

General Manuscript Submission Guidelines and Policies for Mary Ann Liebert Journals

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Submission Preparation

All manuscripts must be prepared in accordance with the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (icmje.org). Please consult your specific journal's requirements for additional information.

All Mary Ann Liebert, Inc. journals follow the standards, guidelines, and best practices set forth by the Committee on Publication Ethics (COPE; publicationethics.org), the International Committee of Journal Medical Editors (ICJME; www.icmje.org), the World Medical Association (WMA); www.wma.net), and the American Medical Association (www.ama-assn.org).

Mary Ann Liebert, Inc. recommends that submissions follow standard relevant reporting guidelines. Please consult [The Equator Network](#) for more information.

Manuscript Structure

Specific journal requirements will vary, however the general order of elements in each manuscript should be

- Title page* with full manuscript title, all contributing authors' names and affiliations, a short running title, a denotation of the corresponding author, and a list of 4-6 keywords/search terms,
- Abstract,
- Main text without embedded figures or tables and with appropriate section headings, if applicable. Most research papers should be organized as follows: Introduction, Materials and Methods, Results, Discussion, and Conclusions.
- Acknowledgments,
- Authorship confirmation statement,
- Author(s)' disclosure (Conflict of Interest) statement(s), even when not applicable,
- Funding statement, even when not applicable,
- References,
- Tables included in the text or as a separate document,
- Figure legends at the end of the main text or in a separate Word file,
- Figures uploaded as individual high-resolution files,
- Supplemental files uploaded as individual files.

*Double-blinded journals require a separate title page with the title, all contributing authors' names and affiliations, a denotation of the corresponding author, author acknowledgements, disclosures, and related identifying information.

Your individual journal may require

- An Institutional Review Board (IRB) approval (or waiver) statement and statement of patient consent as a separate paragraph after the methods section,
- Other relevant ethics attestations (see icmje.org for further guidance),
- Data sharing statement,
- Specific abstract and content sections, depending on manuscript type,

- Word count limits, tables/figure limits, and reference format requirements.

Manuscript Formatting

Please check your journal's requirements for file formatting. Many journals require formatting compliance only on revision; however, unless stated, the file formatting should comply with the following requirements on submission.

Manuscript Files

The main text file, figure legends, and tables should be prepared in Microsoft Word. Some journals may accept LaTeX. Please consult your individual journal instructions for guidance.

File Naming

- All file names should be in English and contain only alphanumeric characters.
- **Do not include spaces, symbols, special characters, dashes, dots, or underscores.**
- Title each file with the type of content contained in the file (e.g., manuscript.doc, tables.doc, FigureLegends.doc, Fig1.tif, SupplementalData.pdf, etc.).

Figures

- Submission of high resolution .TIFF or .EPS figure files is preferred. Please upload as individual files.
- Cite figures consecutively in text within parentheses
- Images should not reveal the name of a patient or a manufacturer

Figure Legends

- A legend should be provided for each supplied figure.
- All legends should be numbered consecutively.
- Figure legends may be included at the end of the main text file or uploaded as a separate, double-spaced Word file.
- In each legend, provide explanations for any abbreviations or symbols that appear in the figure.
- If the figure is taken from a copyrighted publication, permission must be secured by the author(s) and supplied at the time of submission with appropriate credit listed in the legend. Permissions and associated fees are the responsibility of the author.

Tables

- Tables may be included after the references at the end of the main text file, or uploaded as a single, separate Word file. All tables should be editable.
- Provide a title for each supplied table.
- Cite tables sequentially in text within parentheses.
- Explain abbreviations used in the body of the table in footnotes using superscript letters, not symbols.
- If a table is taken from a copyrighted publication, permission must be secured by the author(s) and supplied at the time of submission with appropriate credit listed in the legend. Permissions and associated fees are the responsibility of the author.

Supplemental Files

- Supplemental files should be uploaded as individual files. Most text, photo, graphic, and video formats are accepted. Ensure that patient identities are not revealed.
- Supplemental Information will not be copyedited or typeset; it will be posted online as supplied.
- For journals that publish accepted versions of papers prior to copyediting and typesetting, supplemental files will not be posted with the paper until after production has been completed.

Pre-Publication Policies

Funding

Upon manuscript submission, the submitting agent will have an opportunity to enter funding/grant information. If funding information is entered correctly, the publisher will deposit the funding acknowledgements from the article as part of the standard metadata to Funder Registry. The entered information should include funder names, funder IDs (if available), and associated grant numbers. Special care should be taken when entering this information to ensure total accuracy. Funding information must also be provided within the manuscript.

Government Funded Research / Funder Requirements

Mary Ann Liebert, Inc., adheres to national and international funder requirements. Various funders, such as the National Institutes of Health (NIH), Wellcome Trust, Howard Hughes Medical Institute (HHMI), The Bill & Melinda Gates Foundation, and UK Research and Innovation (UKRI), have specific requirements for depositing the accepted version and/or the article of record version in a repository after an embargo period. Authors funded by these organizations should follow the self-archiving terms and conditions of these separate agreements based on the policies of the specific funding institutions. If you have questions, please [contact us](#) for more information.

Peer Review

All submissions are subject to peer review after initial editorial evaluation for suitability. A minimum of two reviews are required for most journals if the manuscript proceeds to the review stage. Final decisions on the manuscript are solely at the discretion of the Editor(s).

Exclusivity

Manuscripts should be submitted with the understanding that they have neither been published, nor are under consideration for publication elsewhere, in the same form or substantially similar form. Conference abstracts are excluded. If work was presented at a conference, supply the name, date, and location of the meeting as a footnote on the title page of the submission.

Third-party Submissions and Integrity

If a third party is submitting the manuscript, the submitting agent designation must be used, with the identity of the submitting agent disclosed. We reserve the right to reject any manuscript that does not contain this disclosure. The authors are solely responsible for any manuscript submitted on their behalf.

Confidentiality

Editors and reviewers must maintain strict confidentiality of manuscripts during the peer-review process. Sharing a manuscript in whole or in part, outside the scope of what is necessary for assessment, is impermissible prior to an accepted manuscript's official publication date. Reviewers are not permitted to contact authors directly.

Sharing of Materials

Authors must honor any reasonable request for materials, methods, or data necessary to reproduce or validate the research findings during peer review unless it violates the privacy or confidentiality of human research subjects.

Conflicts of Interest by the Editor-in-Chief and/or Section Editors

The Editor-in-Chief and Associate Editors will recuse themselves from participating in the review process of any manuscript in which there is a potential or actual competing interest.

Plagiarism

Mary Ann Liebert, Inc., is committed to maintaining the integrity of the peer-review process by upholding the highest standards for all published articles. All manuscripts will be processed through plagiarism detection. Plagiarized manuscripts will be rejected immediately.

Authorship

Authorship is defined by the International Committee of Medical Journal Editors in [Roles & Responsibilities](#). Contributors who do not meet all criteria for authorship should not be listed as authors, but they should be acknowledged in the *Acknowledgments* section with a description of their contribution to the work.

ORCID IDs

All submitting authors are required to complete their submissions using an ORCID identifier.

Corresponding Authors

One author should be designated as the corresponding author who will be responsible for communication between the authors and the journal editorial office and publisher. This individual will be responsible for ensuring all authors submit copyright forms, coordinating and responding to page proofs, and managing any other necessary contact during the peer review and production processes.

The submission system permits only one author to be identified as the corresponding author of record. However, we recognize that some submissions call for more than one corresponding author to be noted. In such cases, select one author to be the main point of contact for all communications regarding the peer review process of the paper, and on the title page of the manuscript, designate additional co-corresponding authors by including an asterisk after the authors' names in the byline. Include an accompanying footnote on the title page that reads, "**Co-corresponding authors.*" Please ensure that the title page carries the full affiliation details and email address of any author who should be noted as a corresponding author. If the paper is accepted for publication, the full contact information for all designated co-authors will be listed at the end of the article as per usual journal style.

Changes in Authorship

Changes in authorship after submission or acceptance of a paper are generally not permitted, but the editorial leadership recognizes that in certain circumstances, it may be required. The policy for such cases is as follows:

- A request to alter authorship must be made in writing from the corresponding author to the Editor-in-Chief, with a detailed explanation for the request, the nature of the changes, and the names and affiliations of all authors.
- Written approval of all authors named on the manuscript, as well as any individual(s) being added to the author list must be provided. The Publisher can provide a form for this, if needed.
- Upon receipt of the request and all written approvals of all involved parties, the Editor-in-Chief will consider the request, render a decision, and notify the corresponding author.
- Post-publication changes or alterations to conference abstracts are prohibited.

Author Disclosure Statements

Upon submission, authors are required to fully disclose any interests, funding or employment that may inappropriately influence or affect the integrity of the submission. Authors should disclose

- *Competing Interests.* A competing interest exists when an individual (or the individual's institution) has financial or personal relationships that may inappropriately influence his actions. These competing interests may be potential or actual, financial or other.
- *Personal Financial Interests.* Stocks or shares in a company that may gain or lose financially from publication of the article; consulting fees or other remuneration from an organization that may gain or lose financially from publication of the article; patents or patent applications that are owned by or licensed to companies/institutions that may gain or lose value from publication of the article.
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- *Employment.* Recent (within the past 5 years), current, or anticipated employment by an organization that may gain or lose financially from publication of the article.
- *Other Competing Interests.* Any personal relationship which may inappropriately affect the integrity of the research reported (by an author) or the objectivity of the review of the manuscript (by a reviewer or Editor), for example, competition between investigators, previous disagreements between investigators, or bias in professional judgment.

Affiliations

Authors should identify as their institution(s) the facility where the work was performed and executed. Changes in an author's affiliation after the work was completed, but prior to the submission or publication of the manuscript should be noted using a superscript asterisk in the author listing and a footnote on the title page indicating "*Current Address*" and listing the new affiliation. Corrections to affiliations or contact information due to relocation after publication is not permitted.

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Ethics

Institutional Review Board Approvals/Waivers

When reporting research involving human data, authors should indicate whether the procedures followed have been assessed by the responsible institutional and national review committee. If no formal ethics committee is available; authors should indicate if research was completed in accordance with the Declaration of Helsinki as revised in 2013. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. Approval by a responsible review committee does not preclude editors from forming their own judgment whether the conduct of the research was appropriate.

If the study is judged exempt from review, a statement from the committee is required. Informed consent by participants should always be secured. If not possible, an institutional review board must decide if this is ethically acceptable. This information should be outlined in the cover letter accompanying the submission, and a sentence declaring adherence should be included in the Materials and Methods section of the main text.

Ethics of Experimentation

See the following resources for studies involving human fetuses, fetal tissue, embryos, and embryonic cells:

- [NIH Grants Policy Statement](#)
- [National Conference of State Legislatures Embryonic and Fetal Research Laws](#)

Ethical Treatment of Animals

All peer-reviewed submissions containing animal experiments must comply with local and national regulatory principles and contain a statement in the **Materials and Methods** section of the main text stating whether national and institutional guidelines for the care and use of laboratory animals were followed.

Human Subjects: Patient Consent and Release

If applicable, it is incumbent upon the author(s) to obtain permission to reproduce any identifiable images of patients. Any identifying information should not be published in descriptions or photographs unless the information is essential for scientific purposes and the patient (or patients' parent/guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the manuscript to be submitted. Authors should disclose to these patients whether any potential identifiable material might be available via the Internet as well as in print after publication. Nonessential identifying details should be omitted. Informed consent should be obtained if there is any doubt that anonymity cannot be maintained. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are de-identified, the manuscript should contain assurances/statements that such changes do not distort scientific meaning.

In keeping with patients' rights of privacy, the Journal does not require the submission of patient consent forms, but instead requires the author(s) to retain and archive all patient consent documentation. Upon submission of a manuscript for review, the authors must make a statement in the cover letter to the Editor/Journal which attests that they have received and archived written patient consent in addition to providing the requisite statement in the manuscript.

Data Sharing

We recommend, but do not require, the sharing and archiving of data and any other artifacts that define and support the results stated in a manuscript in a suitable public repository (in accordance with valid privacy, legal, and ethical guidelines). We recommend that a data availability statement be included in the manuscript in the Methods section or as a separate section at the end of the main text file. Describe the location of the data, details on how it can be accessed and any licensing information. If the data is not publicly available or accessible, that information should also be provided.

Datasets should be cited in the reference list.

Important: Please check with your funding agencies to ensure that you are following their data sharing policies. If your funding agency has additional requirements exceeding our policy, you must follow the requirements of your funder.

Preprint Servers

Mary Ann Liebert, Inc., allows for papers that were previously deposited on preprint servers to be submitted to our journals, with the proviso that the author updates any preprint versions with a link to the final published article. All submissions, even those deposited on preprint servers, are subject to peer review and does not guarantee publication in any Mary Ann Liebert, Inc. journal.

The submitting author of a paper which was previously deposited to a preprint server should include a disclosure on the title page of the manuscript indicating the name and website of the server and include the DOI number of the preprint.

Referencing/citing non-peer-reviewed material that is found on any preprint server is generally discouraged by Mary Ann Liebert, Inc., journals, but if it is necessary, the citation must indicate that the content is not officially published in a journal, and can only be found on a preprint server.

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Post Acceptance/Publication

All accepted manuscripts will go through copyediting, typesetting, figure sizing and placement, author proofing, corrections, revisions (from corrected proofs), online-ahead-of-print release, and lastly, issue assignment. Changes or alterations to a submission are not permitted after acceptance but should be addressed in page proofs.

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The information that is published online, and in all indexing services, is pulled directly from the data that is populated into the fields in ScholarOne Manuscripts™ – NOT from the main text file – when the paper is originally uploaded to the system for peer review. Consequently, any errors contained in the system will remain on our website and all indexing services, including Medline, until the next revision* of the article is published. As such, it is critical that authors enter all authors' names correctly into the system at the time of submission. Any omissions or errors will remain on our website and in indexing services until the subsequent online version is published.

*The next revision will take place after the corresponding author reviews page proofs, makes any necessary corrections, and returns the changes to the Publisher. Once the alterations are completed, the revised version will be published on our website, and the newly corrected information will then be released to Medline/PubMed, in addition to any other indexing services in which the Journal is included.

Please note that the typical time between acceptance of a paper and page proof distribution is approximately 3-6 weeks depending on the length and complexity of the paper.

Journals participating in the Just Accepted program do not post any supplemental files/information until post acceptance steps are completed on the submission.

Page Proofs

Page proofs will be sent to the corresponding author as designated in ScholarOne™ when the manuscript was submitted. It is the corresponding author's

responsibility to share the page proofs with co-authors, if desired, and to coordinate all authors' corrections into one proof. The Publisher will not accept corrections from multiple authors/sources.

Author Response to the Galley Proof

The corresponding author is responsible for returning corrected galley proofs. Only corrections directly related to errors in typesetting and/or layout will be allowed. Any requested changes related to content, or that alter the outcome of a study, will require the approval of the Editor, and may require further peer review. If the corresponding author does not respond to page proofs, the manuscript may be delayed in the publication schedule, or published as-is, at the discretion of the Editor. If the corresponding author expects to be unavailable during the time the manuscript is in production, the publisher should be provided with an alternate contact.

Post Publication Corrections

In the event an error is discovered after publication of an article, the corresponding author should submit the correction in writing to the Journal Editorial Office for consideration. After Editor approval, alterations will be made to the online version of the article, and if the errors are significant, an official correction statement will be issued.

- Changes to author affiliations or contact details due to relocation after publication are not permitted.
- Corrections to meeting abstracts will be made only to the online version. The Journal does not issue formal correction statements to meeting abstracts, regardless of the nature of the correction.
- Correction Statements/Errata to published articles that require the reproduction of color figure(s) and/or table(s) may incur additional costs to the author(s).
- Requests for post-publication corrections to funding information will require institutional documentation showing that the funds were to be used for the published work.

Reprints

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Misconduct

Mary Ann Liebert, Inc., follows the guidelines and rules regarding scientific misconduct put forth by the Committee on Publication Ethics (COPE), the International Committee of Medical Journal Editors (ICMJE), and the Office of Research Integrity (ORI).

Scientific misconduct and violation of publishing ethics vary and can be intentionally or unintentionally perpetrated. Some examples of misconduct and violations include, but are not limited to, the following

- **Scientific misconduct:** Fabrication, falsification, concealment, deceptive reporting, or misrepresentation of any data constitutes misconduct and/or fraud.
- **Authorship disputes:** Deliberate misrepresentation of a scientist's contribution to the published work, or purposefully omitting the contributions of a scientist.
- **Misappropriation of the ideas of others:** Improper use of scholarly exchange and activity may constitute fraud. Wholesale appropriation of such material constitutes misconduct.
- **Violation of generally accepted research practices:** Serious deviation from accepted practices in proposing or carrying out research, improper manipulation of experiments to obtain biased results, deceptive statistical or analytical manipulations, or improper reporting of results constitutes misconduct and/or fraud.
- **Material failure to comply with legislative and regulatory requirements affecting research:** Including but not limited to serious or substantial, repeated, willful violations of applicable local regulations and law involving the use of funds, care of animals, human subjects, investigational drugs, recombinant products, new devices, or radioactive, biologic, or chemical materials constitutes misconduct.
- **Conflict of Interest:** Nondisclosure of any direct or indirect conflicts to the Journal, which prevents you from being unbiased, constitutes misconduct.
- **Misrepresentation: Deliberate misrepresentation** of qualifications, experience, or research accomplishments to advance a research program, to obtain external funding, or for other professional advancement constitutes misconduct and/or fraud.
- **Plagiarism:** Purposely claiming another's work or idea as your own constitutes misconduct and/or fraud.
- **Simultaneous Submission:** Submitting a paper to more than one publication at the same time constitutes misconduct.
- **Peer Review Fraud:** Individuals who knowingly commit peer review fraud or violate the standard accepted practices of peer review will be reported to their institutions.

Publisher's Response to Allegations of Scientific Misconduct

The Publisher is committed to helping protect the integrity of the public scientific record by sharing reasonable concerns with authorities who are in the position to conduct an appropriate investigation into any allegation. As such, all allegations of misconduct will be referred to the Editor-In-Chief of the Journal who in turn will review the circumstances, possibly in consultation with Associate Editors and/or members of the Editorial Board. Initial fact-finding will usually include a request to all the involved parties to state their case and explain the circumstances in writing. In questions of research misconduct centering on methods or technical issues, the Editor-In-Chief may confidentially consult experts who are blinded to the identity of the individuals, or an outside expert. The Editor-In-Chief will determine if there is enough reasonable evidence that misconduct possibly occurred. Some instances may require the Editor and/or Publisher to report the instance to the authors' institution for arbitration and/or investigation. The Editor and Publisher will follow the institutions' findings for resolution.

When allegations concern conflict between authors, the peer review or publication process for the manuscript in question will cease while the process described herein is researched. In the case of allegations against reviewers or editors, they will be substituted in the review process while the matter is investigated.

Editors or reviewers who are found to have engaged in scientific misconduct will be removed from further association with the Journal and reported to their institution(s).

If an inquiry concludes there is a reasonable possibility of misconduct, the Editor-in-Chief will retract the paper from the Journal and the scientific record. If the paper is still under peer review, the Editor-in-Chief will withdraw the paper from consideration to the Journal. If the inquiry leads to a lengthy investigation, the Journal will issue an interim Expression of Concern which will identify the concern for readers until a resolution is reached.

Every attempt will be made to keep all allegations confidential.

Retractions**

The journal and its publisher are committed to upholding the proper protocols and established standards of peer review. Published papers found to be in violation of the accepted standard principles of peer review and scientific publishing will be officially retracted from the literature. An official retraction notice explaining in full detail the need for a retraction will be published.

***Any fees collected for an article that is subsequently retracted are non-refundable.*

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Self-Archiving

Three versions of the article format are referenced in the policy guidelines below:

- **Original Submission:** The article version that is submitted by the author for consideration, before peer review.
- **Accepted Version:** The article version that has been formally accepted after peer review, prior to any typesetting for the journal. This is the version accepted by the Editor, before proofs, corrections, and typesetting. Also known as the "raw" accepted version of a manuscript.
- **Article of Record:** This article version is the "version of record" that has been formally copyedited, typeset, and published online ahead of print and/or in a journal issue. It is the same version published in the "Online Now" section of the Journal website.

Self-Archiving Policy

Mary Ann Liebert, Inc., publishers offer authors many options and opportunities to self-archive their work.

• Subscription/Hybrid Journals

	Embargo	Personal Website	Institutional Repository or Company Website	Preprint Server	Other Repository
Original Submission	No	Yes	Yes	Yes	Yes
Accepted Version	Personal Website: No Institutional or Other Repository: 12 months post-publication *No embargo if Open Access is purchased	Yes	Yes	No	Yes
Article of Record	Yes	With Open Access license or publisher permission only	With Open Access license or publisher permission only	No	With Open Access license or by funder requirement

• Open Access Journals

	Embargo	Personal Website	Institutional Repository or Company Website	Preprint Server	Other Repository
Original Submission	No	No	Yes	Yes	Yes
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Article of Record	Yes	Yes	Yes	No	Yes

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Our journal Editors welcome contributions from researchers around the world; however, they are also required to follow sanction laws and regulations. As of August 2020, sanction measures imposed by the United States, United Nations, European Union, and Australia are currently in place against the following countries: **Cuba, Crimea, Iran, North Korea, and Syria**. Journal editors will treat with caution any submission from a sanctioned country regarding the subject matter and will seek appropriate legal advice from the publisher if necessary.

Papers from sanctioned countries that are submitted to any Mary Ann Liebert, Inc., journal MUST contain a confirmation statement after the conclusion section of the manuscript which indicates that EACH listed author confirms that their research is supported by an institution that is primarily involved in education or research.

For further questions, please contact our [Director of Production and Editorial Operations](#).

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