

# Manuscript Submission Guidelines and Policies for *Thyroid*<sup>®</sup>

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## Journal Information

**Submit Here:** <https://mc.manuscriptcentral.com/thyroid>

- Editorial Office Contact: [ccrail-munoz@thyroid.org](mailto:ccrail-munoz@thyroid.org)
- 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): Yes
- Submission Fee: \$90.00
- Average time to initial decision: 18.7 days

## About the Journal

*Thyroid* publishes original studies, reviews, and guidelines on the pathophysiology, diagnosis, and therapy of thyroid disorders, including those in the fields of neoplasia, autoimmunity, development, genetics, molecular and cell biology, and nutrition.

The Journal will consider original studies and reviews within the following categories:

- Epidemiology
- Immunology, Autoimmunity, and Graves' Ophthalmopathy
- Iodine and Endemic Goiter
- Pregnancy and Fetal Development
- Thyroid Cancer and Nodules
- Thyroid Dysfunction: Hypothyroidism, Thyrotoxicosis, and Thyroid Function Tests
- Thyroid Economy: Regulation, Cell Biology, and Thyroid Hormone Metabolism and Action
- Thyroid Radiology and Nuclear Medicine
- Thyroid Surgery

*Thyroid* is the Official Journal of the American Thyroid Association (ATA) with the editorial office at the ATA Headquarters, 2000 Duke Street, Suite 300, Alexandria, VA 22314; website: [www.thyroid.org](http://www.thyroid.org).

## Manuscript Types and Guidelines

Original Studies	<ul style="list-style-type: none"><li>• 3,000-word limit (<i>Word limits do NOT pertain to the abstract, disclosure statements, author contribution statements, funding information, acknowledgments, tables, figure legends, or references.</i>)</li></ul>
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	<ul style="list-style-type: none"> <li>• Structured abstract of no more than 350 words</li> <li>• Maximum of ten (10) tables and/or figures</li> </ul>
Review and Scholarly Dialog	<ul style="list-style-type: none"> <li>• 5,000-word limit (<i>Word limits do NOT pertain to the abstract, disclosure statements, author contribution statements, funding information, acknowledgments, tables, figure legends, or references.</i>)</li> <li>• Structured abstract of no more than 350 words</li> <li>• Maximum of five (5) tables and/or figures</li> </ul>
Brief Reports on Novel Mutations Associated with Inherited Thyroid Disorders	<p>Thyroid considers brief reports on novel mutations associated with genetic thyroid disorders or recurring mutations that provide novel insights into the phenotypic spectrum associated with the disorder.</p> <ul style="list-style-type: none"> <li>• 750-word limit (<i>Word limits do NOT pertain to the abstract, disclosure statements, author contribution statements, funding information, acknowledgments, tables, figure legends, or references.</i>)</li> <li>• Unstructured abstract of no more than 100 words</li> <li>• May include one (1) figure OR table</li> <li>• Maximum of 4 references</li> </ul>
Research Letter	<p>Research Letters are short summaries of new research, and should contain a brief description of each of the following: summary of the research problem, research methods and main descriptive results. Key concluding messages should be highlighted including a description of the need for more research.</p> <ul style="list-style-type: none"> <li>• 1500-word limit (<i>Word limits do NOT pertain to the disclosure statements, author contribution statements, funding information, acknowledgments, tables, figure legends, or references.</i>)</li> <li>• Structured abstract of no more than 350 words</li> <li>• May include a total of two (2) tables or figures</li> <li>• Maximum of 20 references</li> </ul>
Case Studies, and Patients with Remarkable Features or Rare Disorders	<p>Reports on Patients with Remarkable Features or Rare Disorders are only considered if they provide novel mechanistic insights into the underlying pathogenesis or new aspects that impact clinical management.</p> <ul style="list-style-type: none"> <li>• 2,000-word limit (<i>Word limits do NOT pertain to the abstract, disclosure statements, author contribution statements, funding information, acknowledgments, tables, figure legends, or references.</i>)</li> <li>• Structured abstract of no more than 150 words</li> <li>• Maximum of two (2) tables and/or figures</li> </ul>
Editorials and Commentaries	<ul style="list-style-type: none"> <li>• 1,000-word limit (<i>Word limits do NOT pertain to the abstract, disclosure statements, author contribution statements, funding information, acknowledgments, tables, figure legends, or references.</i>)</li> <li>• No abstract</li> <li>• No tables or figures.</li> </ul>
Letters to the Editor	<ul style="list-style-type: none"> <li>• 500-word limit (<i>Word limits do NOT pertain to the abstract, disclosure statements, author contribution statements, funding information, acknowledgments, tables, figure legends, or references.</i>)</li> <li>• No abstract</li> <li>• May include one (1) figure OR table</li> </ul>

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|  | <ul style="list-style-type: none"> <li>Reference citations are identical in style to those of full original articles, but should not exceed five (5).</li> </ul> |
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Word limits do NOT pertain to the abstract, disclosure statements, author contribution statements, funding information, acknowledgments, tables, figure legends, or references.

## Notes

**Detailed formatting and structure requirements may be found by scrolling down to the general manuscript structure and formatting guidelines. However, please note the specific requirements for this journal:**

### Regarding formatting and manuscript structure

- Please ensure that, when naming files, please avoid the use all all special characters, including dashes, spaces, underscores, periods, symbols, accented letters, etc. For example, please use "Figure3.tif" rather than "Figure\_3.tif", "Figure-3. tif", "Figure.3.tif" or similar.
- Please use line numbering in your manuscript.
- All author names should be spelled out in full with first name followed by family/surname, and highest earned degree.
- Please include the full contact information of the corresponding author at the end of the manuscript, before the reference section.
- Ensure that high resolution figure files are uploaded as individual files, and that that editable tables and figure legends are uploaded as a single separate table file, and a single separate legends file or are, alternatively, added to the end of the manuscript file.

All submissions must contain:

- An Institutional Review Board (IRB) approval (or waiver) statement in the Methods section
- Acknowledgments section (if applicable) after the Conclusion of the manuscript, followed by
- An Author Contribution statement for each listed author, followed by:
- An Author Disclosure Statement for each author listed on a submission, even if there are no conflicts to disclose, followed by,
- Funding statement(s), even if there is no funding information to declare.

Authors must confirm that all of the research meets the ethics guidelines, including adherence to the legal requirements of the country where the study was performed. Please scroll down to policy guidelines for additional information.

### Institutional Review and Clinical Trials

For clinical studies, experimental subjects should be described in detail and the institutional review and informed consent should be obtained as appropriate. Clinical trials should have prospective and public registration or else they may not be considered for publication. The authors should ascertain that their experimental procedures are in compliance with the guiding principles for the "Care and Use of Vertebrate Animals" published in the Information for Authors of the American Journal of Physiology.

### Abstract

For a Clinical or Basic Original Study, Reviews, and Case Studies, the abstract must be organized into the following four sections: Background, Methods, Results, and Conclusions. Start each section of the abstract in a new paragraph. The Background section should have one or two sentences regarding the background, followed by one or two sentences that state the objective of the study or the hypothesis that is tested in the study. The Conclusions should not restate the results but rather summarize the major findings and provide the reader with an indication of their importance and how they alter, support, extend, or refute widely held concepts. For Review and Scholarly Dialog articles, the abstract

sections are as follows: Background, Summary, and Conclusions. For Patients with Remarkable Features or Rare Disorders, the abstract sections are as follows: Background, Patient Findings, Summary, and Conclusions.

### **Manuscript Text**

Maximum word count for original studies should not exceed 3,000 words. For a Clinical or Basic Original Study and Reviews use the following sections: Introduction, Materials and Methods, Results, and Discussion. The Introduction should state the hypothesis in specific terms and provide a brief background that supports its rationale and importance. Review and Scholarly Dialog articles should be organized into the following sections: Introduction, Review, Summary, and Conclusions. For Patients with Remarkable Features or Rare Disorders there should be a brief introduction followed by a section titled Patient(s) (not "Case[s]") followed by a discussion.

### **BRIEF REPORTS on novel mutations associated with inherited thyroid disorders**

Reports on novel mutations associated with genetic thyroid disorders or recurring mutations that provide novel insights into the phenotypic spectrum should be prepared according to the following guidelines.

- The index subject and family members should be evaluated with appropriate informed consent or/and assent.
- Minimum information on the index subject should include: sex, age at the time of investigation, consanguinity, ethnic background and clinical presentation. The mode of transmission should be reported unless it is a de novo mutation.
- Results from thyroid function testing are mandatory and abnormalities should be validated with a repeat measurement. When available, include relevant ancillary studies.
- The minimum requirement is the study affected and unaffected first-degree relatives; if this is not possible, the reason for not studying family members should be mentioned. Include both clinical data and thyroid function tests.
- Results from thyroid function tests should be as detailed as possible. Include analytical method, reference range, whether the sample was taken with or without treatment, and how long the treatment was stopped prior to the sampling. In case of dynamic testing (e.g. TRH test, T3 suppression test), indicate dose, duration, whether the individual was on any other treatment, and reference range for response.
- Information regarding the identification of the mutation should include the source of DNA or RNA, the method of isolation and mutational analysis. Indicate cDNA and protein change and clarify the numbering of amino acids, for example in the presence of a signal peptide indicate if the numbering refers to the mature molecule or not. For the description of mutations refer to Antonarakis SE. Recommendations for a nomenclature system for human gene mutations. Hum Mutat 1998;11:1-3. When the mutation is not present in the parents of the index subject, haplotype data could be added to support the presence or absence of allele sharing.
- If the mutation is novel and not reported previously, provide evidence that it has not been reported in public databases (e.g. 1000 Genomes, dbSNP, Genome Variant Server) and that it is not a simple polymorphic variant. Provide in silico information on the expected effect of the mutation on protein function reporting scores from the SIFT and PolyPhen-2 algorithms. If possible, there should be data showing that the mutation has functional consequences. If in silico data is not supportive of the latter, in vitro studies should be included. If available, add information about protein structure and function, and interaction with other molecular partners.

### **Abbreviations and Nomenclature**

Abbreviations and nomenclature should follow recommendations of the International Union of Biochemistry and Molecular Biology (IUBMB; Recommendations on Biochemical and Organic Nomenclature, Symbols and Terminology) at <https://www.qmul.ac.uk/sbcs/iubmb/> The International System of Units (SI units) is recommended, but conventional units may also be used. In either case, it is desirable to include appropriate conversion factors to aid the reader. The list of abbreviations in the Journal of Endocrinology is generally acceptable in Thyroid.

Novel abbreviations should be kept to a minimum and must be defined when they first appear. Drug names should always be generic. Pedigrees should be drawn according to published standards (see Am J Hum Genet 56:745–752). (1) Human gene names and loci should be written in italicized capital letters and Arabic numerals (e.g., PAX8). Mouse

(<https://onlinelibrary.wiley.com/doi/epdf/10.1002/%28SICI%291098-1004%281998%2911%3A1%3C1%3A%3AAID-HUMU1%3E3.0.CO%3B2-O>). (2) When a manuscript that contains novel sequences is accepted, the sequences must be deposited in the appropriate database (such as GenBank), an accession number obtained before the manuscript is sent to the publisher, and the accession number added in a footnote.

- ## References

- An EndNote template is available ([https://endnote.com/style\\_download/thyroid/](https://endnote.com/style_download/thyroid/))
- A Zotero template is also available (<https://www.zotero.org/styles/thyroid>)
- An open source CSL file is also available for download to use in supported reference managers (<https://github.com/citation-style-language/styles/blob/d8c3725f09d5b58d972ba640ba0ac6b4d5e4fetc/mary-ann-liebert-vancouver.csl>)

- Reference List: Prepared in sequential order as cited in text.
- In-text Citations: All references must be cited in text in numerical order, set in superscript Arabic numerals outside of any punctuation. Do not set reference numbers in parentheses or brackets. To cite several references at once, use commas to separate non-sequential citations and use dashes to separate sequential citations; do not include spaces. Ex: 3,7,12–15
- Journal titles should follow the abbreviation style of PubMed/Medline.

Type of Reference	Punctuation and Order of Elements in Reference List
Journal article with 1-3 authors	<p>Wang Q, Nambiar K, Wilson JM. Isolating natural adeno-associated viruses from primate tissues with a high-fidelity polymerase. Hum Gene Ther 2021;32(23-24):1439-1449; doi: 10.1089/hum.2021.055 [insert article-specific DOI if available].</p> <p>Include among the references any articles that have been accepted but have not yet published; identify the name of publication and add "In Press." If the reference has been published online, provide the DOI number in place of the page range.</p>
Journal article with more than 3 authors	<p>Pfister EL, DiNardo N, Mondo E, et al. Artificial miRNAs reduce human mutant Huntington throughout the striatum in a transgenic sheep model of Huntington's disease. Hum Gene Ther 2018;29(6):663–673; doi: 10.1089/hum.2017.199 [insert article-specific DOI if available].</p> <p>Include among the references any articles that have been accepted but have not yet published; identify the name of publication and add "In Press." If the reference has been published online, provide the DOI number in place of the page range.</p>

Edited Book	Herzog RW, Zolotukhin S, (eds). A Guide to Human Gene Therapy. World Scientific Publishing Co. Pte. Ltd.: Singapore; 2010.
Chapter in an Edited Book	Nicklin SA, Baker AH. Adenoviral Vectors. In: A Guide to Human Gene Therapy. (Herzog RW, Zolotukhin S. eds.) World Scientific Publishing Co. Pte. Ltd.: Singapore; 2010; pp. 21-36.
Authored Book	Isaacson W. The Code Breaker: Jennifer Doudna, Gene Editing, and the Future of the Human Race. Simon & Schuster: New York, NY; 2021.
Website	Last name, first/middle initial(s) of author(s) [if available]. U.S. Food and Drug Administration. What is Gene Therapy? Silver Spring, MD; 2018. Available from: <a href="https://www.fda.gov/vaccines-blood-biologics/cellular-gene-therapy-products/what-gene-therapy">https://www.fda.gov/vaccines-blood-biologics/cellular-gene-therapy-products/what-gene-therapy</a> . [Last accessed: month/date/year].
Personal communications	References that are unpublished (ie: personal communications, emails, letters) are not to be included in the reference list. Instead, insert "Personal communication; [name], date" parenthetically at the point of citation within text.
Using previously published images or tables as a reference	Reused/adapted images, tables, or any published material must be officially cited as a reference in the reference list, and the author(s) of the submitted work must obtain written permission from the copyright holder. Verbal approvals are not acceptable. Any fees associated with the reuse or adaptation of any material is the sole responsibility of the author(s).

## PaperPal Preflight

**The Paperpal Preflight service is available for this journal.** 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.

The checks are configured for Original Research manuscripts only and may not be applicable to other manuscript types. 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.

# General Manuscript Submission Guidelines and Policies for Mary Ann Liebert Journals

Last updated 2/2/2024 2:32:07 PM

## 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](https://www.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

After internal editorial screening for suitability, all manuscript submissions containing original research or that comprise scholarly review are subject to rigorous, independent, external peer review. Editorials, correspondence, news features, and/or Invited opinion or perspective contributions in other sections of the journal are subject to stringent editorial oversight; at need, external, independent review will be arranged to address specialized topics. Final decisions for publication are solely the responsibility of the Editor(s)-in-Chief.

## 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

## 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 Editorial Leadership

No member of the Editorial Leadership of a journal (Editor in Chief, Deputy/Associate/Guest Editors or Editorial Board members) is permitted to participate in the review or decision process for submissions where there is a potential or actual competing interest. This includes, but is not limited to research or review papers of their own authorship or co-authorship. In those cases, an independent member of the leadership will have full discretion to manage review and decision on the manuscript.

## 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.)
- 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

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