

## Guidelines for Authors

### 1. Editorial Policies, including Availability of Materials/Data, Peer Review and Open Access

- Editorial Policy
  - Availability of Materials and Data
  - Peer Review
  - Open Access
- ### 2. Manuscript Submission
- Online Submission
  - Presubmission Inquiries
  - Previously Submitted
- ### 3. Manuscript Preparation
- Types of Papers
  - Organization
  - Text Files/Tables
  - Figure Preparation
  - References
  - Supplementary Files
  - Cover Image Submissions
- ### 4. Publication Charges, Page Proofs and Ordering Reprints

### Editorial Policies, including Availability of Materials/Data, Peer Review and Open Access

#### Editorial Policy

When a manuscript is submitted, the Editors assume that no similar paper has been or will be submitted for publication elsewhere. Further, it is understood that all authors listed on a manuscript have agreed to its submission. Upon acceptance, authors must sign a License to Publish. [Download License to Publish form.](#)

Manuscripts should conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URMSBJ), which can be found in full at [www.icmje.org](http://www.icmje.org). This is in addition to their need to conform to our general guidelines about layout, etc. In particular, the attention of authors is drawn to the following conditions (which are extracted from the URMSBJ):

#### Authorship

Authorship credit should be based on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or reviewing/revising it critically for important intellectual content and 3) final approval of the version to be published. Each author should meet all three of these criteria. Acquisition of funding, or general supervision of a research group, are not valid criteria for authorship. Individuals who have a lesser involvement should be thanked in the acknowledgements. If meeting these requirements causes problems for a particular manuscript, authors are encouraged to contact the EIC for advice on alternative ways other contributors can be listed.

#### Acknowledgment of Funding

Authors should list all sources of funding for the research described in a manuscript in the 'Acknowledgments' section.

#### Conflict of Interest

Potential conflicts of interest exist when an author or reviewer has financial or personal interests in a publication that might, in principle, influence their scientific judgment. Financial interests include, but are not limited to, stock-holding, consultancy, paid expert testimony and honoraria; they also include any limitations on freedom to publish that are imposed on an author by an employer or funding agency. In order to encourage transparency without impeding publication, authors are required to include a statement at the end of a manuscript that lists all potential financial interests or, if appropriate, that clearly states that there are none. Possible conflicts of interest of a personal nature should also be communicated to the EIC, who will discuss with the author whether these ought to be listed. Peer reviewers are also required to inform the EIC of any potential conflicts of interest, financial or otherwise.

#### Ethical Statements

If a study involves any ethical issues, which include patient confidentiality and treatment of animals, the paper must be accompanied by a statement to the effect that the authors complied with all of the legal requirements pertaining to the location(s) in which the work was done.

Indicate whether the procedures were approved by the Ethics Committee of Human Experimentation in your country, or are in accordance with the Helsinki Declaration of 1975.

#### Corrections and retractions

Authors are obliged to notify the EIC at once if they find that a published manuscript contains an error, plagiarism or fraudulent data. *Immuno-Gastroenterology* will publish a correction, retraction or notice of concern at the earliest possible date: authors are

encouraged to contact the EIC to discuss the most appropriate course of action.

#### Duplicate or redundant publication

We only publish original manuscripts that are not also published or going to be published elsewhere.

Duplicate publications, or redundant publications (re-packaging in different words of data already published by the same authors) will be rejected. If detected after publication, the Editor reserves the right to publish a notice of the fact without requiring the authors' approval. Competing manuscripts on the same study, for example by collaborators who have split into rival teams after the data were gathered, are acceptable only under special circumstances: please contact the EIC for advice.

#### Plagiarism and other fraud

If the Editor has reason to suspect that a manuscript is plagiarized or fraudulent, he or she reserves the right to bring his concerns to the authors' sponsoring institution and any other relevant bodies.

#### Limits to freedom of expression

We are committed to academic freedom. However, academic freedom does have certain legal restrictions on the publication of specific types of material (for example, defamation of character, incitement to racial hatred, material intended to aid terrorism, etc.). In the unlikely event that a manuscript contains material that contravenes these restrictions, *Immuno-Gastroenterology* reserves the right to request that the material is removed from the manuscript or that the manuscript is withdrawn. In any case, *Immuno-Gastroenterology* requires authors to take full legal responsibility for what they have written.

#### Availability of Materials and Data

It is expected that authors should be able to provide any materials and/or protocols used in published experiments to other qualified researchers for their own use. Materials include (but are not limited to): cells DNA, antibodies, reagents, organisms, mouse strains, and *Drosophila* strains. These should be made available in a timely manner and it is acceptable to request reasonable payment to cover the cost of maintenance and transport.

For materials such as mutant strains and cell lines, authors should use established public repositories and provide relevant accession numbers wherever possible.

Repositories include:

- [Jackson Laboratory \(mouse strains\)](#)
- [Bloomington Drosophila Stock Center at Indiana University \(fly strains\)](#)
- [Drosophila Genomics Resource Center \(DNA clones and cell lines\)](#)
- [MMRRC \(Mutant Mouse Regional Resource Centers\)](#)
- [UK Stem Cell Bank](#)

Papers reporting protein or DNA sequences and molecular structures should provide an accession number to any of the three major collaborative databases: DDBJ, EMBL or GenBank. It is only necessary to submit to one database as data are exchanged between DDBJ, EMBL and GenBank on a daily basis. The suggested wording for referring to accession-number information is: 'These sequence data have been submitted to the DDBJ/EMBL/GenBank databases under accession number U12345.'

#### Peer Review

Each contribution is typically vetted by at least two expert reviewers who are either members of the Editorial Board or are recruited by Board members.

For original articles or short reports, reviewers will generally be asked to comment on the following aspects of the submitted manuscripts:

- significance to the field
- study of data
- quality of data
- quality of controls
- whether conclusions are justified
- whether the effects are meaningful
- whether the study is described clearly
- the novelty of the work, including any indication of plagiarized material or duplicate publication

If the reviewers believe the paper is potentially acceptable, but could be improved, specific suggestions will be made for improvement.

Final acceptance of all submitted manuscripts is a decision made by the Editor(s) in consultation with the Editorial Board and reviewers. If a manuscript does not meet the standards of *Immuno-Gastroenterology* or is otherwise lacking in scientific rigor or contains major deficiencies, the reviewers will attempt to provide constructive criticism to assist the authors in ultimately improving their work for publication, here or elsewhere. Manuscripts not invited for resubmission will not be reconsidered.

If a manuscript receives favorable reviews but is not accepted outright following the initial review, it may be invited for reconsideration with the expectation that the authors will fully address the reviewer's criticisms. Resubmitted manuscripts with major revisions will be sent back for peer review.

Accepted papers will be rapidly posted to the *Immuno-Gastroenterology* website as an E-publication (ahead of print).

**Open Access Policy**

STM Publishing recognizes that some authors prefer that their research be freely available to all potential readers upon publication, and that certain funding agencies (Howard Hughes Medical Institute, MRC, NIH, Wellcome Trust) request open access of agency-funded research within six months to one year of publication.

To address these requests, we provide the following options for our authors and readers:

- One year after publication. ALL papers will become open access to ALL users throughout the world after having been published online for one year. Authors may deposit a PDF of the final manuscript with PubMed Central or UK PubMed Central once the paper has been made freely available at *Immuno-Gastroenterology's* website.
- Immediately upon publication. Authors may purchase open access of their paper at the proof stage and the paper will be made freely available at our website. Again, if the paper is funded by a NIH, MRC or Wellcome Trust grant, authors may deposit a PDF of the final manuscript with PubMed Central or UK PubMed Central. The fee for open access is \$1500 for original papers (Research Papers or Reports) and \$750 for all other types of papers.

[NIH Manuscript Submission System](#)[UK PubMed Central Manuscript Submission System](#)

Note that If you purchase open access for your paper (see #2 above), STM Publishing will post your paper at PubMed Central.

**Manuscript Submission****Online Submission**

*Immuno-Gastroenterology* utilizes an online submission and tracking system which is designed to provide a better, more efficient service to authors:

<http://www.edmgr.com/ig/>

- Authors can submit manuscripts online from anywhere in the world.
- Authors can track their manuscript through the peer review process.
- Author files are automatically converted into a PDF (Portable Document Format) file and submissions are acknowledged by email.
- Editors and reviewers access the PDF files on the website.

**Pre-submission inquiries**

Pre-submission inquiries are not necessary but are welcome. These may include either an abstract or a full-length manuscript as an email attachment (Microsoft Word). Pre-submission inquiries should be emailed to the EIC.

**Previously Submitted**

*Immuno-Gastroenterology* recognizes that excellent papers may have been erroneously rejected by other journals. We will reconsider papers that have been rejected by *Nature*, *Science*, *Nature Medicine*, *Nature Cell Biology*, *Cell*, *Cancer Cell*, *Cell Metabolism*, *Developmental Cell*, *NEJM*, *Lancet*, *Genes & Development*, *Gastroenterology*, *Hepatology*, *Gut*, *American Journal of Gastroenterology*, *Journal of Hepatology*, *JAMA*, *Journal of Clinical Oncology* and some other journals in the original format of those journals, thus saving the authors effort and time. Authors are encouraged to enclose the reviewers' and/or editorial comments from the journals mentioned above. This will expedite the evaluation of the article. In some instances, the article may be accepted based on the previous review. This allows urgent and competitive research to be published soon after submission. Papers submitted using the Select Submission Track can be accepted within 1-2 days.

Please submit your paper and contact the EIC with the manuscript number and a PDF with the previous review. Upon acceptance, authors should provide the paper in *Immuno-Gastroenterology's* format.

**Expedited Submission Track**

As incentive to authors whose manuscripts meet all requirements, we now guarantee that galley proofs will be returned within 7-10 days of the manuscript's acceptance. Please note that this incentive is only available to manuscripts that satisfy all requirements, including figures, tables, references, grammar and punctuation. Please thoroughly review the manuscript preparation guidelines and figure guidelines. Please contact the Managing Editor prior to submission if you choose this track.

**Non-Native Speakers of English**

Authors who are not native speakers of English and submit manuscripts to international journals, often receive negative comments from referees or editors about English-language usage. These problems can contribute to a decision to reject a paper. To help reduce the possibility of such problems, we strongly encourage such authors to take at least one or both of the following steps:

- Have your manuscript reviewed for clarity by a colleague whose native language is English.
- Use a service such as one of those listed at the end of our guidelines. An editor will improve the English to ensure that your meaning is clear and identify problems that require your review. Note that the use of such a service is at the author's own expense and risk, and does not guarantee that the article will be

accepted. STM Publishing accepts no responsibility for the interaction between the author and the service provider or for the quality of the work performed.

**Manuscript Preparation****Types of Papers**

*Immuno-Gastroenterology* publishes clinical and basic studies of all aspects of the digestive system, including the liver and pancreas, as well as nutrition.

**The sections covered by *Immunogastroenterology* include:**

- Hepatobiliary diseases (autoimmune hepatitis, primary biliary cirrhosis/primary sclerosing cholangitis and overlap syndromes, alcoholic and non-alcoholic fatty liver diseases, viral hepatitis, drug-induced liver disease)
- Liver regeneration and transplantation
- Stem cells in Gastrointestinal, Pancreatic and Liver diseases
- Hepatobiliary cancer immunology
- Gastrointestinal and Pancreatic cancer immunology
- Inflammatory bowel diseases immunology
- Autoimmune pancreatic diseases
- Gut immune system (includes innate and adaptive immune system, hormones, intestinal epithelial immune barrier, homeostasis, microbiota, commensal bacteria, etc.)
- *Helicobacter pylori*
- Brain-gut axis/neurodegenerative immune mechanisms/disorders
- Nutritional immunology, immunological tolerance and autoimmunity, autophagy in the adaptive immune response, immunosenescence

The types of articles *Immuno-Gastroenterology* publishes include original articles, review articles, and special category manuscripts.

**Original Articles**

Original Articles cannot exceed 6,000 words, not including references, and should include the following sections in the following order:

**Cover page:** The cover page should include: 1) complete manuscript title. 2) The full name of each author. 3) The departments and institutions in which the work was conducted. 4) Name and address for correspondence, including fax number, telephone number, and e-mail address. 5) Conflict of interest disclosure and declaration of funding sources. 6) Each author's contribution to the following criteria for authorship: conception and design; analysis and interpretation of the data; drafting of the article; critical revision of the article for important intellectual content; final approval of the article.

**Abstract:** Abbreviations must be spelled out at least once. *Do not use footnotes or references.* Limit: 250 words. Organize according to the following headings: *Background & Aims, Methods, Results, Conclusions, and Keywords.*

- **Background & Aims:** Describe the importance of the study and the precise research objective(s) or study question(s).
- **Methods:** Methods should include information on aspects of the study design. The basic study design should be mentioned, e.g., randomized controlled trial, cross sectional study, cohort study, case series, survey, etc. Source of all non-standard reagents need to be explicitly stated. The authors should specify whether the study was conducted in a primary or tertiary care setting, in an ambulatory care clinic or hospital, in the general community, etc. The number of study subjects and how they were selected, recruited, and assigned to the intervention should be stated. Also, a report of the method of administration and duration of the intervention could be mentioned, when applicable.
- **Results:** Provide the main outcomes of the study including confidence intervals or P values. Report the absolute values and risk differences so that readers can determine the absolute, as well as the relative, impact of the results.
- **Conclusions:** State only conclusions that are directly supported by the evidence and the implications of the findings.
- **Keywords:** Include 3-4 keywords associated with your manuscript, separated by semicolons (e.g., *Helicobacter pylori*; auto-antibodies; immunodegenerative disorders). Should your manuscript be accepted, the keywords will appear with the published manuscript, making it easier to find in literature search engines such as PubMed.

**Introduction:** It should include a brief report of what is already known, and the primary and secondary endpoints of the study.

**Patients and Methods/Materials and Methods:** Describe the selection of patients or experimental animals, including controls. Do not use patients' names or hospital numbers. Identify methods, apparatus (manufacturer's name and address) and procedures in sufficient detail to allow other workers to reproduce the results. Provide references and brief descriptions of methods that have been published. When using new methods, evaluate their advantages and limitations. Identify drugs and chemicals, including generic name, dosage and route(s) of administration. For reagents listed in the Materials and Methods section, the company that supplied the reagent and the catalog number should be listed in parentheses; do not list the company location. Indicate whether the procedures were approved by the Ethics Committee of Human

Experimentation in your country, or are in accordance with the Helsinki Declaration of 1975.

- Any paper that is a randomized controlled trial should adhere to the CONSORT guidelines that can be found at: <http://www.consort-statement.org>
- Observational studies should also adhere to Strobe statement (<http://www.strobe-statement.org/>)
- Diagnostic accuracy studies should follow the Stard statement (<http://www.stard-statement.org/>)
- **Statistical analysis:** Follow the guidelines of URM: “Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as P values, which fail to convey important information about effect size. References for the design of the study and statistical methods should be to standard works when possible (with pages stated). Define statistical terms, abbreviations, and most symbols. Specify the computer software used.”

**Results:** Present results in a logical sequence in tables and illustrations. In the text, explain, emphasize or summarize the most important observations. Units of measurement should be expressed in accordance with Systeme International d’Unites (SI Units).

**Discussion:** Do not repeat in detail data given in the Results section. Emphasize the new and important aspects of the study. Relate observations to other relevant studies. On the basis of your findings (and others’), discuss possible implications/conclusions. When stating a new hypothesis, clearly label it as such.

**References:** No more than 60.

**Tables:** Tables should be numbered consecutively with Arabic numerals and include descriptive titles and legends. Tables should be mentioned in the text.

**Figures:** Figures should be mentioned in the text and the authors should provide a legend in the end of the manuscript for each figure.

**Summary Box:** The authors should provide up to 3 key points of what is already known in the field, and up to 3 key points of what the new findings of this study are.

#### Reviews

Reviews cannot exceed 10,000 words, not including references, cannot be authored by more than 3 authors, and they should be recognized as scholarly by specialists in the field being covered. Reviews should capture the broad developments and implications of recent work. The opening paragraph should make clear the general thrust of the review and provide a clear sense of why the review is now particularly appropriate. The concluding paragraph should provide the reader with an idea of how the field may develop or future problems to overcome, but should not summarize the article. To ensure that a review is likely to be accessible to as many readers as possible, it may be useful to ask a colleague from another discipline to read the review before submitting it. Submitted reviews are subject to the same page charges as full-length reports; whether and how page charges will apply for commissioned reviews will be determined upon each commission. Reviews should include a cover page according to the instructions for the original articles, an abstract of 150 words and should cite no more than 150 references. Please include 5-10 key words for indexing purposes.

#### Extra Views (solicited only)

For Extra Views (auto-commentary), the Editorial Board will solicit authors of the most significant recent and forthcoming papers, published elsewhere, to provide a short summary with additional insights, new interpretations or speculation on the relevant topic. These manuscripts may include data or models which due to space limitations were not included or discussed in the original paper. In other words, the authors may provide biased and uncensored points of views, complementing their article. As with other papers published in *Immuno-Gastroenterology*, Extra Views will appear online, in print and on Medline/PubMed. Extra Views will appear simultaneously, or very soon after, publication of the original paper.

Extra Views cannot exceed 1,000 words, excluding references, and they should include an abstract of no more than 150 words, 5-10 key words for indexing purposes, and up to 10 references.

#### Editorials (solicited only)

Editorials express opinions on current topics of interest or provide comments on papers published elsewhere in the same issue. Editorials are only solicited by the Editors-in-Chief.

#### Letters to the Editor

These are short experimental papers that may present as little as a single experiment or observation and should constitute unusually interesting data combined with a discussion of what the data might mean, or an explanation of why the data contradicts current paradigms. Letters commenting on papers previously published in *Immuno-Gastroenterology* will not be considered for publication. However, authors are welcome to submit their comments on articles published previously, which will be published online only, after Editorial peer-review.

Letters should be accompanied by a cover page according to the instructions

provided in the original articles, they cannot exceed 900 words excluding references, no abstract and no subheadings are required, and references should not be more than 10. No more than one figure or one table should be included in a Letter to the Editor. Additional figures should be supplementary. As with other papers published in *Immuno-Gastroenterology*, Letters will appear online, in print and on Medline, PubMed and ISI.

#### Organization

All manuscripts should be in English. Please ensure that manuscripts are clear, concise and grammatically correct.

Text should be prepared in MS Word, double-spaced, with page numbers throughout.

Organize manuscripts in the following manner:

- Title page, including titles, author’s names (first, MI, last) and affiliations
- 5-10 key words (for indexing purposes)
- A list of abbreviations and acronyms used throughout the text but not as a separate list. Please make sure that you mention all abbreviations in the abstract, tables, and figures as well.
- An abstract (please see Type of Paper for word limit), the primary goal of which is to make the general significance and conceptual advance of the work clearly accessible to a broad readership. References should not be cited in the abstract.
- Text (length and organization depends upon type of paper)
- Acknowledgments
- References
- Figure legends
- Tables (with descriptive titles and legends)

Accepted manuscripts are published with the understanding that page and color charges will be assessed. Please see the section, Page and Color Charges below.

If your paper is to be published, the citation of your article will be sent to various databases within one week of acceptance; therefore, please ensure that all information is correct.

#### Text Files and Tables

Please save text and table files as MS Word documents. Save tables in a file separate from text. Figure legends, however, should be at the end of the manuscript as text. Tables will be reformatted during production and therefore should only be minimally formatted in your text file.

#### Figures

Figures should be as small and simple as clarity permits. Unnecessary figures and panels in figures should be avoided: data presented in small tables or histograms, for instance, can generally be stated briefly in the text instead. Avoid unnecessary complexity, coloring and excessive detail. Figures should not contain more than one panel unless the parts are logically connected. Where possible, text, including keys to symbols, should be provided in the text of the figure legend rather than on the figure itself. Any image processing should be explained clearly in the Materials and Methods section of your manuscript.

To aid in the processing and turnaround of issues, we ask that authors please adhere to the following figure guidelines. Authors will be asked to revise details and images if they do not adhere to the figure protocols.

#### Guidelines for Figure Preparation

##### Image presentation

(These guidelines for image presentation are adapted from the “Instructions for Authors” that are posted on the *Journal of Cell Biology* web site, and are included here with permission).

As you prepare your figures, please adhere to the following guidelines to accurately present your data:

- No specific feature within an image may be enhanced, obscured, moved, removed, or introduced.
- The grouping of images from different parts of the same gel, or from different gels, fields, or exposures must be made explicit by the arrangement of the figure (i.e., using dividing lines) and in the text of the figure legend.
- Adjustments of brightness, contrast, or color balance are acceptable if they are applied to the whole image and as long as they do not obscure, eliminate, or misrepresent any information present in the original, including the background. Non-linear adjustments must be disclosed in the figure legend.

A more detailed discussion of image presentation can be found at the following URL: <http://jcb.rupress.org/content/166/1/11.full> (Rossner and Yamada, J. Cell Biol. 166:11–15)

##### Resolution

All submitted images must be of high quality and have resolutions of 300 dpi ready for print.

##### Formats

We require figures in electronic format. Please do not send PowerPoint, MS Word, presentation, or paint files as they are inadequate for the creation of high quality images. Much of the information contained in PowerPoint or other file types is lost or skewed in the conversion of images. Figures should be provided as TIFF, Photoshop, EPS or high resolution PDF files. Compatible graphic art programs are Adobe Illustrator and

Adobe Photoshop.

#### Figure size

Figures should be submitted at the size they are to be published. Maximum width = 7.1 in. Maximum height = 9.5 in.

For multi-panel figures (such as figure 1a, 1b, 1c, etc), each panel should be assembled into one image file. Do not include separate panels on multiple pages, i.e. A, B, C and D should all fit on one page. Each panel should be sized so that the figure as a whole can be reduced by the same amount and reproduced on the printed page at the smallest size at which essential details, including type, are visible and readable.

#### Color mode

Save all color figures in CMYK mode at 8 bits/channel. Layering type directly over shaded or textured areas and using reversed type (white lettering on a colored background) should be avoided.

#### Type

Please be sure to embed all fonts. Use a sans serif font such as Helvetica. The font size should be no greater than 9 pt. and no smaller than 6 pt; however, panel labels (A, B, C) should be 15 pt. uppercase (not bold). Lettering in figures (labeling of axes and so on) should be in lowercase type, with the first letter capitalized and no full stop. Please keep font size relatively the same throughout the figures so as to avoid scaling issues. Also note that readability suffers if type is layered over a pattern or color other than white or black.

#### Units

Units should have a single space between the number and the unit, and follow SI nomenclature or the nomenclature common to a particular field. Thousands should be separated by commas (1,000). Unusual units or abbreviations should be defined in the legend. Please use the proper microsymbol (denoting a factor of one millionth) rather than a lower case u.

#### References

Include in the reference list only those articles that have been published or are in press. Unpublished data or personal communications must be cited within the text.

Please use "et al." after listing the first three (3) authors. Do not use "et al." if there are less than three (3) authors.

The list of references should be numbered consecutively according to the first time mentioned within the article. Cite only the number assigned to the reference:

Correct: according to Jack.<sup>1</sup>

Incorrect: according to Jack<sup>1</sup>.

Correct: noted by Jack et al.<sup>1</sup>

Incorrect: Jack et al (1).

When referring the reader to specific references as part of a sentence please state:

Correct: For a review see refs. 20-25.

Incorrect: For a review see 20-25.

#### Journal References

- The reference format is the same for all of our journals. You may download the output style for STM Publishing Journal from [Endnotes](#).
- Abbreviate journal names according to the style used in Index Medicus or a comparable source and omit punctuation after journal titles. Spell out foreign or less commonly known journal names.
- [Author's last name] [Author's initials], [First three author's last names followed by their initials]. [Title of article with only the first word capitalized]. [Journal's standard abbreviated name] [Year]; [Volume(number)]:[Inclusive pages].

For Example:

° Essers MA, de Vries-Smits LM, Barker N, et al. Functional interaction between beta-catenin and FOXO in oxidative stress signaling. *Science* 2005; 308(5725):1181-4.

#### Book References

- [Author's last name] [Author's initials], [Other authors' last names followed by initials]. [Chapter title]. In: [Editor's last name] [Editor's initials], ed(s). [Book Title]. [Number of edition]. [City]:[Publisher], [Year]:[Inclusive pages].

For Example:

° Ramphal R. Infections due to Pseudomonas species and related organisms. In: Fauci AS, Braunwald E, Kasper DL, et al, eds. *Harrison's Principles of Internal Medicine*. 17th ed. New York, NY: McGraw Hill Medical; 2008:949-56.

#### Supplementary Files

The following fees apply for any supplementary material posted with a manuscript. A \$100 fee is assessed for all text, figures and/or tables. Supplementary movies carry a rate of \$150 for the first five movie files and \$50 for each subsequent movie file. Fees will be outlined on the publication charge form authors receive with galley proofs.

Please provide supplementary material in the following formats:

- Text:** MS Word file
- Table/Data:** MS Word file or Excel file
- Figures:** Please provide figures in a MS Word file or in a PPT file, clearly labeled with figure legends below them.
- Video Files:** Video submissions for viewing online should be Audio Video Interleave (.avi), MPEG (.mpg), or Quick Time (.qt, .mov).
  - ° AVI files can be displayed via Windows Media Player (<http://www.microsoft.com/windows/windowsmedia/players.aspx>); MPEG files can be displayed via Windows Media Player; Quick Time files require Quick Time software (free) from Apple (<http://www.apple.com/quicktime/download/index.html>)

com/windows/windowsmedia/players.aspx); MPEG files can be displayed via Windows Media Player; Quick Time files require Quick Time software (free) from Apple (<http://www.apple.com/quicktime/download/index.html>)

° Videos should be brief whenever possible (<2-5 minutes). Longer videos will require longer download times and may have difficulty playing online. Videos should be restricted to the most critical aspects of your research. A longer procedure can be restructured as several shorter videos and submitted in that form.

° It is advisable to compress files to use as little bandwidth as possible and to avoid overly long download times. Video files should be no larger than 5 megabytes. This is a suggested maximum. If files are larger, please contact the Managing Editor.

° A caption giving a brief overall description of the video content should be provided for each video.

° If your paper is accepted for publication you may wish to supply the editorial office with several different resolutions of your video files. This will allow viewers with slower connections to download a lower resolution version of your video.

*Please also provide ALL files in one PDF file. Links to supplementary data will be included in the PDF of the published manuscript and in the online abstract.*

#### Cover Image Submissions

*STM Publishing Journal* publishes cover illustrations that are taken from articles in each issue, or that are designed to accompany an accepted article.

The cover illustration should be scientifically interesting and visually attractive. The illustration need not be a figure from the paper, but should be closely related to the subject of the paper. If you are interested in submitting a figure for use as the cover of *STM Publishing Journal*, please email a high-resolution version of your image, conforming to the specifications below, and an explanatory caption of 50-60 words to the Managing Editor.

All potential cover images should be sized to fit on a single letter size (8.5" x 11") page. Please remove all text, captions, etc. from the image. If you have variations of the image, you may send additional files. Please send no more than two alternate versions.

Accepted formats and resolution:

- PSD (Adobe Photoshop: if graphics are built with layers, do not flatten), 300 dpi, CMYK at 100% size.
- TIF, 300 dpi, CMYK at 100% size
- JPG, 300 dpi highest quality, CMYK at 100% size.
- EPS (scalable vector line art)
- AI (Adobe Illustrator)

#### Publication Charges, Page Proofs and Ordering Reprints

##### Publication Charges

(All charges are waived for the first four issues and the final version of accepted manuscripts will be posted on the web site promptly. Any content posted on the web site from now until July 2013 will always be free for registered users.)

##### Page Charges

Page charges apply at a rate of \$100 per page or part page used for all unsolicited manuscripts and original research papers and reports.

##### Color Charges

Please note that color charges are assessed separately from page charges and will be added to the total amount of page charges assessed. Publication of color images is free for the online version of the journal, but carries a page charge of \$340 US dollars for the initial page and \$150 for each additional page in the print edition. Authors may choose to convert color images to grayscale for the print edition of their manuscript in order to eliminate color charges. If this option is selected, authors should provide replacement figure legend text at the galley proof stage if the original legends contain references to color.

##### Supplementary File Charges

Supplementary fees apply for any supplemental material posted with a manuscript. A flat \$100 rate for all text, figures and/or tables is assessed. Supplementary movies carry a rate of \$150 for up to five movie files and \$50 for each subsequent movie file.

Under exceptional circumstances, where there are no funds to cover page charges and articles cannot be reduced in size, authors may appeal directly to the Editor for page charges to be waived. This appeal must be supported by a letter signed by finance official at the author's institution, confirming that no funds are available to cover page charges.

##### Page Proofs

Page proofs will be sent to the author via email. Page proofs should be returned within two working days, preferably by email. Corrections should be marked on the actual proof and provided in a numbered list. Lengthy additions should be avoided, but where necessary should be provided in a MS Word file, with explicit instructions regarding placement.

##### Reprints/Pre-Prints

A reprint and pre-print order form will be sent, along with an outline of publication charges, to authors via email with page proofs.