Journal of Behavioral and Cognitive Therapy

Instructions for Authors

The Journal of Behavioral and Cognitive Therapy (JBCT) addresses behavioral and cognitive therapies for any form of mental disorder, as well as for other important mental health issues such as psychological well-being and quality of life. The journal emphasizes empirically based studies of therapeutic techniques, underlying mechanisms, and efficacy, and with a broad purview. Experimental investigations, reviews of the literature and rigorous controlled case studies will also be considered as long as their pertinence to behavioral and cognitive therapy is clearly articulated. Submissions addressing applications of new technologies (e.g. virtual reality, ecological momentary assessment/experience sampling, internet-based interventions) and innovative pilot studies are strongly encouraged.

Article Transfer Service

JBCT is part of Elsevier's Article Transfer Service (ATS). This means that if the Editor feels your article is more suitable to one of our other participating journals, then you may be asked to consider transferring the article to one of those scientific outlets. If you agree, your article will be transferred automatically on your behalf with no need to reformat. Please note that your article will be reviewed again by the new journal.
https://www.elsevier.com/authors/submit-your-paper/submit-and-revise/article-transfer-service

The Editor-in-Chief and Associate Editors will make a rapid initial assessment of publication likelihood based on the manuscript's quality and coherence with the purview of the journal. A full review process will proceed if the article meets these criteria. The JBCT is committed to providing a rapid review process.

Submit your article: https://jbct.editorialmanager.com/default.aspx

Types of communications

Regular articles (research articles, review articles): This option is designed for papers reporting original findings from individual studies or reviews of the literature. The JBCT does not publish research involving non-human animals. Manuscripts involving clinical studies may not exceed 3500 words (excluding abstract, references, and tables). Reviews of the literature should use guidelines of the Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA) and may not exceed 4000 words.

Short communications: This option is designed to allow publication of novel research studies that are not suitable for publication as regular, full-length articles. This type of communication is appropriate for articles with a specialized focus or of particular didactic value. Short articles should not exceed 2000 words (excluding abstract, references, and tables).

Submission checklist

One author must be designated as the corresponding author with contact details:
• E-mail address
• Full postal address
Verify that necessary files have been uploaded, including:

Manuscript:
• Keywords
• All figures (include relevant captions)
• All tables (including titles, description, footnotes)
• Ensure all figure and table citations in the text match the files provided
• Indicate clearly if color should be used for any figures in print Graphical Abstracts/Highlights files (where applicable) Supplemental files (where applicable)

Further considerations:
• Verify that the manuscript has been 'spell checked' and 'grammar checked'
• As relevant, include information on the acquisition of informed consent from participants, as well as on authorizations from human research/ethics committees (see below)
• All references mentioned in the Reference List must be cited in the text, and vice versa using American Psychological Association reference style.
• Permission has been obtained for use of copyrighted material from other sources (including the Internet)
• A conflict-of-interest statement is provided, even if the authors have no competing interests to declare
• Journal policies detailed in this guide have been reviewed
For further information, visit Elsevier's Support Center:
https://service.elsevier.com/app/home/supporthub/publishing/

BEFORE YOU BEGIN

Ethics in publishing

Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication:
https://www.elsevier.com/about/our-business/policies/publishing-ethics
https://www.elsevier.com/authors/journal-authors/policies-and-ethics
The author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Helsinki Declaration) for experiments involving humans:
https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/
as well as the 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 are requested to disclose any current or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. See also http://www.elsevier.com/conflictsofinterest
The Conflict of Interest form can be found at:
http://service.elsevier.com/app/answers/detail/a_id/286/supporthub/publishing

The use and declaration of AI and AI-assisted technologies in scientific writing

Where authors use artificial intelligence (AI) and AI-assisted technologies in the writing process, authors should:

- Only use these technologies to improve readability and language, not to replace key researcher tasks such as interpreting data or drawing scientific conclusions.

- Apply the technology with human oversight and control, and carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or biased.

- Not list AI and AI-assisted technologies as an author or co-author or cite AI as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans, as outlined in Elsevier's AI policy for authors.

- Disclose in their manuscript the use of AI and AI-assisted technologies in the writing process by following the instructions below. A statement will appear in the published work. Please note that authors are ultimately responsible and accountable for the contents of the work.

Disclosure instructions

Authors must disclose the use of AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in a new section entitled 'Declaration of AI and AI-assisted technologies in the writing process'. *Statement: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication*. This declaration does not apply to the use of basic tools for checking grammar, spelling, references etc. If there is nothing to disclose, there is no need to add a statement.

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); 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.

Reporting sex- and gender-based analyses

Reporting guidance

For research involving or pertaining to humans, animals or eukaryotic cells, investigators should integrate sex and gender-based analyses (SGBA) into their research design according to funder/sponsor requirements and best practices within a field. Authors should address the sex and/or gender dimensions of their research in their article. In cases where they cannot, they should discuss this as a limitation to their research's generalizability. Importantly, authors should explicitly state what definitions of sex and/or gender they are applying to enhance the precision, rigor and reproducibility of their research and to avoid ambiguity or conflation of terms and the constructs to which they refer (see Definitions section below). Authors can refer to the Sex and Gender Equity in Research (SAGER) guidelines and the SAGER guidelines checklist. These offer systematic approaches to the use and editorial review of sex and gender information in study design, data analysis, outcome reporting and research interpretation -

however, please note there is no single, universally agreed-upon set of guidelines for defining sex and gender.

Definitions

Sex generally refers to a set of biological attributes that are associated with physical and physiological features (e.g., chromosomal genotype, hormonal levels, internal and external anatomy). A binary sex categorization (male/female) is usually designated at birth ("sex assigned at birth"), most often based solely on the visible external anatomy of a newborn. Gender generally refers to socially constructed roles, behaviors, and identities of women, men and gender-diverse people that occur in a historical and cultural context and may vary across societies and over time. Gender influences how people view themselves and each other, how they behave and interact and how power is distributed in society. Sex and gender are often incorrectly portrayed as binary (female/male or woman/man) and unchanging whereas these constructs actually exist along a spectrum and include additional sex categorizations and gender identities such as people who are intersex/have differences of sex development (DSD) or identify as non-binary. Moreover, the terms "sex" and "gender" can be ambiguous—thus it is important for authors to define the manner in which they are used. In addition to this definition guidance and the SAGER guidelines, the resources on this page offer further insight around sex and gender in research studies.

Preprints

Please note that preprints can be shared anywhere at any time, in line with Elsevier's sharing policy. Sharing your preprints e.g. on a preprint server will not count as prior publication (see 'Multiple, redundant or concurrent publication' for more information):
https://www.elsevier.com/authors/journal-authors/policies-and-ethics

Data Sharing Policy

This journal encourages you to share data that supports your research publication in an appropriate data repository and enables you to interlink the data with your published articles. If you are sharing data, 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.
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. Data references in your manuscript 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.
For more information on depositing, sharing and using research data and other relevant research materials, visit the following:

https://www.elsevier.com/about/policies/research-data
https://www.elsevier.com/authors/tools-and-resources/research-data

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.

Registration of clinical trials

Registration in a public trial registry is a condition for publication of clinical trials in the JBCT in accordance with International Committee of Medical Journal Editors recommendations: http://www.icmje.org/. Trials must register at or before the onset of patient enrollment. 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. 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.

Copyright

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement'. See more information on this:
https://www.elsevier.com/about/our-business/policies/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 from 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 open access articles: Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement'. Permitted third party reuse of 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:
https://www.elsevier.com/about/our-business/policies/copyright

Elsevier supports responsible sharing

Find out how you can share your research published in Elsevier journals:
https://www.elsevier.com/authors/journal-authors/submit-your-paper/sharing-and-promoting-your-article

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, data collection, data analysis and interpretation, 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 that allow authors to comply with their funder's open access policies. Some funding bodies will reimburse the author for the Open Access Publication Fee. Details of existing agreements are available online: https://www.elsevier.com/about/open-science/open-access/agreements

Open access

JBCT offers to its authors the following choices in publishing their research:

Subscription

• Articles are made available to subscribers as well as developing countries and patient groups through Elsevier's universal access programs.
• No open access publication fee is payable by the authors.

Open access

• Articles are freely available to both subscribers and the wider public with permitted reuse.
• An open access publication fee is payable by authors or on their behalf, e.g. by their research funder or institution.
Regardless of how you choose to publish your article, the journal will apply the same peer review criteria and acceptance standards. For open access articles, permitted third party (re)use is defined by the following Creative Commons user licenses:

Creative Commons Attribution (CC BY)

Permits others to distribute and copy the article, create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation), include in a collective work (such as an anthology), text or data mine the article, even for commercial purposes, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, and do not modify the article in such a way as to damage the author's honor or reputation.

Creative Commons Attribution-Non-Commercial-No-Derives (CC BY-NC-ND)

For non-commercial purposes, permits others to distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

Green open access

Authors can share their research in a variety of different ways and Elsevier proposes a number of green open access options. Authors can also self-archive their manuscripts immediately and enable public access from their institution's repository after an embargo period. This is the version that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review and in editor-author communications.

Elsevier Researcher Academy

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

Language (usage and editing services)

Articles should be written in American or British English, 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.

Submission

Elsevier's 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.

PREPARATION

Peer review

All manuscripts received by the Journal of Behavioral and Cognitive Therapy are first reviewed by the Editor-in-Chief in order to verify their match with the journal's purview and their respect of author guidelines for clinical research (e.g. the obtaining of ethical committee authorizations, acquisition of written informed consent) or for systematic reviews (e.g. PRISMA guidelines). Following this initial review, manuscripts judged to be appropriate for the journal are assigned to an Associated Editor who proceeds with a single-blind review that requires evaluations by two or more independent experts in the topic area of the manuscript. The Associate Editor then provides comments as well as a suggestion of acceptance, rejection or revision to the Editor-in-Chief. All editorial decisions are made by the Editor-in-Chief. *The Journal of Behavioral and Cognitive Therapy* requires full anonymity of its reviewers in, and it does not provide the option for reviewers to disclose their identity. The review process is fully independent, and neither Elsevier nor any other association or entity has any role in the selection of editorial material for the journal.

Special Issues and Article Collections
The peer review process for Special Issues and Article Collections observes the same standards as for regular submissions. All contributions will be initially assessed by the Editor-in-chief for suitability for the journal. Papers deemed suitable are then assigned to an external Guest Editor. All Guest Editors receive training on conducting peer review. The Guest Editor sends the manuscript to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Guest Editor makes a recommendation for the decision to the Editor in Chief. The Editor in Chief is responsible for the final decision regarding acceptance or rejection of articles. The Editor in Chief oversees the peer review process of all Special Issues and Articles Collections to ensure the high standards of publishing ethics and responsiveness are respected. Guest Editors are not involved in decisions about papers which they have written themselves or have been written by family members or colleagues or which

relate to products or services in which the guest editor has an interest. Any such submission is subject to all of the journal's usual procedures, with peer review handled independently of the relevant editor and their research groups.

Article structure

Subdivision - unnumbered sections
Divide your article into clearly defined sections. Each subsection is given a brief heading (the main text should normally include the headings of Introduction, Methods, Results, and Discussion). Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply indicating 'the text'.

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 whenever possible.
• A short title of 80 characters or less is required for page headings.
• 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 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.

Abstract

A concise and factual abstract is required with a maximum length of 250 words. The abstract should state briefly the purpose of the research, the principal results and major conclusions. Abstracts for Short Communications are limited to 200 words. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

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 $\times$ 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. Authors can make use of Elsevier's Illustration Services to ensure the best presentation of their images and in accordance with all technical requirements.

Keywords

Immediately after the abstract, provide a maximum of 6 keywords, to be chosen from the APA list of index descriptors. These keywords will be used for indexing purposes.

Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources

List funding sources in this standard way to facilitate compliance to funder's requirements as described by the example:
Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].
It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding. If no funding has been provided for the research, please include the following sentence: This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

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.
For media instructions, 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:

• Provide 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;
• Submit files that are too low in resolution;
• Submit graphics that are disproportionately large for the content.

Tables

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

References

Citations in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). 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.

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

As previously mentioned, JBCT encourages authors to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data

repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Reference style

Text: Citations in the text should follow the referencing style used by the **American Psychological Association**. You are referred to the Publication Manual of the American Psychological Association, Seventh Edition, ISBN 978-1-4338-3273-4. References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

In-text citation examples:

One author: (Johnson, 2004)
Two authors: (Johnson & Kapur, 2004)
Three or more authors: When a work has three or more authors, in-text citations (including the first citation) consist of the first author's name followed by "et al." (Johnson et al., 2004)

Reference list citation examples:

Reference to a journal publication:

All authors are cited in the reference list up to 20 authors. When there are more than 20 authors, include the first 19 authors' names followed by an ellipsis (. . .) and the final author's name.

Author, A. A., Author B. B., Author, C. C., & Author, D. D. (Year). Title of article. *Title of Journal, Volume* (Issue), pages–pages. https://doi.org/XXXXXXXXXX

Reference list citation to a book:

Author, A. A. (Year). *Title of book.* Publisher.

Reference list citation to a chapter in an edited book:

Author of Chapter, A. A. & Author, B. B. (Year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx–xxx). Publisher.

Reference list citation to a website:

Webpage of a government agency or group author:
Name of government agency/group. (Year, Month Day). Title of the work. Name of website. web link.

Webpage of an individual author:
Author or group name (Year, Month Day). Title of work. Name of website. web link.

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.

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.

AFTER ACCEPTANCE

Online proof correction

Corresponding authors will receive an e-mail with a link to Elsevier's 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 Webshop. Corresponding authors who have published their article 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.
For all technical problems, please contact author services: support@elsevier.com