TABLE OF CONTENTS

- Description p.1
- Impact Factor p.1
- Editorial Board p.2
- Guide for Authors p.4

DESCRIPTION

Musculoskeletal Science & Practice, international journal of musculoskeletal physiotherapy, is a peer-reviewed international journal (previously Manual Therapy), publishing high quality original research, review and Masterclass articles that contribute to improving the clinical understanding of appropriate care processes for musculoskeletal disorders. The journal publishes articles that influence or add to the body of evidence on diagnostic and therapeutic processes, patient centered care, guidelines for musculoskeletal therapeutics and theoretical models that support developments in assessment, diagnosis, clinical reasoning and interventions.

Papers published in Musculoskeletal Science & Practice are of international relevance and have an over-arching applied clinical focus or serve to inform clinical approaches.

The journal publishes papers that show depth, rigour, originality and high quality presentation which inform the evidence base relating to mechanisms of function/dysfunction; treatment methods; best clinical practice; clinical reasoning and decision making processes; assessment and clinical management of musculoskeletal disorders; exploration of relevant clinical interventions; multi modal approaches; psychosocial issues; and service user expectations, experiences and perspectives.

Quantitative, qualitative and mixed methods research articles are welcomed as well as systematic and high quality narrative reviews. Other regular features include Masterclasses and Technical and Measurement reports.

The journal employs a double blind peer review process for all original articles.

All articles published in Musculoskeletal Science & Practice will be immediately assigned to an issue upon acceptance, without having to wait in press. This will mean immediate publication for all authors, upon completion of post-acceptance publishing processes.

IMPACT FACTOR

2019: 1.911 © Clarivate Analytics Journal Citation Reports 2020
EDITORIAL BOARD

Editors
Gwendolen Jull, University of Queensland Physiotherapy, St Lucia, Australia
Ann Moore, University of Brighton, Centre for Health Research, School of Health Sciences, Eastbourne, United Kingdom

Associate Editors
Deborah Falla, University of Birmingham School of Sport Exercise and Rehabilitation Sciences, Birmingham, United Kingdom
Robert J. Nee, Samuel Merritt University, Oakland, California, United States of America
Annelies Pool-Goudzwaard, Free University Amsterdam Faculty of Human Movement Sciences, Amsterdam, The Netherlands
Grace Szeto, Tung Wah College, School of Medical & Health Sciences, Kowloon, Hong Kong
Arienne Verhagen, University of Technology Sydney Graduate School of Health, Ultimo, New South Wales, Australia
David Walton, Western University School of Physical Therapy, London, Ontario, Canada

Social Media Committee
Aleksandra Mącznik, Keio University, Tokyo, Japan
Claire Paling, Salisbury District Hospital, Salisbury, United Kingdom
Saurab Sharma, Neuroscience Research Australia, Randwick, Australia

Statistical Editor
Ly-Mee Yu, University of Oxford Department of Primary Care Health Sciences Primary Care Clinical Trials Unit, Oxford, United Kingdom

Masterclass Editor
Karen Beeton, Head of Department of Allied Health Professions and Midwifery, School of Health and Social Work, University of Hertfordshire, Hertfordshire, United Kingdom

Editorial Office
YMATH Editorial Office, Health & Medical Sciences, Elsevier Ltd, The Boulevard, Langford Lane, OX5 1GB, Kidlington, United Kingdom

International Advisory Board
Caroline Alexander, London, United Kingdom
Marco Barbero, Manno, Switzerland
Leanne Bisset, Southport, Australia
Paul Bruno, Regina, Saskatchewan, Canada
Barbara Cagnie, Ghent, Queensland, Belgium
Lisa Carlesso, Montreal, Quebec, Canada
Andrew Claus, Brisbane, Queensland, Australia
Chad Cook, North Canton, Ohio, United States of America
Michel Coppieters, Amsterdam, Netherlands
Eduardo Cruz, Setubal, Portugal
Lieven Danneels, Mariakerke, Belgium
Ina Diener, Stellenbosch, South Africa
Stephen Edmondston, Perth, Australia
James Elliott, Chicago, Illinois, United States of America
Jon Ford, Bundoora, Victoria, Australia
Anita Gross, Hamilton, Ontario, Canada
Toby Hall, Perth, Western Australia, Australia
Mark Hancock, Sydney, Australia
Nicola Heneghan, Birmingham, England United Kingdom
Nathan Hutting, Nijmegen, Netherlands
Venerina Johnston, Brisbane, Queensland, Australia
Dana Lawrence, Davenport, Iowa, United States of America
Edwin Lee, Shatin, Hong Kong
Kerstin Luedtke, Hamburg, Germany
Lorrie Maffey-Ward, Calgary, Alberta, Canada
Eva-Maj Malmström, Lund, Sweden
Chris McCarthy, Manchester, United Kingdom
Carol McCrum, Eastbourne, United Kingdom
Jan Mens, Rotterdam, Netherlands
Peter Michaelson, Luleå, Sweden
Jane Morris, Brisbane, Australia
Lorimer Moseley, Adelaide, Australia
Joseph Ng, Hung Hom, Hong Kong
Shaun O’Leary, Brisbane, Queensland, Australia
Markku Paatelma, HELSINKI, Finland
Anneli Peolsson, Linköping, Sweden
Harry von Piekartz, Osnabruck, Germany
Jan Pool, Utrecht, Netherlands
Gabrielle Rankin, London, United Kingdom
Duncan Reid, Auckland, New Zealand
Colette Ridehalgh, Brighton, United Kingdom
Alison Rushton, London, Ontario, Canada
Annina Schmid, Oxford, United Kingdom
Gwendoline Scholten-Peeters, ’s-Hertogenbosch, Netherlands
Jane Simmonds, London, United Kingdom
Susan Slade, Melbourne, Victoria, Australia
Peter Spencer, Barnstaple, United Kingdom
Michele Sterling, Brisbane, Queensland, Australia
Maria Stokes, Southampton, United Kingdom
M. Testa, Alassio, Italy
Julia Treleaven, Brisbane, Queensland, Australia
Kylie Tucker, Brisbane, Queensland, Australia
Neil Tuttle, Nathan, Queensland, Australia
Sureeporn Uthaikhup, Chiang Mai, Thailand
Jaap Van Dieen, Amsterdam, Netherlands
Ottar Vasseljen, Trondheim, Norway
Alexis Wright, Perth Australia North Carolina, United States of America
Peter van der Wurff, Doorn, Netherlands
GUIDE FOR AUTHORS

Your Paper Your Way
We now differentiate between the requirements for new and revised submissions. You may choose to submit your manuscript as a single Word or PDF file to be used in the refereeing process. Only when your paper is at the revision stage, will you be requested to put your paper in to a 'correct format' for acceptance and provide the items required for the publication of your article.

To find out more, please visit the Preparation section below.

INTRODUCTION
The journal editors, Ann Moore and Gwen Jull, welcome the submission of papers for publication.

Submission to this journal proceeds totally online at https://www.editorialmanager.com/ymath/default.aspx. Use the following guidelines to prepare your article.

You will be guided stepwise through the creation and uploading of the various files. The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail and via the Author's homepage, removing the need for a hard-copy paper trail.

Manuscript Categories and Word Counts
Manuscripts should not exceed the following word counts:

Original Research Articles using quantitative data - 3500 words (Structured Abstract (up to 250 words) and Keywords are not included in the word count. 'In-text' references are included in the word count).

Original Research Articles using qualitative data - 4500 words ([Structured Abstract (up to 250 words) and Keywords are not included in the word count. 'In-text' references are included in the word count).

Reviews - 3500 words, but Systematic Reviews may be longer, up to 4000 words (Structured Abstract (up to 250 words) and Keywords are not included in the word count. 'In-text' references are included in the word count).

Professional Practice - 2000 words (Structured Abstract (up to 250 words) and Keywords are not included in the word count. 'In-text' references are included in the word count).

Technical and Measurement Notes - 2000 words (Structured Abstract (up to 250 words) and Keywords are not included in the word count. 'In-text' references are included in the word count).

Masterclass - 4000 words (Structured Abstract (up to 250 words) and Keywords are not included in the word count. 'In-text' references are included in the word count).

Letters to the Editor - 500 words (This word count includes the references contained within the article.)

Submitting a Masterclass
In keeping with the ethos and standards inherent in Musculoskeletal Science and Practice, Masterclasses must show depth, rigour, originality and high standards of presentation. The purpose of the Masterclass section is to describe in detail clinical aspects of conservative musculoskeletal interventions. This may relate to specific treatment techniques, a particular management approach or management of a specific clinical entity. Masterclasses are showcase articles and authors are normally invited to write a masterclass paper because of their significant expertise in a relevant area. However if an author feels that they have a topic that would be appropriate for a masterclass and have recognised expertise in the field, the author should contact Karen Beeton (contact details below) before submitting the paper to ascertain that the proposed topic and content will be suitable and meets requirements. Opinion papers should be submitted as a Professional Issue. The article should be a maximum of 4000 words in length excluding references. An abstract should precede the main body of the article and provide an overview of the contents. This should be presented using the following subheadings: Introduction (setting the scene and introducing the topic) Purpose (what is the purpose/aim of the masterclass, what is going to be discussed) Implications (for practice) The introduction should review the relevant literature and put the subject matter into context. The main body of the text will describe the technique or approach in detail. Clinical indications and contraindications should be outlined where relevant. Illustrations are considered an essential part of the Masterclass in order
to fully inform the reader and a minimum of six photographs or line drawings are required. The topic should have clear application to clinical or professional practice. This sets a masterclass apart from a narrative review paper.

Case studies are often very valuable in order to illustrate the theoretical principles discussed within the masterclass. If the word limit precludes the inclusion of a case study within the body of the masterclass then a case study can be submitted as a separate paper alongside the masterclass and will be published on-line only.

In addition, authors may wish to include supplementary material which will be available online only. This may include, for example, podcasts, videoclips, animation sequences, high-resolution colour images, author reflections on the masterclass, and background datasets. - please visit the Guide for Authors for further details at https://www.journals.elsevier.com/musculoskeletal-science-and-practice

The masterclass should be submitted electronically via the journal website https://www.journals.elsevier.com/musculoskeletal-science-and-practice

All masterclasses are assessed by two reviewers.

For further information please contact:

Dr Karen Beeton

Department of Allied Health Professions and Midwifery

School of Health and Social Work

University of Hertfordshire,

College Lane,

Hatfield.

Herts AL10 9AB

U.K.

Tel 01707 284114

Email: K.S.Beeton@herts.ac.uk

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.

Registration of clinical trials
Musculoskeletal Science and Practice has adopted the proposal from the International Committee of Medical Journal Editors (ICMJE) (see Editorial: Clinical trial registration in physiotherapy journals: Recommendations from the International Society of Physiotherapy Journal Editors), which require, as a condition of consideration for publication of clinical trials, registration in a public trials registry. Trials must be registered before any 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 project that prospectively assigns human subjects to intervention, with or without concurrent comparison or control groups, to study the cause and effect relationship between a clinical intervention and a health outcome. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g. phase I trials) would be exempt. Further information can be found at http://www.icmje.org. Authors will be asked to state the trial registration number during the submission system as well as at the end of the manuscript file.

Reporting randomized controlled trials
Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrolment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram can be found on http://www.consort-statement.org.

Studies in humans and animals
If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms sex and gender should be used correctly.

Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

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. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

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

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

**Submission declaration and verification**
Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Crossref Similarity Check.

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

**Authorship**
All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted. Each author is required to declare his or her individual contribution to the article: all authors must have materially participated in the research and/or article preparation, so roles for all authors should be described. The statement that all authors have approved the final article should be true and included in the disclosure in the covering letter.

**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.

**Contributors**

All those individuals who provided help during the research (e.g., providing language help, writing assistance or proofreading the article, etc.) that do not meet criteria for authorship should be acknowledged in the paper.

**Reporting guidelines**

To improve the quality of reporting of other categories of research, *Musculoskeletal Science and Practice* supports the initiatives available through the EQUATOR Network (Enhancing the Quality and Transparency Of health Research) which houses a database of all reporting guidelines for health research (http://www.equator-network.org).

All authors of research articles and reviews are required to complete and submit a brief Author Checklist along with a checklist from the appropriate reporting guideline together with your paper as a guide to the editors and reviewers of your paper. The Author Checklist is available at https://www.elsevier.com/__data/promis_misc/checklist (3).doc and the checklist for each reporting guideline can be found on the EQUATOR website.


Qualitative researchers might wish to consult the guideline listed below: Qualitative studies - COREQ - Consolidated criteria for reporting qualitative research http://www.equator-network.org/reporting-guidelines/coreq/

Researchers reporting interventions in any evaluative study, including RCTs, should consult the template for intervention description and replication (TIDieR) checklist and guide, http://www.equator-network.org/reporting-guidelines/tidier/

Use of the TIDieR checklist can guide authors to describe their interventions better and, consequently, help clinicians and journal readers to use the interventions, and researchers to synthesise and replicate the evidence. *Musculoskeletal Science and Practice* will request authors to incorporate the TIDieR statement into their manuscript processing workflow. Submitting authors are encouraged to use the TIDieR checklist to ensure that any interventions described in their manuscript are fully reported. However, submitting authors will not be required to submit the checklist. Authors are requested to refer further to the recent Editorial - "The TIDieR checklist will benefit the physiotherapy profession", http://www.manualtherapyjournal.com/article/S1356-689X(16)30022-4/fulltext.

For Mixed Methods Research, authors should use: GRAMM - Good Reporting of A Mixed Methods Study by OCathain et al. (2008).

Describe the justification for using a mixed methods approach to the research question. Describe the design in terms of purpose, priority and sequence of methods. Describe each methods in terms of sampling, data collection and analysis. Describe where integration has occurred, how it has occurred and who has participated in it. Describe any limitation of one method associated with the presence of the other method. Describe any insights gained from mixing or integrating methods.
Copyright
Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see more information on this). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

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

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

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

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

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

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

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

Permissions Information
Written permission to produce borrowed materials (quotations in excess of 100 words, illustrations and tables) must be obtained from the original copyright holders and the author(s), and submitted with the manuscript. Borrowed materials should be acknowledged in the captions as follows: 'Reproduced by kind permission of (publishers) from (reference)'.

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

PREPARATION
NEW SUBMISSIONS
Submission to this journal proceeds totally online and you will be guided stepwise through the creation and uploading of your files. The system automatically converts your files to a single PDF file, which is used in the peer-review process.
As part of the Your Paper Your Way service, you may choose to submit your manuscript as a single file to be used in the refereeing process. This can be a PDF file or a Word document, in any format or layout that can be used by referees to evaluate your manuscript. It should contain high enough quality figures for refereeing. If you prefer to do so, you may still provide all or some of the source files at the initial submission. Please note that individual figure files larger than 10 MB must be uploaded separately.

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

Formatting requirements
There are no strict formatting requirements but all manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Artwork and Tables with Captions.
If your article includes any Videos and/or other Supplementary material, this should be included in your initial submission for peer review purposes.
Divide the article into clearly defined sections.

Figures and tables embedded in text
Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript, rather than at the bottom or the top of the file. The corresponding caption should be placed directly below the figure or table.
Authors should also ensure that the place of origin of the work or study, and/or the organization(s) that have been involved in the study/development are not revealed in the manuscript – “X” can be used in the manuscript and details can be completed if the manuscript is processed further through the publication process.

Double-blind review
This journal uses double-blind review, which means that both the reviewer and author name(s) are not allowed to be revealed to one another for a manuscript under review. The identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:
Title page (with author details): This should include the title, authors' names and affiliations, and a complete address for the corresponding author including an e-mail address. Twitter handles for one, or all, authors may also be included on the Title Page.
Blinded manuscript (no author details): The main body of the paper (including the references, figures, tables and any Acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

Peer review
This journal operates a double anonymized review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor’s decision is final. Editors are not involved in decisions about papers which they have written themselves or have been written by family members or colleagues or which relate to products or services in which the editor has an interest. Any such submission is subject to all of the journal's usual procedures, with peer review handled independently of the relevant editor and their research groups. More information on types of peer review.

Double anonymized review
This journal uses double anonymized review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:
Title page (with author details): This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.
Anonymized manuscript (no author details): The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

Article structure
Your article should be typed on one side of the paper, double spaced with a margin of at least 3cm. Do not use 'he', 'his' etc. where the sex of the person is unknown; say 'the patient' etc. Avoid inelegant alternatives such as 'he/she'. Avoid sexist language.

Use of word processing software
Regardless of the file format of the original submission, at revision you must provide us with an editable file of the entire article. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier). See also the section on Electronic artwork.

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

LaTeX
You are recommended to use the latest Elsevier article class to prepare your manuscript and BibTeX to generate your bibliography. Our Guidelines has full details.

Subdivision
Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Headings should be appropriate to the nature of the paper. The use of headings enhances readability. Three categories of headings should be used:

• Major headings should be typed in capital letter in the centre of the page and underlined
• Secondary headings should be typed in lower case (with an initial capital letter) in the left hand margin and underlined
• Minor headings should be typed in lower case and italicised

Papers should be set out as follows, with each section beginning on a separate sheet: title page, abstract, text with tables, captions and illustrations, acknowledgments and references.

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

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

Highlights should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).
Structured abstract
A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

The abstract should consist of 250 words summarising the content of the article. Structured abstracts should be used for Original Research, Reviews and Masterclasses. The structure for Original Research and Reviews should be: Background, Objectives, Design, Method, Results/findings, Conclusions. The structure for Masterclasses should be: Introduction (setting the scene and introducing the topic), Purpose (what is the purpose/aim of the masterclass, what is going to be discussed), Implications (for practice).

The structure for Masterclasses should be: Introduction (setting the scene and introducing the topic), Purpose (what is the purpose/aim of the Masterclass, what is going to be discussed), Implications (for practice).

Keywords
Immediately after the abstract, provide a maximum of 6 keywords. The purpose of these is to increase the likely accessibility of your paper to potential readers searching the literature. Therefore, ensure keywords are descriptive of the study. Refer to a recognised thesaurus of keywords (e.g. CINAHL, MEDLINE) wherever possible.

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.

Footnotes
Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article.

REVISED SUBMISSIONS
Artwork
Electronic artwork
General points
• Make sure you use uniform lettering and sizing of your original artwork.
• Preferred fonts: Arial (or Helvetica), Times New Roman (or Times), Symbol, Courier.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Indicate per figure if it is a single, 1.5 or 2-column fitting image.
• For Word submissions only, you may still provide figures and their captions, and tables within a single file at the revision stage.
• Please note that individual figure files larger than 10 MB must be provided in separate source files.

A detailed guide on electronic artwork is available. **You are urged to visit this site; some excerpts from the detailed information are given here.**

**Formats**
Regardless of the application used, when your electronic artwork is finalized, please 'save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):
- EPS (or PDF): Vector drawings. Embed the font or save the text as 'graphics'.
- TIFF (or JPG): Color or grayscale photographs (halftones): always use a minimum of 300 dpi.
- TIFF (or JPG): Bitmapped line drawings: use a minimum of 1000 dpi.
- TIFF (or JPG): Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.

**Please do not:**
• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.
• Supply files that are too low in resolution.
• Submit graphics that are disproportionately large for the content.

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

**Illustration services**
Elsevier's Author Services offers Illustration Services to authors preparing to submit a manuscript but concerned about the quality of the images accompanying their article. Elsevier's expert illustrators can produce scientific, technical and medical-style images, as well as a full range of charts, tables and graphs. Image 'polishing' is also available, where our illustrators take your image(s) and improve them to a professional standard. Please visit the website to find out more.

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

**Tables**
Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

**References**
**Citation in Text**
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full.

Citation of material currently under consideration elsewhere (e.g. "under review" or "submitted") is not accepted.

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

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

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.

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

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link:
http://open.mendeley.com/use-citation-style/manual-therapy
When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

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

Reference Style
In-text citations:
All citations in the text should refer to:

1. Single author: the author's name (without initials, unless there is ambiguity) and the year of publication;
2. Two authors: both authors' names and the year of publication;
3. Three or more authors: first author's name followed by "et al." and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first chronologically, then alphabetically.

Examples:
"...sensitivity and variable specificity (Kerry and Rushton, 2003; Gross et al., 2005; Ritcher and Reinking, 2005)"

Bibliographic List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Reference to a journal publication:

References to a book:

Reference to a chapter in an edited book:

Note shortened form for last page number. e.g., 51-9. For further details you are referred to "Uniform Requirements for Manuscripts submitted to Biomedical Journals" (J Am Med Assoc 1997;277:927-34), see also http://www.nlm.nih.gov/bsd/uniform_requirements.html

**Journal abbreviations source**

Journal names should be abbreviated according to
List of title word abbreviations: http://www.issn.org/2-22661-LTWA-online.php

**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, and checklists and questionnaires, can be published with your article online only, to enhance it. Please use the 'e-component' file type in Editorial Manager when uploading this material to your submission. 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.

**Appendices**

Appendices can be published with your article online only.
If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

**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**

**Online proof correction**

To ensure a fast publication process of the article, we kindly ask authors to provide us with their proof corrections within two days. Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors. If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF.
We will do everything possible to get your article published quickly and accurately. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

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

**AUTHOR INQUIRIES**
Visit the [Elsevier Support Center](https://www.elsevier.com) 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](https://www.elsevier.com) or find out [when your accepted article will be published](https://www.elsevier.com).

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