RESPIRATORY INVESTIGATION
Official Journal of The Japanese Respiratory Society

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

• Description p.1
• Abstracting and Indexing p.1
• Editorial Board p.1
• Guide for Authors p.4

DESCRIPTION

Respiratory Investigation formerly known as Nihon Kokyuki Gakkaizasshi (The Journal of the Japanese Respiratory Society) is the official English-language journal of the Japanese Respiratory Society. The journal published original manuscripts on clinical investigations of a variety of respiratory diseases and medicines, along with articles concerning basic physiology, pathology, and cellular/molecular biology relating to any pulmonary diseases. Our journal is particularly interested in publishing articles that focus on the diversity of disease manifestations based on genetic and/or environmental differences between the East and West. Article types accepted include Original Articles, Rapid Communications, Reviews and Guidelines, Editorials, and Letters to the editor. A case report could be exceptionally accepted only when it contains significant scientific novelty and/or important clinical relevance. The journal enthusiastically welcomes contributions not only from Japanese members of our Society but also from non-members hailng from neighboring countries in Asia and anywhere worldwide.

Please prepare manuscripts in conformance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (http://www.icmje.org/urm_main.html.)

ABSTRACTING AND INDEXING

PubMed/Medline
PubMed/Medline
Scopus
Emerging Sources Citation Index (ESCI)

EDITORIAL BOARD

Editor in Chief
Jiro Fujita, Hospital University of the Ryukyus, Japan

Deputy Editor
Kazuo Chin, Kyoto University, Kyoto, Japan
Katsuyuki Hotta, Okayama University Hospital, Okayama, Japan

Associate Editors
Toshiaki Kikuchi, Niigata University, Niigata, Japan
Tomoo Kishaba, Okinawa Prefectural Chubu Hospital, Uruma, Japan
Yasuhiro Kondo, Tosei General Hospital, Seto, Japan
Satoshi Konno, Hokkaido University, Sapporo, Japan
Hisako Matsumoto, Kyoto University Graduate School of Medicine Faculty of Medicine, Kyoto, Japan
Seiichirosakao, Chiba University, Chiba, Japan
Yoko Shibata, Fukushima Kenritsu Ika Daigaku, Fukushima, Japan
Takui Suzuki, Jichi Medical University, Shimotsuke, Tochigi, Japan
Katsunori Yanaighara, Nagasaki University, Nagasaki, Japan
Kazuhiro Yatera, University of Occupational and Environmental Health Japan, Japan

Editorial Board

Naoko Aragane, Saga University Hospital Division of Respiratory Disease, Saga, Japan
Respirology, Medical Oncology

Hirofumi Chiba, Sapporo Medical University School of Medicine, Department of Respiratory Medicine and Allergology, Sapporo, Japan

Masahito Ebina, Tohoku Medical and Pharmaceutical University Medical School Department of Respiratory Medicine, Sendai, Japan

Kiminori Fujimoto, Kurume University School of Medicine Department of Radiology, Kurume, Japan

Satoshi Fuke, KKR Sapporo Medical Center, Department of Respiratory Medicine, Sapporo, Japan

Yasuhiro Gon, Nihon University School of Medicine Graduate School of Medicine, Tokyo, Japan

Allergy, Immunology

Koichi Hagiwara, Jichi Medical University Department of Internal Medicine Division of Pulmonary Medicine, Shimotsuke, Japan

Masayuki Hanaoka, Shinshu University Graduate School of Medicine School of Medicine, Matsumoto, Japan

Naoki Hasegawa, Keio University School of Medicine Department of Infectious Diseases, Tokyo, Japan

Naozumi Hashimoto, Nagoya University Graduate School of Medicine Department of Respiratory Medicine, Nagoya, Japan

Noboru Hattori, Hiroshima University Graduate School of Biomedical and Health Sciences Department of Molecular and Internal Medicine, Hiroshima, Japan

Ryuji Hayashi, University of Toyama University Hospital, Toyama, Japan

Clinical Oncology

Toyohiro Hirai, Kyoto University Graduate School of Medicine Department of Respiratory Medicine, Kyoto, Japan

Nobuyuki Hizawa, University of Tsukuba, Tsukuba, Japan

Pulmonary Medicine

Naohiko Inase, Hiratsuka Kyosai Hospital, Hiratsuka, Japan

Respiratory Medicine

Hiromasa Inoue, Kagoshima University Department of Pulmonary Medicine, Kagoshima, Japan

Yukio Ishii, University of Tsukuba Department of Respiratory Medicine, Tsukuba, Japan

Hiroshi Kagamu, Saitama Medical University International Medical Center Department of Respiratory Medicine, Hidaka, Japan

Hiroshi Kakeya, Osaka City University Graduate School of Medicine School of Medicine, Osaka, Japan

Infection Control Science

Kazuo Kasahara, Kanazawa University, Kanazawa, Japan

Respiratory Medicine

Katsuyuki Kiura, Okayama University Hospital, Okayama, Japan

Thoracic Oncology

Tetsu Kobayashi, Mie University Graduate School of Medicine Faculty of Medicine, Tsu, Japan

Hajime Kurowsawa, Tohoku University School of Medicine Department of Occupational Health, Sendai, Japan

Ichiro Kuwahira, Tokai University Tokyo Hospital Department of Pulmonology, Tokyo, Japan

Makoto Maemondo, Iwate Medical University Department of Internal Medicine Division of Respiratory Medicine, Morioka, Japan

Allergy, Rheumatology

Yoshiaki Minakata, Wakayama National Hospital, Hidaka, Japan

COPD

Naoyuki Miyashita, Kansai Medical University Division of Respiratory Medicine Infectious Disease and Allergology, Okayama, Japan

Hiroshi Mukae, Nagasaki University Graduate School of Biomedical Sciences Department of Respiratory Medicine Medical and Dental Sciences, Nagasaki, Japan

Shigeo Muro, Nara Medical University Department of Respiratory Medicine, Kashihiara, Japan

Hiroyuki Nagase, Teikyo University School of Medicine Department of Medicine Division of Respiratory Medicine and Allergology, Tokyo, Japan

Yasutaka Nakano, Shiga University of Medical Science, Division of Respiratory Medicine, Department of Internal Medicine, Faculty of Medicine, Otsu, Japan

Katsuhiko Naoki, Kitasato University School of Medicine Department of Respiratory Medicine, Sagamihara, Japan

Toru Oga, Kawasaki Medical School Department of Respiratory Medicine, Kurashiki, Japan

Hiromasa Ogawa, Tohoku University School of Medicine, Sendai, Japan

Respiratory physiology
Yasumasa Okada, National Hospital Organization Murayama Medical Center Clinical Research Center and Division of Internal Medicine, Musashimurayama, Japan
Yoshitaka Oku, Hyogo College of Medicine, Department of Physiology, Nishinomiya, Japan
Shinobu Osanai, Asahikawa Medical University, Cardiovascular, Respiratory and Neurology Division, Department of Internal Medicine, Hokkaido, Japan
Hiroyuki Sano, Kindai University, Osakasayama, Japan
Respiratory medicine, Allergology
Shinichi Sasaki, Juntendo University Urayasu Hospital, Urayasu, Japan
Respiratory medicine, Allergology
Yasuhiro Setoguchi, Tokyo Medical and Dental University Graduate School of Medical and Dental Sciences, Tokyo, Japan
Respiratory Medicine
Kuniaki Seyama, Juntendo University School of Medicine Graduate School of Medicine Division of Respiratory Medicine, Tokyo, Japan
Masaru Suzuki, Hokkaido University, Sapporo, Japan
Respiratory Medicine
Toshinori Takada, Niigata University Medical and Dental Hospital Uonuma Institute of Community Medicine, Niigata, Japan
Hajime Takizawa, Kyorin University Faculty of Medicine Graduate School of Medicine Department of Respiratory Medicine, Tokyo, Japan
Kazuhiko Tateda, Toho University Omori Medical Center Department of Infectious Diseases, Tokyo, Japan
Infectious diseases
Koichiro Tatsumi, Chiba University Graduate School of Medicine School of Medicine, Chiba, Japan
Clinical pathophysiology, Pathobiology
Ryushi Tazawa, Tokyo Medical and Dental University Student Support and Health Administration Organization, Tokyo, Japan
Yutaka Tokue, Gunma University Hospital, Infection Control and Prevention Center, Maebashi, Japan
Keisuke Tomii, Kobe City Medical Center General Hospital, Department of Respiratory Medicine, Kobe, Japan
Hiromi Tomioka, Kobe City Medical Center West Hospital, Department of Respiratory Medicine, Kobe, Japan
Takahiro Tsuburai, St. Marianna University, Yokohama City Seibu Hospital, Department of Respiratory Medicine, Yokohama, Japan
Jiro Usuki, Tokyo Rinkai Hospital Department of Respiratory Medicine, Tokyo, Japan
Yoshihiro Yamamoto, University of Toyama Graduate School of Medicine and Pharmaceutical Sciences Department of Clinical Infectious Diseases, Toyama, Japan
Motoo Yamauchi, Nara Medical University Department of Respiratory Medicine, Kashihara, Japan
Mutsuo Yamaya, Tohoku University Graduate School of Medicine Department of Advanced Preventive Medicine for Infectious Disease, Sendai, Japan
Respiratory Medicine
Akihito Yokoyama, Kochi University Kochi Medical School Department of Respiratory Medicine and Allergology, Nankoku, Japan
International Advisory Board
Peter J. Barnes, Imperial College London, London, United Kingdom
Massimo Di Maio, University of Turin, Torino, Italy
Kwun M. Fong, The Prince Charles Hospital, Chermside, Australia
David Gozal, University of Missouri, Columbia, United States
Rudolf M. Huber, Thoracic Oncology Centre Munich, München, Germany
Harm Jan Bogaard, Amsterdam UMC, Amsterdam, Netherlands
Younsuck Koh, University of Ulsan College of Medicine, Songpa-gu, Korea, Republic of
William MacNee, The University of Edinburgh, Edinburgh, United Kingdom
Michael S. Niederman, NewYork-Presbyterian Hospital/Weill Cornell Medical Center, New York, United States
Alberto Papi, University Hospital Arcispedale Sant'Anna of Ferrara, Cona, Italy
Stephen I. Rennard, UNIVERSITY OF NEBRASKA MEDICAL CENTER, Omaha, United States
INTRODUCTION

Aims and scope

Respiratory Investigation formerly known as Nihon Kokyuki Gakkaizashhi (The Journal of the Japanese Respiratory Society) is the official English-language journal of the Japanese Respiratory Society.

The journal published original manuscripts on clinical investigations of a variety of respiratory diseases and medicines, along with articles concerning basic physiology, pathology, and cellular/molecular biology relating to any pulmonary diseases. Our journal is particularly interested in publishing articles that focus on the diversity of disease manifestations based on genetic and/or environmental differences between the East and West.

Article types accepted include Original Articles, Rapid Communications, Reviews and Guidelines, Editorials, and Letters to the editor. A case report could be exceptionally accepted only when it contains significant scientific novelty and/or important clinical relevance. The journal enthusiastically welcomes contributions not only from Japanese members of our Society but also from non-members hailing from neighboring countries in Asia and anywhere worldwide.

Please prepare manuscripts in conformance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (http://www.icmje.org/urm_main.html.)

Types of paper

The Journal publishes Original Articles, Rapid Communications, Reviews, Mini-Reviews, Guidelines and Statements, Letters, and rarely Case Reports.

Original Article

The length of the text is less than 3,000 words excluding tables, figures and references; tables and figures are within 8 combined; references are within 50. The manuscript should be structured into sections as shown in "Article structure" below. Abstract should be less than 250 words.

Rapid Communication

The length is less than 1,200 words, excluding tables and figures; references total not more than 10. Abstract should be less than 150 words. Keywords are required. Novel findings of particular importance and/or current interest will be accepted if they are considered worth publishing. Proof-of-concept and/or pilot type of studies would be highly recommended.

Review

The length is less than 6,000 words including tables and figures; one table/figure is counted as 200 words. Abstract should be less than 250 words.

Mini Review

The length is less than 3,200 words including tables and figures; one table/figure is counted as 200 words. Abstract should be less than 250 words. Mini Review articles are highly solicited by the Editorial Committee.

Guideline and Statement

The maximum length of a Guideline is 20 pages. In addition, supplement materials can be published online. Guidelines and Statements are peer-reviewed in the same way as other types of paper and examined by the Board of Directors of the Japanese Respiratory Society.

Letter

The length is less than 600 words including a table or figure. Comments to recently published articles in the Journal or author's response to such comments are welcome. Abstract nor key words are not required.

Case Report

A case report could be exceptionally accepted only when it contains significant scientific novelty and/or important clinical relevance. It should describe entirely new clinical findings and/or novel mechanistic insight into any diseases, or novel/unique treatment strategy which should potentially change our future practice. The number of authors should be up to 10, and the length should not exceed 1500 words, including tables and figures up to 3 combined and excluding references. One table/figure is counted as 200 words; references are within 10. Abstract should be less than 100 words.
Contact details for submission
Send inquiries on submission to:
Respiratory Investigation Editorial Office
E-mail: jp.resinv@elsevier.com
Tel: +81-3-3589-5037
Fax: +81-3-3589-6364

BEFORE YOU BEGIN

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

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.

Clinical trials
Respiratory Investigation requires that each clinical trial submitted for its consideration be registered in a publicly accessible database, such as UMIN-CTR for trials in Japan. An author should include a name of the trial registry and the clinical trial registration number at the end of the abstract. If it is an unregistered trial, please explain briefly why the trial has not been registered.

Retrospective clinical study
Respiratory Investigation requires that each clinical study submitted for its consideration should be approved by the Institutional Review Board.

Conflict of interest
All authors are required to disclose any financial relationship (within 2 calendar years preceding the current year) with any biotechnology manufacturer, pharmaceutical company, or other commercial entity that has an interest in the subject matter or materials discussed in the manuscript. The matters requiring disclosure are outlined in the JRS Bylaws Concerning Conflict of Interest Policy in Clinical Research. A manuscript must be accompanied by a form of "Conflict of interest statement" for authors. The form can be obtained here. Upon a manuscript is submitted, the form needs to be uploaded online by the corresponding author. The disclosures will be held in confidence while the manuscript is under review, and will not influence the editorial decision. Once a manuscript is accepted for publication, all of the disclosures will appear in the article as a "Conflict of interest" as follows:

A (author name) serves as a consultant to Z (entity name); B's spouse is chairman of Y; C received a research grant from X; D received lecture fees from V; E holds a patent on U; F has been reimbursed by T for attending several conferences; G received honoraria for writing promotional material for S; H has no conflict of interest.

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. 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').

**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.

A manuscript must be accompanied by "Author Statement Form". The form can be obtained from [https://www.elsevier.com/__data/promis_misc/RESINV_Author_Statement_Form.pdf](https://www.elsevier.com/__data/promis_misc/RESINV_Author_Statement_Form.pdf). Upon a manuscript is submitted, the form needs to be signed by all authors and uploaded online by the corresponding author.

**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.

**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 an 'Exclusive 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.

**Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)**
For non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article. The open access fee for this journal is USD 3000, excluding taxes. Learn more about Elsevier's pricing policy.

**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 Author Services.

**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.

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

Submit your article
Please submit your article via https://www.evise.com/profile/#/RESINV/login.

Referees
Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our Support site. Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

**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
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.

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

Materials and methods or Patients and methods
Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

An article reporting animal experiments should include a statement in this section indicating that approval was obtained from the proper authorities and that animal care complied with all necessary guidelines.

Results
Results should be clear and concise.

Discussion
This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions
The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices
If 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.

Essential title page information
• Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
• Word count. Please state word count of the manuscript.
• Author names and affiliations. Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. 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, the e-mail address of each author.
• Corresponding author. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. Contact details must be kept up to date by the corresponding author.
• **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a "Present address" (or "Permanent address") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

**Abstract**
A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the methods, the principal results and major conclusions. A structured abstract is required for Original article and the format should consist of four sections, labeled "Background", "Methods", "Results" and "Conclusions". An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. The length should be less than 250 words for Review and Original article, less than 100 words for Case report. Abstract is not required for Letter.

**Keywords**
Immediately after the abstract, provide a maximum of 5, but at least 4, keywords, using American spelling 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**
Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

**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.).

**Nomenclature and units**
Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI. You are urged to consult IUB: Biochemical Nomenclature and Related Documents for further information.

**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**

**Electronic artwork**

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

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

**Formats**
If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.
Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings, embed all used fonts.
TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:
• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
• Supply files that are too low in resolution;
• Submit graphics that are disproportionately large for the content.

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

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

Tables
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. 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 and a copy of the title page of the relevant article must be submitted.

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.

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 style
Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

List: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

Examples:

Reference to a journal publication:
Reference to a journal publication not in English:

Reference to a book:

Reference to a chapter in an edited book:

Reference to a website:

Reference to a dataset:

Note shortened form for last page number. e.g., 51-9, and that for more than 6 authors the first 6 should be listed followed by 'et al.' 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 Samples of Formatted References).

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

Supplementary material
Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.
Research data
This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

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

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

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

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

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

Mendeley Data
This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to Mendeley Data. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the Mendeley Data for journals page.

Data statement
To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the Data Statement page.

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 designated as corresponding Author:
• E-mail address
• Full postal address
• Telephone and fax numbers
All necessary files have been uploaded
• Keywords
• All figure captions
• All tables (including title, description, footnotes)
Further considerations
• Manuscript has been "spellchecked" and "grammar-checked"
• References are in the correct format for this journal
• 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 Web)
• Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print or to be reproduced in color on the Web (free of charge) and in black-and-white in print
• If only color on the Web is required, black and white versions of the figures are also supplied for printing purposes

For any further information please visit our customer support site at http://service.elsevier.com.

**Revision of manuscript**

Revisions must be submitted electronically through EVISE within one month in case of minor revision and three months in case of major revision. (If a revision is not submitted within these time frames, the manuscript should be submitted as a new submission.) A revision must include the following:

• A response to the comments document:
The document requires point-by-point responses to comments made by reviewers and the editor. Each comment must be reproduced verbatim and in its entirety, followed by the detailed response, and be preceded by the word "**COMMENT**" in boldface type. Each response should be preceded by the word "RESPONSE" in non-boldface type. Indicate in each response where relevant changes were made in the manuscript, or explain why no changes would be appropriate. An example of this document may be found on this web site: https://www.elsevier.com/__data/promis_misc/Example_Response_to_the_review_comments.pdf

• A marked revised manuscript:
A complete version of a revised manuscript in which all corrections and changes that differ from the original manuscript are indicated, must be included for the sake of reviewers and editors. The preferred method of indicating changes is the Microsoft Word Track Changes tool. If this tool is unavailable, an alternate method would be that all text added to the original should be underlined, and all text removed from the original should be indicated by strikeover deletions.

• Tables and Figures:
Any table or figure that was part of the original submission but that has been changed and marked should be provided as an individual file separate from other tables and files (for example, Table 2 – Marked / Figure 1 – Marked). Any changes made to any of the originals should be indicated in a response to the comments document, described above.

**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** 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. 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