DESCRIPTION

Oceanologia, the official journal of the Committee of Marine Research and the Institute of Oceanology of the Polish Academy of Sciences, is an international journal that publishes results of original research in the field of marine sciences with emphasis on the European seas. Manuscripts contributing, but not limited, to the understanding of properties and processes in the marine environment in the aspect of basic sciences: biology, chemistry, physics, ecology and geochemistry will be considered for publication. Special attention will be given to papers devoted to phenomena occurring in the marine environment in the zones characterized by:

- gradients of properties (salinity, red-ox, temperature, light field, others),
- phases boundaries both abiotic and biotic/abiotic (aqueous/solid, aqueous/gaseous, biotic/solid and biotic/aqueous),
- marine-land boundary.

We also encourage the submission of manuscripts dealing with multidisciplinary approaches to the investigated phenomena, as well as those devoted to manifestations of contemporary global issues e.g. climate warming and other global change-related phenomena, and/or describing possible and actual adaptations to threats brought by these changes. Preference will be given to manuscripts covering innovative research of global significance over those devoted to strictly local issues, and to papers contributing to the marine ecosystem functioning over strictly descriptive ones.

Oceanologia also publishes special and thematic issues dedicated to specific subject areas and events. Prospective Guest Editors of potential special issues must contact the Editor-in-Chief first to check the subject and scope of the special issue.

The issues 53(2011)–56(2014) were digitalized thanks to the financial support of the project Index Plus of the Polish Ministry of Science and Higher Education.


For any questions please contact oceano@elsevier.com.
IMPACT FACTOR

2017: 1.614 © Clarivate Analytics Journal Citation Reports 2018

ABSTRACTING AND INDEXING

Directory of Open Access Journals (DOAJ)

EDITORIAL BOARD

Editor-in-Chief
Janusz Pempkowiak, Institute of Oceanology, Polish Academy of Sciences, Powstańców Warszawy 55, 81-712, Sopot, Poland

Associate Editors
Stanislaw Massel †, Institute of Oceanology, Polish Academy of Sciences, Sopot, Poland
Tymon Zieliński, Institute of Oceanology, Polish Academy of Sciences, Sopot, Poland

Editorial Board
Boris Chubarenko, P.P. Shirshov Institute of Oceanology, Russian Academy of Sciences, Kaliningrad, Russian Federation
Miroslaw Darecki, Institute of Oceanology, Polish Academy of Sciences, Sopot, Poland
Jerzy Dera, Institute of Oceanology, Polish Academy of Sciences, Sopot, Poland
Agnieszka Herman, Institute of Oceanography, Uniwersytet Gdański, Gdynia, Poland
Genrik Sergey Karabashev, P.P. Shirshov Inst. of Oceanology, Russian Academy of Sciences, Moscow, Russian Federation
Zygmunt Kowalik, Institute of Marine Science, School of Fishery and Ocean Science, University of Alaska, Fairbanks, Alaska, USA
Matti Leppäantti, Dept. of Physics, University of Helsinki, Helsinki, Finland
Ewa Lupikasza, Faculty of Earth Sciences, University of Silesia, Sosnowiec, Poland
Hanna Mazur-Marzec, Institute of Oceanography, Uniwersytet Gdański, Gdynia, Poland
Dag Myrhaug, Department of Marine Technology, Norwegian University of Science & Technology (NTNU), Trondheim, Norway
Sergej Olenin, Coastal Research and Planning Institute, Klaipeda University, Klaipėda, Lithuania
Xosé Antón Álvarez Salgado, Department of Oceanography, Marine Research Institute (IIM), Consejo Superior de Investigaciones Científicas (CSIC), Vigo, Spain
Antoni Śliwiński, Inst. of Experimental Physics, Uniwersytet Gdańsk, Gdańsk, Poland
Tarmo Soomere, Inst. of Cybernetics, Tallinn University of Technology, Tallinn, Estonia
Hans Storch, von, Institute of Coastal Research, Helmholtz-Zentrum Geesthacht, Geesthacht, Germany
Dariusz Stramski, Scripps Institution of Oceanography, University of California at San Diego (UCSD), San Diego, California, USA
Piotr Szefer, Dept. of Food Chemistry, Medical University of Gdańsk, Gdańsk, Poland
Muhammet Türkoğlu, Çanakkale Onsekiz Mart University, Turkey
Jan Marcin Węsławski, Institute of Oceanology, Polish Academy of Sciences, Sopot, Poland
**GUIDE FOR AUTHORS**

**INTRODUCTION**

*Criteria for manuscripts*

The Editorial Board of *Oceanologia* takes under consideration for publication original articles with the understanding that neither the manuscript nor any part of its essential substance, tables or figures have been published previously in print form or electronically and are not under consideration by any other publication or electronic medium. Copies of any closely related manuscripts should be submitted to the Editor along with the manuscript that is to be considered by *Oceanologia*. Each submission packet should include the statement signed by the first author that the work has not been published previously or submitted elsewhere for review and a copyright transfer.

The journal *Oceanologia* publishes original papers on fundamental aspects of marine research with the emphasis on northern European seas. Papers dealing with processes in the marine environment are preferred to purely descriptive ones; they should contribute to the understanding of the functioning of marine ecosystems, including their abiotic aspects. Please note that purely descriptive articles/papers do not meet the aims of *Oceanologia*. All scripts received will be reviewed by the editors and at least two independent experts. The scripts should be written in good, scientific English: American or British. Every effort will be made to expedite publication. Short Scientific COMMUNICATIONS are restricted to papers describing brief but complete studies. They should always begin with an abstract. Subdivision into introduction, material and methods, results, discussion or acknowledgments should be avoided.

*Page charges*

No charges will be imposed for papers up to 20 pages long including figures, tables and references (some 40 pages of typescript, double spaced, including references, tables, figures and appendices). For longer articles please contact the editorial office at oceano@elsevier.com.

For papers exceeding 20 pages, an excess-page charge per printed page will be made: 50 EUR net for pages 21 et seq. The author(s) will be informed whether or not his/her/their paper has been accepted for printing and will be billed for the excess-page charge (if any).

**BEFORE YOU BEGIN**

*Ethics in publishing*

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

*Conflict of interest*

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. See also https://www.elsevier.com/conflictsofinterest. Further information and an example of a Conflict of Interest form can be found at: http://service.elsevier.com/app/answers/detail/a_id/286/supporthub/publishing.

Here you can find a Conflict of interest template.

*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.

*Plagiarism - originality detection*

The *Oceanologia* Editorial Office uses CrossCheck's iThenticate software to detect instances of similarity in submitted manuscripts with already published materials, whether in print or on-line. All submitted manuscripts are checked for similarity to the published materials. In publishing only original reports from research, *Oceanologia* is committed to deterring plagiarism, including self-plagiarism. Manuscripts are rejected promptly on the grounds of proven plagiarism.
**Use of inclusive language**
Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

**Contributors**
A statement that all authors have approved the final article should be true and included in the disclosure.

**Changes to authorship**
Names of the authors, the number of authors and their arrangement must not be changed after a manuscript has been submitted.

**Copyright**
Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement'. Acceptance of the agreement will ensure the widest possible dissemination of information. 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.

*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 gold 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**
Every peer-reviewed research article appearing in this journal will be published open access. This means that the article is universally and freely accessible via the internet in perpetuity, in an easily readable format immediately after publication. The author does not have any publication charges for open access. The Institute of Oceanology, Polish Academy of Sciences will pay to make the article open access. A CC user license manages the reuse of the article (see https://www.elsevier.com/openaccesslicenses). All articles will be published under the following license:

**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.

*Elsevier Researcher Academy*
Researcher Academy is a free e-learning platform designed to support early and mid-career researchers throughout their research journey. The "Learn" environment at Researcher Academy offers several interactive modules, webinars, downloadable guides and resources to guide you through the process of writing for research and going through peer review. Feel free to use these free resources to improve your submission and navigate the publication process with ease.
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.

It is essential that the authors have the manuscript language checked for grammar and syntax errors by a native English speaker. The Editor reserves the right to reject a manuscript on the grounds of insufficient language quality.

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 (Word) are required to typeset your article for final publication. All correspondence, including notification of the Editor’s decision and requests for revision, is sent by e-mail.

Submit your article
Please submit your article via http://ees.elsevier.com/oceano.

Review process
Manuscripts are evaluated on the basis that they present new insights to the investigated topic, are likely to contribute to a research progress. It is understood that all authors listed on a manuscript have agreed to its submission. The signature of the corresponding author on the letter of submission signifies that these conditions have been fulfilled. Received manuscripts are first examined by the Editors of Oceanologia. Manuscripts with insufficient priority for publication are rejected promptly. Incomplete packages or manuscripts not prepared in the advised style will be sent back to authors without scientific review. The authors are notified with the reference number upon manuscript registration at the Editorial Office. The registered manuscripts are sent to independent experts for scientific evaluation. We highly encourage authors to include a list of 4 potential reviewers for their manuscript, with complete contact information, but we reserve the right of final selection. Submitted papers are accepted for publication after a positive opinion of the independent reviewers.

Permissions
Materials taken from other sources must be accompanied by a written statement from both author and publisher giving permission to Oceanologia for reproduction. Obtain permission in writing from at least one author of papers still in press, unpublished data, and personal communications.

Disclaimer
Every effort is made by the Editor-in-Chief, the Editors’ Panel and the Editorial Board of Oceanologia to see that no inaccurate or misleading data, opinion or statement appear in Oceanologia. However, they wish to make it clear that the data and opinions appearing in the articles and advertisements herein are the responsibility of the contributor, sponsor or advertiser concerned. Accordingly, the Editor-in-Chief, Editors’ Panel and the Editorial Board accept no liability whatsoever for the consequences of any such inaccurate of misleading data, opinion or statement. Every effort is made to ensure that drug doses and other quantities are presented accurately. Nevertheless, readers are advised that methods and techniques involving drug usage and other treatments described in Oceanologia, should only be followed in conjunction with the drug or treatment manufacturer’s own published literature in the readers own country.

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.

**Article structure**

Divide your article into clearly defined and numbered sections.

**Subdivision - numbered sections**

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

**Abstract**

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major 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.

**Introduction**

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

**Material and methods**

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

Authors should adhere very carefully to the ethical standards for animal experimentation. Appropriate guidelines for the acquisition and care of animals can be found in the NIH Guide for the Care and Use of Laboratory Animals (National Institutes of Health Publications No. 80-23, revised 1978).

**Results**

Results should be clear and concise.

**Discussion**

This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

**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 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. 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.
Acknowledgements
Collate acknowledgements in a separate section. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Keywords
Immediately after the abstract, provide a maximum of 5 keywords, using American or British spelling but not a mixture of these and avoiding 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. These keywords will be used for indexing purposes.

Abbreviations
Abbreviations that are unavoidable must be defined twice: (1) at their first mention in the Abstract and (2) at their first mention in the remaining part of the article. Ensure consistency of abbreviations throughout the article.

Binominals
Binominals such as genera names should be written in full at their first mention in each section of an article as well as in each figure or table caption. At any other mention of the genus name (in each section of the article as well as in the figures and tables captions) it should be abbreviated to an initial (e.g.: Daphnia magna - for its first mention in each section, figure or table caption:, or D. magna - for any following mention in each section of the article and any figure or table caption).

Formatting of funding sources
List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

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

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

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

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 font in your illustrations: Trebuchet, size 8-10.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately (genus name not abbreviated).
- Description of vertical and horizontal axis provided.
- Scale included on artwork.
- 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 on our website:

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 illustrations using Trebuchet font 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): Bitmapted (pure black and 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**
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. All units to be provided in square brackets.

**References**
The references should be based on the readily available texts published in the latest and major journals, mainly written in English.

**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.

**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., Ambe 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.

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

Reference management software
Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support Citation Style Language styles, such as Mendeley. 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.

Other software that can be used for reference management: RefWorks (http://www.refworks.com), BibTeX (http://www.bibtex.org), ProCite (http://www.procite.com).

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/oceanologia

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
Text: 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 alphabetically, then chronologically. Examples: 'as demonstrated (Allan, 1999, 2000a, 2000b; Allan and Jones, 1999; Kramer et al., 2010). Kramer et al. (2010) have recently shown ....'

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:

Reference to a book:

Reference to a chapter in an edited book:

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

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.

**Submission checklist**
The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.

**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, and contain:
- Keywords
- All figures (font Trebuchet, size 8-10, units in square brackets) and figure captions
- Description of vertical and horizontal axis provided
- Scale included on artwork
- All tables (including title, description, footnotes, units in square brackets)
- Statement about funding source attached in separate file

Further considerations:
- Manuscript has been 'spell-checked' and 'grammar-checked'
- Units are in square brackets
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permissions has been obtained for use of copyrighted material from other sources (including the Internet)

Printed version of figures (if applicable) in color or black-and-white
- Indicate clearly whether or not color or black-and-white in print is required.
- For reproduction in black-and-white, please supply black-and-white versions of the figures for printing purposes.

For any further information please visit our customer support site at [http://support.elsevier.com](http://support.elsevier.com).

**AFTER ACCEPTANCE**

**Online proof correction**
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 and it is important to perform it thoroughly. Once the proofs are accepted and returned to the publisher, there may be no other possibility to introduce changes to the article.

**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 gold open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.
AUTHOR INQUIRIES
Visit the Elsevier Support Center to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch.
You can also check the status of your submitted article or find out when your accepted article will be published.

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