



ANAESTHESIA CRITICAL CARE & PAIN MEDICINE

Official journal of the French Society of Anaesthesia and Intensive Care ([Société Française d'Anesthésie et de Réanimation, SFAR](#))

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

- **Description** p.1
- **Abstracting and Indexing** p.2
- **Editorial Board** p.2
- **Guide for Authors** p.3



ISSN: 2352-5568

DESCRIPTION

Anaesthesia, Critical Care & Pain Medicine (formerly *Annales Françaises d'Anesthésie et de Réanimation*) publishes in English the highest quality original material, both scientific and clinical, on all aspects of anaesthesia, critical care & pain medicine.

Official journal of the French Society of Anaesthesia and Intensive Care ([Société Française d'Anesthésie et de Réanimation, SFAR](#)), ACCPM is signatory to the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, issued by the [International Committee of Medical Journal Editors](#) (ICMJE Recommendations), and to the Committee on Publication Ethics (COPE) code of conduct for editors. ACCPM follows [COPE's guidelines](#).

ACCPM is published in electronic form only (e-only journal) and indexed in the main international databases.

Issues contain (guest) Editorials, Original articles, Reviews, Special articles, Letters to the Editor, Technical notes, Short communications.

Original works include clinical or laboratory investigations and clinical or equipment reports. Reviews include narrative reviews, systematic reviews and meta-analyses.

All articles must: bring new, interesting, valid information - and improve clinical care or guide future research; be solely the work of the author(s) stated; not have been previously published elsewhere and not be under consideration by another journal; be written in excellent English; be in accordance with the journal's Guide for Authors.

ABSTRACTING AND INDEXING

BIOSIS
CNRS/Pascal
Current Contents / Clinical Medicine
MEDLINE®
EMBASE
INIST - PASCAL database
SCISEARCH
Science Citation Index
ScienceDirect
Scopus
Research4Life (Hinari)

EDITORIAL BOARD

Editor-in-Chief

B. Plaud, Paris, France

Deputy Editor-in-Chief

J.-Y. Lefrant, Nîmes, France

Editorial assistant

C. Ehrhardt, Saint-Pargoire, France

Associate Editors

B. Allaouchiche, Lyon, France
K. Ashenoune, Nantes, France
P. Beaulieu, Montréal, Canada
H. Beloeil, Rennes, France
J.-F. Brichant, Liège, Belgium
B. Charbit, Reims, France
J.-M. Constantin, Clermont-Ferrand, France
S. Dahmani, Paris, France
P. Drolet, Montréal, Canada
T. Fuchs-Buder, Nancy, France
T. Geeraerts, Toulouse, France
A. Godier, Paris, France
J.-L. Hanouz, Caen, France
C. Kern, Lausanne, Switzerland
V. Laudénbach, Rouen, France
G. Lebuffe, Lille, France
M. Le Grand, Paris, France
M. Le Guen, Suresnes, France
M. Leone, Marseille, France
E. Lorne, Amiens, France
E. Marret, Levallois, France
N. Mongardon, Créteil, France
A. Ouattara, Bordeaux, France
S. Pierre, Toulouse, France
J. Ripart, Nimes, France
J.-P. Tourtier, Paris, France

Past Editors-in-Chief (Annales Françaises d'Anesthésie et de Réanimation, 1982-2010)

Jean Mantz (2007-2010)
Yvonnick Blanloeil (2002-2006)
Michel Pinaud (2000-2001)
Jean-Claude Otteni (1994-1999)
Jean-Pierre Haberer (1989-1993)
Marie-Claire Laxenaire (1983-1988)
Roger Gay (1982)

GUIDE FOR AUTHORS

INTRODUCTION

Anaesthesia Critical Care & Pain Medicine (ACCPM) publishes in English the highest quality original material, both scientific and clinical, on all aspects of Anaesthesia, Critical Care & Pain Medicine. Official journal of the French Society of Anaesthesia and Intensive Care (Société Française d'Anesthésie et de Réanimation /SFAR), ACCPM is signatory to the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, issued by the International Committee of Medical Journal Editors (ICMJE Recommendations), and to the Committee on Publication Ethics (COPE) code of conduct for editors. ACCPM follows COPE's guidelines.

Types of article

ACCPM publishes (guest) Editorials, Original articles, Reviews, Special articles, Letters to the Editor, Technical notes, Short communications. Original works include clinical or laboratory investigations and clinical or equipment reports. Reviews include narrative reviews, systematic reviews and meta-analyses. All articles must: **Be written in excellent English**; Bring new, interesting, valid information - and improve clinical care or guide future research; Be solely the work of the author(s) stated; not have been previously published elsewhere and not be under consideration by another journal; Be in accordance with these Guide for Authors' instructions. All articles are published in full on the journal's website <http://www.sciencedirect.com>.

Case Reports : *Anaesthesia Critical Care & Pain Medicine* (ACCPM) do not accept Case Report submissions.

Contact details for submission

For pre-submission inquiries, questions or concerns regarding the submission and review process (not addressed on these pages), please contact the journal's editorial staff: Anaesthesia Critical Care & Pain Medicine, Editorial office, Mrs Claudine Ehrhardt, e-mail: colin-c@wanadoo.fr, phone: +33 [0]4 67 30 57 15.

Page charges

This journal has no page charges.

BEFORE YOU BEGIN

Ethics in publishing

For information on Ethics in publishing and Ethical guidelines for journal publication see <http://www.elsevier.com/publishingethics> and <http://www.elsevier.com/journal-authors/ethics>.

Human and animal rights

If the work involves the use of animal or 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 <http://www.wma.net/en/30publications/10policies/b3/index.html>; EU Directive 2010/63/EU for animal experiments http://ec.europa.eu/environment/chemicals/lab_animals/legislation_en.htm; Uniform Requirements for manuscripts submitted to Biomedical journals <http://www.icmje.org>. 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.

Conflict 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 conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then please state this: 'Conflicts of interest: none'. See also <http://www.elsevier.com/conflictsofinterest>. Further information and an example of a Conflict of Interest form can be found at: http://help.elsevier.com/app/answers/detail/a_id/286/p/7923.

Submission declaration

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint, see <http://www.elsevier.com/sharingpolicy>), 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 including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder.

Contributors

Each author is required to declare his or her individual contribution to the article: all authors must have materially participated in the research and/or article preparation, so roles for all authors should be described. The statement that all authors have approved the final article should be true and included in the disclosure.

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.

Changes to authorship

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts:

Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, 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. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure as described above. Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) publication of the accepted manuscript in an online issue is suspended until authorship has been agreed.

After the accepted manuscript is published in an online issue: Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

Clinical trial results

In line with the position of the International Committee of Medical Journal Editors, the journal will not consider results posted in the same clinical trials registry in which primary registration resides to be prior publication if the results posted are presented in the form of a brief structured (less than 500 words) abstract or table. However, divulging results in other circumstances (e.g., investors' meetings) is discouraged and may jeopardise consideration of the manuscript. Authors should fully disclose all posting in registries of results of the same or closely related work.

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 can be found on <http://www.consort-statement.org>.

Registration of clinical trials

Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>) recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

Reporting systematic reviews and observational studies

For systematic reviews and meta-analyses, the Journal expects authors to follow and provide at manuscript submission the PRISMA checklist: <http://www.prisma-statement.org> For observational studies, the STROBE checklist must be provided: <http://www.strobe-statement.org> The latest versions of these statements and other useful resources are available on the EQUATOR Network website. Peer reviewers are also requested to access and consider the relevant reporting guidelines/checklists during their manuscript assessment.

Copyright

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (for more information on this and copyright, see <http://www.elsevier.com/copyright>). 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 (please consult <http://www.elsevier.com/permissions>). 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: please consult <http://www.elsevier.com/permissions>.

For open access articles: Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (for more information see <http://www.elsevier.com/OAauthoragreement>). Permitted third party reuse of open access articles is determined by the author's choice of user license (see <http://www.elsevier.com/openaccesslicenses>).

Author rights

As an author you (or your employer or institution) have certain rights to reuse your work. For more information see <http://www.elsevier.com/copyright>.

Role of the funding source

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

Funding body agreements and policies

Elsevier has established a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some authors may also be reimbursed for associated publication fees. To learn more about existing agreements please visit <http://www.elsevier.com/fundingbodies>.

Open access

This journal does not ordinarily have publication charges; however, authors can now opt to make their articles available to all (including non-subscribers) via the ScienceDirect platform, for which a fee of US \$3000 applies (for further information on open access see <http://www.elsevier.com/openaccessoptions>). Please note that you can only make this choice after receiving notification that your article has been accepted for publication, to avoid any perception of conflict of interest. The fee excludes taxes and other potential costs such as color charges. In some cases, institutions and funding bodies have entered into agreement with Elsevier to meet these fees on behalf of their authors. Details of these agreements are available at <http://www.elsevier.com/fundingbodies>. Authors of accepted articles, who wish to take advantage of this option, should complete and submit the order form (available at <http://www.elsevier.com/locate/openaccessform.pdf>). Whatever access option you choose, you retain many rights as an author. More information can be found here: <http://www.elsevier.com/copyright>. Your publication choice will have no effect on the peer review process or acceptance of submitted articles.

Language (usage and editing services)

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's WebShop (<http://webshop.elsevier.com/languageediting/>) or visit our customer support site (<http://support.elsevier.com>) for more information.

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 and copies of the consents or evidence that such consents have been obtained must be provided to Elsevier on request. For more information, please review the *Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals*, <http://www.elsevier.com/patient-consent-policy>. 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.

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 that both the reviewer and author name(s) are not allowed to be revealed to one another for a manuscript under review. The identities of the authors are concealed from the reviewers, and vice versa. For more information please refer to <http://www.elsevier.com/reviewers/peer-review>. To facilitate this, please include the following separately:

Title page (with author details): This should include the title, authors' names and affiliations, and a complete address for the corresponding author including an e-mail address.

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, 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: <http://www.elsevier.com/guidepublication>). 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.

Manuscript types and word count

Please adhere to the following maximum word and reference counts when submitting manuscripts. The word count excludes Title Page, Description of Study, Abstract, References, Tables, Figure Legends, and Supplementary data.

Editorials

Editorials provide perspective on articles published in the Journal or express the general policies or opinions of the Editorial board. Editorials are commissioned by the Editorial Board. Editorials do not have abstract, but include two or three keywords. They typically should not be longer than 1500 words and include more than 20 references. Editorials can be submitted directly to the publication's editorial office.

Original articles/Research reports results of fundamental research in the fields of the journal

Research reports describe original clinical or laboratory investigations. They should not exceed 3000 words of text and 30 references. They should include a structured abstract of no more than 250 words and six keywords, and the following sections: introduction, patients (or equipment) and methods, results, discussion, conclusion. Introduction. It justifies the work carried out and states its aims, briefly recalling the literature's data. Patients (or equipment) and methods. This section details the patient selection criteria, defines groups, describes techniques used (possible cross-referenced with a description of an unusual technique) and the chosen parameters in order to assess the results' value. This chapter ends on the presentation of statistical tests used. This section should be written in the perfect and/or imperfect tense. Results. Depending to their number and type, results should be given in the form of isolated figures, averages with their index of dispersion (SD: standard deviation, SEA: standard error of the average), medians with their extreme values or confidence belt, tables and/or figures. The results detailed in the form of tables or figures should not be quoted again in the text and vice versa. The statistical significance of the differences or relations observed should be based on appropriate tests. This section should be written in the perfect and/or imperfect tense. Discussion. It should comment on the results without reiterating them, confronting them to data from published articles. Nothing should be asserted that has not been proven or vouched for. Conclusion. It should answer the question(s) formulated in the introduction and should be logically deduced from the results and the discussion. It should not assert facts that have not been justified by facts in the body of the text. It should not be redundant in relation to the abstract.

Reviews

Review articles synthesize previously published material into an integrated presentation of current understanding of a topic. Review articles should describe aspects of a topic in which scientific consensus exists, as well as aspects that remain controversial and are the subject of ongoing scientific disagreement and research. Review Articles are expected to be comprehensive in scope. If the author used a formal strategy to search the medical literature, this strategy should be described. Reviews are either commissioned by the Editor from another Author or proposed by the latter. In this event, the Author should contact the ACCPM Editorial office before starting any writing in order to: a) make sure that the subject is liable to interest the Editorial board and that a similar subject is not in the process of being published by the publication; b) supply a detailed plan of the review; c) ask for specific "instructions" for the writing of this article. Review articles typically should be fewer than 5000 words and 100 references, and should include an unstructured abstract of no more than 250 words and six keywords. Progress reports follows the same general instructions as those for "general" Reviews, but take an in-depth look at the recent developments in the chosen subject. Apart from a few essential references, publications analysed must have been published in the past five years. Their less exhaustive character makes it different from general Reviews. They should not exceed 2500 words and 50 references, and should include an unstructured abstract of no more than 250 words and six keywords. *Special articles*

Special articles are pieces of work that cannot be classified in one of the journal's sections (for example: the history of anaesthesiology, the demographics of anaesthetist-intensive care doctors, etc.). They should be fewer than 5000 words and 100 references, and should include or not an abstract which may be structured or unstructured (depending on the topic) of no more than 250 words and six keywords. Statements issued by organizations to guide clinical care (e.g., guidelines, practice parameters, recommendations, consensus statements, position papers) are published as Special Articles. Societies interested in publishing such statements in ACCPM should contact the Editorial office to discuss the process of publishing guidelines in the Journal.

Letters to the Editor

Letters to the Editor enable either to give an opinion on an already published article, either to open up a discussion or give an account of a personal experience. Their publication, subject to approval from the Editorial board, considers the following points. Authorship. Letters to the Editor shouldn't

be written by more than five authors. Consent. Letters to the Editor about one or more patients also require ethics committee approval and informed consent. Focus. A letter should address a single issue, not an entire subject. Scientific accuracy. Letters do not necessarily have the imprimatur of external peer review. Nevertheless, scientific accuracy is crucial. Tone. Letters must be respectful. Letters that attack authors, the Journal, our readership (or are self-promoting) won't be published. We'll publish Letters to correct a record if the Editorial board believes that the claim is meritorious and important for the scientific record. Timeliness. A Letter written in response to a published paper should be submitted no later than 4 months after the paper has been published. Conflict of Interest. Conflict of interest disclosure is required for all submissions to the Journal, including Letters. Brevity Letters to the Editor include a title. They do not have abstract, but two or three keywords. They typically should not be longer than 1000 words for fewer than five references. *Technical notes* Technical notes look at new equipment, new methods of measurement or reports on technical incidents. They should not exceed 2000 words of text and 20 references, and should include an unstructured abstract of no more than 250 words and six keywords. Technical notes also shouldn't be written by more than five authors. *Short communications* Short communications enable a fact or original results to be rapidly published in a condensed format. These articles contain an Introduction, Methods, Results, and a very brief (1 paragraph) Discussion. They also require an abstract of no more than 250 words, which may be structured or unstructured (depending on the topic). Short communications typically should be no longer than 1500 words, and include fewer than five references and six keywords.

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 detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should 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.

Glossary

Please supply, as a separate list, the definitions of field-specific terms used in your article.

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. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

• **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **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.

Structured abstract

A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

Graphical abstract

Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. See <http://www.elsevier.com/graphicalabstracts> for examples.

Authors can make use of Elsevier's Illustration and Enhancement service to ensure the best presentation of their images and in accordance with all technical requirements: [Illustration Service](#).

Highlights

Highlights are a short collection of bullet points that convey the core findings of the article. Highlights are optional and should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point). See <http://www.elsevier.com/highlights> for examples.

Keywords

Immediately after the abstract, provide a maximum of 6 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.

Body of the text

Style. Written text should be clear, concise and accurate, free of any verbiage or jargon. Avoid too many word wraps. Verb tenses. Past events should be reported in the imperfect and preferably the perfect tense. This applies to the "patient and methods", "results", "presentation of observations", "discussion" and "comments" sections (presentation of experiences reported by other authors). Quoting names of authors in the text. Author names should be quoted as little as possible to avoid overloading the text. This restriction does not apply to authors of first articles on a particular drug, piece of equipment or technique. In the event of the authors' name being mentioned in the text, two author names should be quoted if there are only two authors; if there are more than two authors, the name of the first author is followed by "et al." Names should bear a capital letter. Drugs and equipment. Drugs are identified by their international non-proprietary name (no capital letters), possibly followed during their first appearance in the text by their specialty name (with a capital letter) in parentheses, with the symbol © and the name of the pharmaceutical firm, if the drug is relatively unknown. The sales name of a piece of equipment should bear the symbol ™ and in parentheses the name of the manufacturer and/or distributor. Numbers. Except for statistical data (results), numbers 0 to 9 are to be written in full. Taxonomic Latin names. These should be written in italics, the name of the genus with a capital letter and the name of the species with a lower case letter. For example: *Saccharomyces boulardii*

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.).

Units

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

Math formulae

Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

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.

A detailed guide on electronic artwork is available on our website:

<http://www.elsevier.com/artworkinstructions>

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) in addition to color reproduction in print. For further information on the preparation of electronic artwork, please see <http://www.elsevier.com/artworkinstructions>.

Illustration services

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

Figure captions

Ensure that each illustration has a caption. 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.

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 encouraged.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

References in a special issue

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

Reference style

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:

[1] Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. *J Sci Commun* 2010;163:51–9.

Reference to a book:

[2] Strunk Jr W, White EB. *The elements of style*. 4th ed. New York: Longman; 2000.

Reference to a chapter in an edited book:

[3] Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. *Introduction to the electronic age*, New York: E-Publishing Inc; 2009, p. 281–304.

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 http://www.nlm.nih.gov/bsd/uniform_requirements.html).

Journal abbreviations source

Journal names should be abbreviated according to the List of Title Word Abbreviations: <http://www.issn.org/services/online-services/access-to-the-ltwa/>.

Video data

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 files in one of our recommended file formats with a preferred maximum size of 50 MB. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect: <http://www.sciencedirect.com>. 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 at <http://www.elsevier.com/artworkinstructions>. 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.

AudioSlides

The journal encourages authors to create an AudioSlides presentation with their published article. AudioSlides are brief, webinar-style presentations that are shown next to the online article on ScienceDirect. This gives authors the opportunity to summarize their research in their own words and to help readers understand what the paper is about. More information and examples are available at <http://www.elsevier.com/audioslides>. Authors of this journal will automatically receive an invitation e-mail to create an AudioSlides presentation after acceptance of their paper.

Supplementary data

Elsevier accepts electronic supplementary material to support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, high-resolution images, background datasets, sound clips and more. Supplementary files supplied will be published online alongside the electronic version of your article in Elsevier Web products, including ScienceDirect: <http://www.sciencedirect.com>. In order to ensure that your submitted material is directly usable, please provide the data in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. For more detailed instructions please visit our artwork instruction pages at <http://www.elsevier.com/artworkinstructions>.

Data deposit and linking

Elsevier encourages and supports authors to share raw data sets underpinning their research publication where appropriate and enables interlinking of articles and data. Please visit <http://www.elsevier.com/about/research-data> for more information on depositing, sharing and using research data.

Submission checklist

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

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded, and contain:

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been 'spell-checked' 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 Internet)

Printed version of figures (if applicable) in color or black-and-white

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

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

Revised Manuscripts

When returning a revised manuscript to the Editor, provide a covering letter in the 'Enter Comments' section of the journal submission's website, replying to the Editor's and referees' comments, describing the changes which have been made in the revised version. Highlight the changes in the revised manuscript to facilitate editorial reassessment. Time for revision must never exceed 60 days.

AFTER ACCEPTANCE

Use of the Digital Object Identifier

The Digital Object Identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they have not yet received their full bibliographic information. Example of a correctly given DOI (in URL format; here an article in the journal *Physics Letters B*):

<http://dx.doi.org/10.1016/j.physletb.2010.09.059>

When you use a DOI to create links to documents on the web, the DOIs are guaranteed never to change.

Proofs

One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post) or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to download Adobe Reader version 9 (or higher) available free from <http://get.adobe.com/reader>. Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site: <http://www.adobe.com/products/reader/tech-specs.html>.

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and return by fax, or scan the pages and e-mail, or by post. 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. We will do everything possible to get your article published quickly and accurately. 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, at no cost, will be provided with a PDF file of the article via e-mail (the PDF file is a watermarked version of the published article and includes a cover sheet with the journal cover image and a disclaimer outlining the terms and conditions of use). For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's WebShop (<http://webshop.elsevier.com/myarticleservices/offprints>). Authors requiring printed copies of multiple articles may use Elsevier WebShop's 'Create Your Own Book' service to collate multiple articles within a single cover (<http://webshop.elsevier.com/myarticleservices/booklets>).

AUTHOR INQUIRIES

You can track your submitted article at http://help.elsevier.com/app/answers/detail/a_id/89/p/8045/. You can track your accepted article at <http://www.elsevier.com/trackarticle>. You are also welcome to contact Customer Support via <http://support.elsevier.com>.

© Copyright 2014 Elsevier | <http://www.elsevier.com>