EUROPEAN ANNALS OF OTO RHINO LARYNGOLOGY, HEAD AND NECK DISEASES

DESCRIPTION

European Annals of Otorhinolaryngology, Head and Neck diseases, the official organ of the French Society of Otorhinolaryngology (SFORL) and the International Francophone Society of Otorhinolaryngology (SIFORL), comprises six annual issues providing original peer reviewed clinical and research articles, epidemiological studies, new methodological clinical approaches and review articles giving most up-to-date insights in all areas of otology, laryngology, rhinology, head and neck surgery. The journal also publishes the SFORL guidelines and recommendations. The journal is a unique two-armed publication: the European Annals (ANORL) is an English language well referenced online journal (e-only) whereas the Annales Françaises d’ORL (AFORL), mail-order paper and online edition in French language are aimed at the French-speaking community. French language teams must submit their articles in French to the AFORL site. Federating journal in its field, the European Annals has an Editorial board of experts with international reputation that allow to make an important contribution to communication on new research data and clinical practice by publishing high-quality articles.

IMPACT FACTOR

2018: 1.318 © Clarivate Analytics Journal Citation Reports 2019

ABSTRACTING AND INDEXING

Current Contents - Clinical Medicine
Scopus
Embase
Pascal Francis
LiSSa - Littérature Scientifique en Santé
PubMed/Medline
Hinari

EDITORIAL BOARD

Editor in chief
Ollivier Laccourreye, Paris Centre University, Paris, France
Deputy Editor-in-chief
Roger Jankowski, University of Lorraine, Vandœuvre-lès-Nancy, France

Associate editor-in-chief

Otology
Valérie Franco-Vidal, University of Bordeaux, Bordeaux, France
Alexandre Karkas, Jean Monnet University, Saint-Etienne, France
Christophe Vincent, University of Lille, Lille, France

Associate editor-in-chief

Rhinology
Justin Michel, University Aix-Marseille, Marseille, France
Cécile Rumeau, University of Lorraine, Vandœuvre-lès-Nancy, France

Associate editor-in-chief

Laryngology
Nicolas Fakhry, University Aix-Marseille, Marseille, France
Marc Makeieff, Reims Champagne-Ardenne University, Reims, France

Associate editor-in-chief

Head & Neck
Olivier Malard, University of Nantes, Nantes, France
Christian Righini, University Grenoble Alpes, Grenoble, France

Associate editor-in-chief

Pediatric
Nicolas Leboulanger, Paris Centre University, Paris, France

Associate editor-in-chief

Statistics
Quentin Lisan, Paris Centre University, Paris, France

Editorial Board
Emmanuel Babin, University of Caen Normandy, Caen, France
Beatrix Barry, Paris Diderot University, Paris, France
Pierre Bonfils, Paris Centre University, Paris, France
Frédéric Chabolle, Hartman Institute, Neuilly sur Seine, France
Dominique Chevalier, University of Lille, Lille, France
André Coste, University Paris-Est Créteil Val de Marne, Créteil, France
Vincent Couloigner, Paris Centre University, Paris, France
Renaud Garrel, University of Montpellier, Montpellier, France
Antoine Giovanni, University of Montpellier, Montpellier, France
Thierry Mom, Clermont Auvergne University, Clermont-Ferrand, France
Sylvain Morinière, University of Tours, Tours, France
Sophie Périé, Hartman Institute, Neuilly sur Seine, France
Virginie Pruliere-Escabasse, University Paris-Est Créteil Val de Marne, Créteil, France
Sébastien Schmerber, University Grenoble Alpes, Grenoble, France
Sébatien Vergez, University Grenoble Alpes, Grenoble, France

Scientific Board
Ihab Atallah, University Grenoble Alpes, Grenoble, France
Pierre Attal, Shaare Zedek Medical Center, Jerusalem, Israel
Tareck Ayad, University of Montreal, Montreal, Canada
David Bakhos, University of Tours, Tours, France
Bertrand Baujat, Sorbonne University, Paris, France
Marc Blumen, Hospital Foch, Suresnes, France
Alexandre Bozec, Côte d'Azur University, Côte d'Azur, France
Françoise Denoyelle, Paris Centre University, Paris, France
Xavier Dufour, University of Poitiers, Poitiers, France
Pavel Dulguerov, University of Geneva, Geneva, Switzerland
Johannes Fagan, University of Cape Town, Captown, South Africa
Pierre Fayoux, University of Lille, Lille, France
Bernard Fraysse, Toulouse
Laurent Gilain, Clermont Auvergne University, Clermont-Ferrand, France
Philippe Giraud, Paris Centre University, Paris, France
Christopher F. Holsinger, Stanford University, Stanford, United States
Franck Jegoux, Rennes University, Rennes, France
Laurent Laccourreye, University of Angers, Angers, France
Ludovic Le Tailandier de Gabory, University of Bordeaux, Bordeaux, France
Jérôme Lechien, University of Mons, Mons, Belgium
Emmanuel Lescanne, University of Tours, Tours, France
Rémi Marianowski, Bretagne Occidentale University, Brest, France
Jean-Paul Marie, Rouen University, Mont-Saint-Aignan, France
Antoine Melkane, Saint Joseph University, Beirut, Lebanon
Haitham Mirghani, Paris Centre University, Paris, France
Michel Mondain, University of Montpellier, Montpellier, France
Geoffrey Mortuaire, University of Lille, Lille, France
Antoine Moya-Plana, Gustave Roussy Institute, Villejuif, France
Albert Mudry, Stanford University, Stanford, United States
Kazimierz Niemczyk, University of Warsaw, Warszawa, Poland
Cyril Page, University of Picardy Jules Verne, Amiens, France
Cécile Parietti-Winkler, University of Lorraine, Vandœuvre-lès-Nancy, France
Jean-Michel Prades, Jean Monnet University, Saint-Etienne, France
Simon Rassi, Saint Joseph University, Beirut, Lebanon
Zoukaa Sargi, University of Miami, Coral Gables, United States
Elie Serrano, Toulouse University, Toulouse, France
Ricard Simo, Guy's and St Thomas' Hospital, London, United Kingdom
Juliette Thariat, Baclesse Center, Caen, France
Chung Thuy, Vietnam National University, Ha Noi, Viet Nam
Stéphane Tringali, University of Lyon, Lyon, France
Frédéric Venail, University of Montpellier, Montpellier, France
Benjamin Verillaud, Paris Diderot University, Paris, France
Virginie Woisard, Toulouse University, Toulouse, France
GUIDE FOR AUTHORS

INTRODUCTION

European Annals of Otorhinolaryngology, Head and Neck Diseases and its French version, Annales Francaises d'Oto-Rhino-Laryngologie et de pathologie cervico-faciale, publish original scientific articles in the field of oto-rhino-laryngology from all domains in English and French. All the articles accepted are translated from French into English or from English to French for dual publication: in English in electronic form only (European Annals); and in French in paper and electronic editions (Annales Francaises). Only the English version (European Annals) is indexed in international databases. The Journal follows the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (which can be viewed on the International Committee of Medical Journal Editors site: www.icjme.org). Authors can submit their article using the Journal's online submissions site: https://www.editorialmanager.com/anorl/default.aspx.

Manuscripts are submitted for peer review by the Editorial Board, the only body that can decide on publication. The Board informs the author(s) about its observations, indicating the modifications required for their manuscript to be accepted. The authors must modify their article within 1 month. The Board reserves the right to make minor modifications to the text to standardize the presentation without informing the authors. In no case does the Journal make any commitments regarding the manuscripts submitted before the final decision taken by the editors. The instructions to authors are identical for submissions in either French or English. Having read the criteria for submissions, authors should ensure that their article complies with the Journal's editorial guidelines, outlined below, before uploading their files to the submission site.

Types of article

When authors submit their manuscript, they should specify the section in which they wish to be published.

Editorial

Editorials consist of a title, free text and not more than 5 references, for a maximum 3,000 words. They comprise 5 successive sections:
- **Title**: As short as possible, with not more than 60 characters.
- **Discussion**: Free, with as few paragraphs as possible (not more than 5), without titles. There are no subtitles.
- **Conflicts of interest**
- **Acknowledgments**.
- **References**.

Original Article

For an Original Article, the text (excluding title, tables, disclosure of interest and references) is limited to a maximum 3,500 words. There can be a maximum of 6 authors. There can be not more than 3 tables, 2 figures and 30 references. Verbs are in the past tense except for statements of established fact, which are in the simple present tense (e.g., "The patient was operated on; septicemia requires antibiotic therapy"). References are given the text in order of citation, in square brackets, just before the period closing the sentence. Authors are encouraged to follow the EQUATOR guidelines (https://www.equator-network.org/) to build their article and to mention the guideline used in the Material and Method chapter. Statistical rules to apply are described in the chapter "Methods and statistical considerations" of this guide. The body of the article comprises 11 successive sections:
- **Title**: As short as possible, with not more than 80 characters.
- **Abstract**: structured as Aims, Material and Methods, Objectives, Results, Conclusion, for a maximum 250 words.
- **Key-words**: 3 to 5.
- **Introduction**: The Introduction comprises 3 parts: general presentation of the field, particular aspect dealt with in the study, study objectives and what the study wishes to bring new to the existing literature.
- **Material and methods**: This section, without subtitles, presents the study population, selection criteria, study objective(s), study variables and statistical methods. Prospective and/or randomized studies should mention their institutional review board approval (CPP, for France). To promote reproducibility and transparency, authors are encouraged to submit by accessory separate file the anonymous database allowing for study completion.
- **Results**: The results correspond to the study objectives, and are presented clearly and logically, including negative findings, with reference to tables. This section includes no commentaries or references.
• **Discussion:** Without subtitles, the Discussion analyzes the results, with comparison to the scientific literature (PubMed analysis). It should match the Introduction. Uncertainties and limitations are presented.

• **Conclusion:** The Conclusion presents the lessons to be drawn, solutions and future research perspectives.

• **Disclosure of interest.**

• **Acknowledgments.**

• **References:** The purpose of the reference list is to provide references to previously published scientific articles (PubMed analysis) for all facts stated and all names mentioned in the article; there should be no references to non-indexed work (books, communications, theses, etc.).

The following list shows the most frequent faults leading to rejection of original articles submitted to the European Annals of Otorhinolaryngology Head & Neck Diseases:

- Purely descriptive study.
- No additional contribution to existing data and publications.
- Objectives not defined, varying; and/or important variables absent or not studied.
- Poorly structured Material and Methods section: not presenting the study population, study objective and/or study variables.
- Absence of statistical analysis, and/or statistical tests used incorrectly.
- Introduction vague, too long and/or not reflecting the literature.
- Study population too heterogeneous and/or poorly defined.
- Discussion vague, irrelevant, over-rating results, unrelated to study objectives or results and/or introducing further results.
- Discussion needing to be developed, lacking important references or with incorrect references.
- Insufficient follow-up.
- Results missing, false, changed during the Discussion.
- Article already published elsewhere.
- Falsely prospective study design.
- Study re-submitted without taking account of peer review.
- Article not suited to an Otorhinolaryngology journal.

**Review**

A review presents the state of the art on a specific topic. It is based on a review of the most recent scientific literature (PubMed, Cochrane Database, etc.). Authors are encouraged to follow the PRISMA methodology (https://www.equator-network.org/) to build their article and to mention this methodology in the chapter Material and Methods. The statistical rules to follow are documented in the paragraph Statistics of the current guide. There should be no more than 6 authors. The text (excluding title, tables, disclosure of interest and references) is limited to a maximum 4,000 words; there can be a maximum of 5 tables, 5 figures and 100 references. Writing, layout, choice and use of references are as for an Original Article. Reviews comprise 9 successive sections:

• **Title:** As short as possible, with not more than 60 characters.

• **Abstract:** The Abstract is non-structured, with a maximum 250 words.

• **Key-words:** 3 to 5.

• **Introduction:** The Introduction includes the objectives of the Review, the data-bases analyzed, search-terms used, and exclusion criteria (case reports, etc.). The introduction must tell the reader what the review wishes to bring new to the yet published literature.

• **Discussion:** The Discussion may be broken down into 3 subsections with titles and, if suitable, 3 subtitles per subsection.

• **Conclusion.**

• **Disclosure of interest.**

• **Acknowledgments.**

• **Abstract:**

• **References.**

**Case Reports**

Only exceptional cases (less than 15 cases previously reported) and case reports providing new findings can be submitted to the Annals. Authors are encouraged to publish complications and tropical pathology as Case Reports. Cases reported as pretexts for a review of the literature or update will not be accepted. Authors are encouraged to follow the EQUATOR guidelines (https://www.equator-network.org/) to build their case report. The text (excluding title, tables, disclosure of interest and...
references) is limited to a maximum 1,000 words; there can be a maximum of 3 tables, 3 figures and 10 references. Writing, layout, choice and use of references are as for an Original Article. There should not be more than 4 authors. Case Reports comprise 9 successive sections:

- **Title**: As short as possible, with not more than 80 characters without vague terms such as, rare exceptional, unique as well as the terms "case report".
- **Abstract**: The Abstract comprises 3 parts: introduction, case summary, and discussion, for a maximum 200 words.
- **Key-words**: 3 to 5.
- **Introduction**: The Introduction comprises 3 parts: general presentation of the subject, particular aspect dealt with in the study, and study objectives.
- **Case report(s)**: This section presents the case(s) analyzed; several (but less than 15) can be presented as a small series. This section contains no commentaries or references.
- **Discussion**: Without subtitles, the Discussion analyzes the data presented in the Case Report, with comparison to the literature (PubMed analysis). Uncertainties and limitations are presented.
- **Conclusion**: The Conclusion presents the lessons to be drawn, solutions and future research perspectives.
- **Disclosure of interest**.
- **Acknowledgments**.

The following list shows the most frequent faults leading to rejection of case reports submitted to the European Annals of Otorhinolaryngology Head & Neck Diseases:

- Lack of originality (15 cases already found in PubMed).
- No new contribution to the medical literature on the topic.
- Title vague, too long or uninformative (avoid terms such as: "about", "a case of", "rare", "exceptional", etc.).
- Diagnosis incorrect or unproven, or insufficient follow-up.
- Introduction vague, unrelated to the case, or not reflecting the literature.
- Non-respect of the Eur Ann Otorhinolaryngol H N Dis's instructions to authors.
- References missing or incorrect.
- Mistakes of spelling and grammar.
- Table or figure duplicated the text of the report.
- Associating two rare cases without causal relation (coincidence).

**Letter to the editor**

This section fits the majority of case reports. Number of authors is no more than 4. No summary and no key words. Title must be short. Text organised in two paragraphs comprise no more than 500 words with one table, one or two figures and maximum 5 references. The first paragraph presents the case, the second is devoted to discussion of key points. The text must always start with the following words:"Dear editor in chief, we ...".

**What is your diagnosis?**

This type of article is a short presentation of a clinical case with iconography: radiologic, clinical, operative or anatomopathologic imaging. The title should be short, announcing the topic but not the diagnosis. There should not be more than three authors. The text (Description, Question(s) and Replies) should not exceed 200 words (not counting title, disclosure of interests, acknowledgments and references). The iconography should comprise at most two images, presented side by side in a single zone (marked "a" and "b"), without legend as the text itself provides the description. The text should contain no more than 5 references. The article is divided into the following 7 successive sections:

- **Title**: As short as possible, in no more than 60 characters.
- **Description**: presenting the clinical context of the images. The description must present proper data that allows for diagnosis.
- **Question(s)**: What is your diagnosis?
- **Replies. Replies must offer the reader valuable information useful in clinical practice.**
- **Disclosure of interest.**
- **Acknowledgements.**
- **References.**

**Surgical technique or technology**

A surgical technique or technology article briefly describes a technique or treatment, or their modifications or new equipment with no more than 4 authors. A short discussion should provide a general overview and be limited to a precise message on the advantages and limitations of the
technique. The text should not exceed 2000 words: 2 tables and 4 figures in case of a surgical technique, 2 drawings or 6 schemas (help from a professional drawer affiliated to the journal may be sought), two figures and 15 references. "Writing and use" of reference is identical to scientific article with structuration in 10 sections: Title, as short as possible with no more than 60 signs. Summary, not structured, 200 words maximum. Key Words, 3 to 5. Introduction, Technique, Discussion without subtitles, Conclusion, Conflict of interest, Acknowledgments, References.

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.

*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-blind) or the manuscript file (if single-blind). If there are no interests to declare then please state this: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted. 2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches. More information.

*Submission declaration 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').
Changes to authorship
Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

Reporting clinical trials
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, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram are available online.

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.

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 from the Journal Homepage 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). If the Editors consider that the level of English is insufficient editing services will be provided by the journal.

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

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
Double-blind review
This journal uses double-blind 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.

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.

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, 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.

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.
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.
• 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.

Methods and statistical considerations
General considerations
The authors are advised to follow specific guidelines (CONSORT, PRISMA, STROBE, ...) available at www.equator-network.org.

The objective of the study must be clearly identified at the end of the Introduction and in the Abstract, Material and Methods, and Results section. In the Methods section, the outcome of interest (primary and eventually secondary outcomes) must be identified and included in the Statistical analyses subsection.

For observational studies, please precisely describe how the data were collected instead of using generic terms such as 'retrospective study', in accordance with the STROBE guidelines [1-3]. In observational studies, report and describe missing data. Generally, a brief description of excluded subjects due to missing data compared to the included population is reported in the text, and more detailed comparisons are provided in the supplementary material (such as a table comparing included versus excluded subjects).

If the cohort is of small sample size (less than 50), please consider your results as exploratory rather than confirmatory.

Causal language should be used only for randomized controlled trials. Typically, the term 'association' should be preferred when highlighting a significant association between two variables in an observational study.

Include the registration number in the Methods section for randomized controlled trials (clinicaltrials.gov) and systematic reviews (www.crd.york.ac.uk/prospero).
**Statistical analyses**

Always provide the number of observations, do not rely only on percentages. Use means and standard deviations (SDs) for normally distributed data and medians and ranges or interquartile ranges (IQRs) for data that are not normally distributed.

Clearly describe the statistical analyses, including a clear description of the variables included in the multivariable models.

Briefly report the tests used for bivariate analyses in the Statistical analyses section of the Methods. Although it is not mandated to report it in the main text, it is important to verify that the conditions of validity of the statistical test are met for both bivariate and multivariate analyses (for instance, normally distributed data for Student t test or proportional hazard assumption for Cox regression models).

Authors must use appropriate statistical tests. For instance, chi square test must be used for bivariate comparisons of percentages (and Fisher exact test in case of unmet conditions of validity). Student t test must be used in order to compare means (and Mann-Whitney test in case of unmet conditions of validity). In case of paired series, authors must use specific tests. Do not rely only on p-values, which fail to convey quantitative information. For more details regarding interpretation of statistical tests or confidence intervals, authors are encouraged to read the article by Greenland et al (“Statistical tests, P values, confidence intervals, and power: a guide to misinterpretations”) [4]. Never present a p-value alone, i.e. without the descriptive data or the effect size (such as odd ratio). Authors are also encouraged to consider as "significant", only p-values inferior to .005 and to consider p values between 0.05 and 0.005 as "suggestive" [5]. Do not consider a p-value between 0.05 and 0.10 as a trend. In case of a randomized controlled trial with a 5% significance level, such a p-value is non-significant. In case of an observational study, the effect size with its confidence interval is of greater interest.

Authors are encouraged to use effect size and measure of uncertainty, such as odd ratio and 95% confidence interval. These measures convey quantitative informations, which p-value does not. Include the name of the statistical software used for performing analyses.

**Tables and figures**

Tables and figures should support the text and be cited in it. In tables, include number and eventually percentages. Generally, comparisons must be read between columns. Provide the unit of measure for each continuous data. Data presented in tables and figures should not overlap. For Kaplan-Meier curves, include the number at risk at each time point below the x-axis. Pie charts and 3D graphs should not be used [6].

**Data sharing statement**

Please include in the Acknowledgments section a data sharing statement, stating if the data can be shared (publicly available or on request) or not.

**References**


**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). **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.

**Table**

Please submit tables as editable text and not as images. Tables must be placed 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.

**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.

3: "Vancouver" system with numbers in text
Text: 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 with an article number:
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.

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

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

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

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

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

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

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

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

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

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

AFTER ACCEPTANCE

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