

# Manuscript Submission Guidelines and Policies for *Videourology*<sup>TM</sup>

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## Journal Information

- Manuscript Submission Site: <https://mc.manuscriptcentral.com/videourology>. (See below for video upload instructions)
- Editorial Office Contact: [debra@endourologysociety.com](mailto:debra@endourologysociety.com)
- Support Contact: [prosupport@liebertpub.com](mailto:prosupport@liebertpub.com)
- Journal Model: Hybrid (Open Access Option)
- Blinding: Single blind
- File formatting requirement stage: Upon submission
- Instant Online Option (immediate publication of accepted version)? No
- Submission Fee: None
- Average time to initial decision: 35 days

## About the Journal

*Videourology*<sup>TM</sup> is an international online peer-reviewed journal dedicated to publishing video contributions of minimally invasive surgery and advanced surgical techniques. *Videourology* is intended to enable physicians to learn, evaluate, and implement new surgical strategies in their surgical practice using the most up-to-date Flash, QuickTime, and MP4 technologies. The flagship publication, *Journal of Endourology*, publishes articles while its companion journal, *Videourology*, publishes original videos containing material that has not been reported elsewhere, except in the form of an abstract or a conference presentation.

**Regular submissions** should describe a series of patients with outcomes data. Two new innovations have been added to regular *Videourology* submissions. **Videourology Vignettes** are brief video presentations (under 5 minutes) of incredibly unique or educational single cases with a brief accompanying abstract. Only the most unique or educational cases will be selected for publication. **How-To Endourological Videoclips and How-To Robotic Videoclips** are under 2-minute videos that provide a step-by-step narrated didactic of "How To" perform a specific endourological or robotic procedure or technique in a streamlined, rapid-fire presentation. The accompanying brief abstract must list the steps of the procedure or technique. Again, selection for publication will be rigorous to meet the standards of the journal.

## Instructions

Submitting your video to *Videourology*<sup>TM</sup> is a two-step process:

1. Upload your video to <http://videos.liebertpub.com>
2. Complete your submission at <http://mc.manuscriptcentral.com/videourology>.

### Preparation of Video

- Videos may be up to 10 minutes in duration. Videos for **Video Vignettes** must be under 5 minutes. Videos for **How-To Endourological Videoclips** or **How-To Robotic Videoclips** must be under 2 minutes. Submission of longer videos require the permission of the Editor.
- The video must include audio narration explaining the procedure. Text and audio in the video must be in English. Audio must include narration in clear, grammatically correct English.
- The video must be high quality material that describes new surgical techniques or modification of a current technique. Video of classic surgeries that are not part of the Videourology library will be considered. Videos must be clear, in focus, and without excessive camera movement. Grainy, blurry videos will not be accepted. Editing must involve smooth transitions. Radiographs and other images must not contain any patient-identifiable information.
- Three to ten PowerPoint® slides may be included in the video to include details of patient history, clinical and laboratory findings, data and analysis. Conclusions must be related to the submission and must not be overstated
- Accepted video formats are:
  - Windows Media Video (WMV)
  - MPEG (MPG, MPEG, MP4)
  - Audio Video Interleave (AVI)
- QuickTime (MOV)
- High-Definition (HD) video is preferred:
- The resolution of the video should be at least 512x384 for 4:3 aspect ratio videos, and 512x288 for 16:9 videos. Videos can be larger than these dimensions, but not smaller.
- Videos must be in NTSC format (the European PAL format is not supported.)
- Videos that are only a PowerPoint® slideshow will not be considered.

#### **Preparation of Word File (Abstract) to Accompany Video:**

A Word document must be provided that contains the following:

- Full video title
- Exact running time of video
- All contributing authors
- All authors' affiliations and email addresses
- A structured abstract up to 500 words for regular video submissions organized as follows: Introduction, Materials and Methods, Results, Conclusions. For Video Vignettes the word limit is 250 and the organization should be as follows: Clinical History, Physical Exam, Diagnosis, Intervention, Follow-Up/Outcomes. For How-To Endourological Videoclips and How-To Robotic Videoclips, there should be a list of the steps of the procedure or technique being described with a 250-word limit.
- Basic statistical analysis including statistical significance (p values) must be included.
- Include references, if applicable (Prior abstract presentations should be mentioned as a footnote to the video title). See below for reference style.
- Patient Consent Statement
- The source of work or study, and if there are any conflicts of interest or obligations resulting from it.
- Author Disclosure Statement. This statement should disclose any commercial associations during the last three years that might create a conflict of interest in connection with the video. )
- Authors must state, "Author(s) have received and archived patient consent for video recording/publication in advance of video recording of procedure." This sentence will appear near the Author Disclosure Statement online, should the video be accepted.
- If a single patient video is submitted, the abstract should include data on a series of patients in whom the technique was utilized.
- Regular video submissions must describe a series of patients with outcomes data. Single cases should be submitted as a Video Vignette.

#### **Submission Process**

- Step 1: This step has two parts: Upload your video at <http://videos.liebertpub.com>. You will then receive an email with the video review URL that you will include in your submission in Step 2.
- Step 2: After you receive the series of emails, go to <http://mc.manuscriptcentral.com/videourology> to upload the Word file portion of your submission. If you do not already have an account in ScholarOne Manuscripts, you will need to create one. After logging in to the system, you will be prompted for various information about your submission.

Technical assistance is available by emailing [prosupport@liebertpub.com](mailto:prosupport@liebertpub.com).

## Music

If music is used in your video, please provide the source of the music, and whether or not it is copyrighted material. Copyrighted music cannot be used in the video without permission from the copyright owners. Written permission from the copyright holder must be supplied by the submitting author at the time of submission. There are several websites that offer royalty-free music and are listed below. Note that these are third-party sites and the Publisher does not endorse and/or support any of these sites in any capacity:

- [www.stockmusic.net](http://www.stockmusic.net)
- <http://freeplaymusic.com>
- <http://incompetech.com/music/royalty-free>
- [www.premiumbeat.com](http://www.premiumbeat.com)
- [www.royaltyfreemusicweb.com](http://www.royaltyfreemusicweb.com)

## Copyright

Videos previously presented at meetings will be considered as long as the authors have retained ownership of its copyright at the time of submission. Copyrighted background music cannot be used in the video without permission from the copyright owners. All accepted videos will become the property of *Videourology*. However, after being published in *Videourology*, the videos may be presented and viewed at scientific meetings, but may not be republished elsewhere.

## References

*Videourology*<sup>™</sup> uses Mary Ann Liebert's **Vancouver** reference format. Please scroll down to the **Reference and Citation Guidelines** for details and examples, and an [Endnote template](#).

# 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](http://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](http://publicationethics.org)), the International Committee of Journal Medical Editors (ICJME; [www.icmje.org](http://www.icmje.org)), the World Medical Association (WMA); [www.wma.net](http://www.wma.net)), and the American Medical Association ([www.ama-assn.org](http://www.ama-assn.org)).

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

### PaperPal Preflight

The Paperpal Preflight service is available for most journals. PaperPal Preflight allows authors to check their **Original Research** manuscripts for common errors prior to submitting a manuscript for consideration. Please note that this does not guarantee that your paper will pass all submission or other checks, nor that it will be considered for review.

There may be additional requirements for submission. Please review the full instructions for authors for guidelines.

The basic service is free. PaperPal preflight offers an *optional* fee-based service that will provide a report showing tracked changes and potential modifications. Please note that if this service is used, a clean copy of the manuscript must be uploaded to the submission system.

There is no obligation to use either the free or paid service. No editorial, review, nor any other decisions will be dependent on its use.

All manuscripts must be submitted through the journal's ScholarOne Manuscripts site. Please refer to the individual journal's instructions for more information and to access the service.

# 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.
- Note: Figures that will not be reproduced in color must be readable and interpretable in black and white.

## 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.

## 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/contribution statement (CRediT format is preferred)
- 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](http://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.

Please note that paragraphs should be no longer than 15 lines once typeset.

# 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. publishers adheres to national and international funder requirements.

We comply fully with the open access requirements of [UKRI](#), [Wellcome](#), and [NIHR](#). Where required by their funder, authors retain the right to distribute their author accepted manuscript (AAM), such as via an institutional and/or subject repository (e.g. EuropePMC), under a Creative Commons Attribution 4.0 International (CC BY 4.0) license for release no later than the date of first online publication.?

Other funders, such as the National Institutes of Health (NIH), Howard Hughes Medical Institute (HHMI), and the Bill & Melinda Gates Foundation, have specific requirements for depositing the accepted version and/or the article of record version of the author manuscript 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, Peer Review, and Publication Integrity

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 are analyzed and evaluated for plagiarism, peer review integrity, and publication integrity. Manuscript screening may be applied at any point in the process, from submission through post-publication. Plagiarized manuscripts or manuscripts with evidence of publication, image, or peer review misconduct will be rejected immediately. If publication misconduct is identified, we reserve the right to rescind acceptance prior to publication.

## 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 (**with permission from the named parties**) 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.

## Authorship Confirmation/Contribution Statement

An authorship contribution statement must be included with the manuscript. We strongly recommend that the authorship contribution statement follow the CRediT Taxonomy guidelines. (<https://credit.niso.org/>)

- Conceptualization (Ideas; formulation or evolution of overarching research goals and aims.)
- Data curation (Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.)
- Formal analysis (Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.)



analyze or synthesize study data.)

- Funding acquisition (Acquisition of the financial support for the project leading to this publication.)
- Investigation (Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.)
- Methodology (Development or design of methodology; creation of models.)
- Project administration (Management and coordination responsibility for the research activity planning and execution.)
- Resources (Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.)
- Software (Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.)
- Supervision (Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.)
- Validation (Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.)
- Visualization (Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.)
- Writing – original draft (Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).)
- Writing – review & editing (Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages.)>

## Example

Author 1: review and editing (equal). **Author 2:** Conceptualization (lead); writing – original draft (lead); formal analysis (lead); writing – review and editing (equal). **Author 3:** Software (lead); writing – review and editing (equal). **Author 4:** Methodology (lead); writing – review and editing (equal). **Author 5:** Conceptualization (supporting); Writing – original draft (supporting); Writing – review and editing (equal).

## Changes in Authorship

Changes in authorship after submission, revision, or acceptance of a paper are generally not permitted, but the editorial leadership recognizes that in rare 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 or removed from 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.
- If authors are added or removed upon revision submission, without accompanying documentation of the request, the manuscript will be unsubmitted.

## Name Change Policy

Mary Ann Liebert, Inc. supports the implementation of name changes for reasons including (but not limited to) gender identity, changes to marital status, religious conversion, etc.

Please contact the Director of Production and Editorial to confidentially update your record. Identification or documentation is not required, apart from confirmation that the change is on behalf of yourself (requests cannot be made for other individuals).

Updates will be made to the online versions of the article, but without a formal correction notice and without coauthors being notified.

We recommend authors update ScholarOne and ORCID records with any name changes.

## 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.
- *Funding.* Research support by organizations that may gain or lose financially from publication of the article. This support includes salary, equipment, supplies, honoraria, reimbursement or prepayment for attending symposia, and other expenses.
- *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.

## Permissions

When reproducing copyrighted material such as figures, tables, or excerpted text, the author(s) of the submitted paper must obtain permission from the original publisher or owner of material and submit it concurrently with the manuscript. The figure or table source must be listed in the reference list. With any copyrighted material, include a

footnote with proper attribution (e.g. "Reprinted by permission from Jones et al.") and the appropriate reference. All permissions must be supplied at the time of submission. Authors are responsible for any fees that may be incurred by securing permission to reproduce or adapt material from other published sources.

## Ethics

### Institutional Review Board Approvals/Waivers

When reporting research involving human data, authors must document the procedures followed in securing approvals from the responsible institutional and national review committee(s), along with confirmation that the research was completed in accordance with the [Declaration of Helsinki as revised in 2013](#).

An institution without an Institutional Review Board must arrange for an outside/external IRB to be responsible for initial and continuing review of studies conducted at the non-IRB institution. Such arrangements must be documented in writing in the manuscript.

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. Please see <https://www.icmje.org/icmje-recommendations.pdf> for additional information.

The publisher requires a statement from authors in the Materials and Methods section to confirm that the appropriate ethical approval has been received, that appropriate processes have been followed, and the name of the committee.

Informed consent by patients/participants should always be secured. A statement confirming that informed patient/participant consent was obtained is required in the Materials and Methods section. The statement of IRB review is accepted as covering the review of consent documentation.

If the study is judged exempt from review, a statement from the committee is required in the Materials and Methods section, including, if applicable, documentation of institutionally approved waiver of informed consent.

### 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.

Update: [New NIH policies for data management and sharing are in effect as of January 25, 2023](#). If your research has NIH funding, please refer to the guidelines for new requirements.

## 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.

## Sanctioned Countries Policy

Mary Ann Liebert, Inc., supports a fundamental freedom of expression and considers that the pursuit of academic research around the world from any country should be fairly considered.

Publishing peer-reviewed content, in various forms and mediums, is an international method of communication that drives fields forward, supports the continuance of essential research funding resources, and has the potential to support improved patient outcomes. Censorship, directly or indirectly, plays no part in our considerations of well-conducted and well-presented research and advances in scientific research around the world.

In this same vein, Liebert Editors will continue to remain open to considering research submissions from every country around the world, including sanctioned countries. However, to adhere to OFAC sanctioned policies and to oblige all responsible considerations, Mary Ann Liebert, Inc. has enacted the following policy with respect to handling academic research submissions from identified sanctioned countries, institutions, or individuals. The proposed policy will bring us in compliance with [COPE guidelines](#) and is similar to policies adopted by other major publishers.

Below is a detailed approach of how Mary Ann Liebert, Inc. will specifically manage peer-reviewed journal article submissions from [OFAC sanctioned countries](#).

- All peer-reviewed journals published by Mary Ann Liebert, Inc. are required to follow United States

sanctioned countries laws and regulations. Under our mission as stated above, Liebert journal Editors reserve the right to consider academic contributions from researchers in every country around the world.

- Liebert Journal Editors will handle any submission from a listed [OFAC sanctioned country](#) as they would a non-sanctioned country, ensuring the same level of rigorous peer review and suitability of the research subject matter. At present, the highest submitting sanctioned countries include, and are not limited to, submissions from Iran, Russia, Cuba, and Syria.
- Manuscripts 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 states that each author confirms that their research is supported by an institution that is primarily involved in education or research.
- As an international company, Mary Ann Liebert, Inc. complies with [international trade law](#), which indicates that the publisher is unable to accept payment from individuals and organizations identified and included in the OFAC sanctioned countries list. Additionally, the publisher will not issue invoices or take any payment from authors based in countries where international sanctions are currently in place.
- Authors from a sanctioned country who submit their research to a Liebert hybrid journal for consideration will be notified of this information upon submission.
- In accordance with our internal policies, all submitted manuscripts must go through thorough rigorous, independent editorial peer review and adhere to all current and enforced Mary Ann Liebert, Inc., peer review processes, policies, and protocols.>
- Any accepted papers or content from the sanctioned countries must publish in greyscale. There is no negotiation of this rule. Authors or institutions from sanctioned countries should not be sent any invoices as financial transactions are not permitted.
- **Gold Open Access** (OA) journals operate on an article publishing charge (APC) model, whereby, in non-sanctioned circumstances, the author or their institution is sent an invoice to pay an APC when their paper is accepted following thorough peer review. However, because of restrictions imposed upon certain sanctioned countries, Liebert, Inc. is unable to issue invoices or take any payment from authors based in certain countries where international sanctions are currently in place. This means that any submissions from authors in sanctioned countries to Liebert Gold Open Access (OA) journals will be unsubmitted for consideration in other appropriate hybrid Liebert titles.
- This rule also applies to Open Access requests and orders in general – authors residing in or affiliated with institutions in current sanctioned countries are not permitted to publish Open Access in any of the Liebert journal titles as financial transactions are not permitted
- When Corresponding Authors have primary affiliations in an OFAC sanctioned country that is also classified as Low Income by the World Bank, the authors may request support of article publishing charges (APCs). The requests from low income authors are considered on a case-by-case basis by the Director of Sales and Author Services.
- In all circumstances, researchers will receive timely communications to ensure there is no delay in their research progressing through the publishing process, whilst also supporting relevant, appropriate publication choices.

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