time, the author should contact the Editorial Office.

Manuscripts are reviewed by the Editorial Office to ensure that the submission contains all parts. The submission will not be accepted if the author has not supplied all parts of the manuscript as outlined in this document.
Manuscripts are then forwarded to the Editor-in-Chief, who makes an initial assessment of it. If the manuscript does not appear to be of sufficient merit or is not appropriate for the Journal, then the manuscript will be rejected without review.

Manuscripts that appear meritorious and appropriate for the Journal are sent to at least two Editorial Board members or expert consultants for double-blind peer review. The reviewers' opinions are summarized and forwarded to the Editor-in-Chief for a final decision.

The corresponding author will usually be notified within 8 weeks of the initial acknowledgment of whether the submitted article is accepted for publication, rejected, or subject to revision before acceptance (however, do note that delays are sometimes unavoidable). If revisions are required, authors are asked to return a revised manuscript to the Editorial Office via the EES within 30 days. Please notify the Editorial Office in advance if additional time is needed or if you choose not to submit a revised manuscript.

**Peer review**

This journal operates a double blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then 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.

**AFTER ACCEPTANCE**

**Preparation for Publication**

Once a manuscript has been accepted for publication, authors should submit the final version of their manuscript in MS Word format, with all tables/figures as applicable, via the EES. Accepted manuscripts are then presented to the Publisher to be copyedited according to the Journal's style.

**Online Proof Correction**

Corresponding authors will receive an e-mail with a link to our ProofCentral system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can 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 in 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 upload all of your corrections within 48 hours.

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 the authors' responsibility. Note that the Editorial Board reserves the right to make revisions to the manuscript and Elsevier may proceed with the publication of your article if no response from the author(s) is received.

**Changes to Authorship**

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts. Before the accepted manuscript is published online, requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (i) the reason the name should be added or removed, or the author names rearranged; and (ii) an updated Authorship & Conflicts of Interest Statement with signatures from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of author names, this must include confirmation from the author(s) being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedures as described above. Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) online publication of the accepted manuscript is suspended until authorship has been agreed. After the accepted manuscript is published online, any requests to add, remove, or rearrange author names in an article will follow the same policies as detailed above and result in a corrigendum.
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