

Manuscript Submission Guidelines and Policies for *VideoEndocrinology*TM

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Purpose of *VideoEndocrinology*TM

*VideoEndocrinology*TM delivers high-quality peer-reviewed videos of cutting-edge surgical and diagnostic imaging techniques and technologies covering diseases and tumors of the thyroid, parathyroid, endocrine pancreas, pituitary and adrenal glands, including minimally invasive, robotic, and open surgical procedures. This rapid publication videojournal offers a dynamic new venue for physicians and surgeons to share their techniques and showcase new approaches. Videos can be easily searched, viewed online, and downloaded in Flash, QuickTime®, and MP4 formats for use on a tablet or other mobile device allowing on-the-spot access where and when it is desired. Videos can be downloaded and shared with colleagues, facilitating optimal patient care. *VideoEndocrinology*TM is included with a subscription to the monthly flagship publication, *Thyroid*, the official journal of the American Thyroid Association.

Each quarterly edition of *VideoEndocrinology*TM consists of four main sections plus a Letters to the Editor section. Two of these sections are by invitation and/or require Editor approval prior to submission. The category of submission should be indicated in the cover letter accompanying the submission:

- *VE Fireside Chat (previously VE Updates)*

Fireside Chats are short informational releases of two distinct types as detailed below. Topics and presenters for this section are **by invitation** from the editorial office. However, if you have an additional proposal for fireside chat segment, we encourage you to email it to AdminVE@thyroid.org for consideration by the Editorial Board.

Fireside Chat - Expert Review Series: A review of topical issues in endocrinology by an expert in the specific field of discussion

Fireside Chat - Publication Spotlight: A summary of recent/impending publications that represent major advances in the field of endocrinology and presented by the lead author(s) of the publication being discussed. Such publications may include management Guidelines, major clinical trials, or approval of new therapies.

- *VE Techniques*

Videos illustrating advances in the field of endocrinology. These may include novel approaches to operations, office based procedures, endocrine radiology, interventional procedures and other instructional material that can be presented in a video format. Instructional material may include advances in medical endocrinology and basic

science, for example novel lab based technologies, methodologies for management of thyroid metabolic disorders and novel gene processing techniques. If you have a suggestion for a technical video but want to check whether it would be a good topic for submission, we encourage you to email EditorVE@thyroid.org for advice.

- *VE Counterpoints*

Short (8-10) minute video presentations of each side of a topical controversial issue in endocrinology. Topics for VE Counterpoints are determined at the start of each calendar year by the Editorial Board. **Presenters are by invitation.** If you have a Counterpoint proposal, we encourage you to email it directly to the Editor at EditorVE@thyroid.org

- *VE Case Reports*

Case reports detail the clinical course of individuals or small groups of patients to illustrate important observations. Cases should include photographic or video footage. Medical students, trainees and junior physicians are particularly encouraged to submit interesting case reports to this VE category for consideration of publication.

- *Letters to the Editor*

Comments from viewers regarding previously published videos in VideoEndocrinology will be accepted at the Editors' discretion. The letter must not exceed 200 words. The authors of the originally published video will be invited to respond. The letter and the authors' response will be attached to the related video as an addendum to the abstract.

Any author planning a submission to *VideoEndocrinology*TM is welcome to contact the Editor prior to finalizing the video for advice or discussion at EditorVE@thyroid.org

PLEASE BE SURE TO READ ALL INSTRUCTIONS BEFORE BEGINNING YOUR SUBMISSION

All submitting authors are required to complete their submissions using an ORCID identifier. Please visit the [ORCID website](https://orcid.org/) for more information, or to register.

Use of English Language

All submissions must be in English. Appropriate use of English is a requirement for review and publication in VideoEndocrinologyTM. To support non-native speakers, Mary Ann Liebert, Inc., has partnered with Editage to provide language editing and translation services for a fee prior to official submission. To learn more about the services, please visit the [Liebert Author Services website](https://www.liebertpub.com/author-services/). Please note that employing the use of such services is not mandatory and using it, or any other language editing service, does not guarantee the acceptance of any paper. All submissions are subject to peer review.

Submissions to *VideoEndocrinology*TM should not be under consideration for publication elsewhere, or have been previously published. Videos that have been presented at conferences may be submitted for consideration, but the accompanying Word document must disclose the name, date, and location of the meeting.

Submitting your video to *VideoEndocrinology™* is a two-step process:

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

Further instructions for this two-step process are provided after the guidelines below on initial preparation of both the video and the abstract that accompanies it.

Preparation of Video

- Begin by uploading the highest quality video available to you to ensure the best presentation. You should play your video back at full screen and check that all elements (graphics, text, still images, etc.) are legible and of sufficient quality prior to uploading it.
- Videos may be up to 12 minutes in duration, but the most effective videos are less than 10 minutes in length.
- Text and audio in the video must be in English. The video must include audio narration explaining the procedure.
- **Please do NOT use any background music** in your video submission. Videos containing music will be returned without peer review.

Accepted video formats are:

- Windows Media Video (WMV)
- MPEG (MPG, MPEG, MP4)
- Audio Video Interleave (AVI)
- QuickTime (MOV)

Most codecs supported by these formats are acceptable. After submission, we may need to request the video submitted in a different codec in the event a non-standard codec is used.

- 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.
- (These are MINIMUM requirements. We strongly advise that the resolution be higher, preferably as close to full screen dimensions as possible.)
- Videos must be in NTSC format (the European PAL format is not supported.)
- Videos that are only a PowerPoint® slideshow will not be accepted.

Presentation 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, organized as follows: Introduction, Materials and Methods, Results, Conclusions, Disclosure Statement
- References, if applicable (Prior abstract presentations should be mentioned as a footnote to the video title)
- 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 two years that might create a conflict of interest in connection with the video. The statement should be included in the main text file at the end of the abstract. See "Author Disclosure" under "LEGAL" for more details.

Submission Process

STEP 1:

This step has two parts: First, upload your video at <http://videos.liebertpub.com>. You will then receive a second email with the video review URL that you will include in your submission in the next step, Step 2.

STEP 2:

After you receive the series of emails, go to <http://mc.manuscriptcentral.com/videoendocrinology> 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 to input various information about your submission.

Technical assistance is available by emailing prosupport@liebertpub.com

References

Authors are strongly encouraged to provide references with their video, if applicable. References will help acknowledge the video as a contribution to the literature. In addition, any previous presentation of the video or abstract should be stated as a reference. Publications citing the video will automatically be linked.

VideoEndocrinology[™] 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](#).

Experimentation in Human Subjects, Patient Consent, and Internal Review Board Approvals/Waivers

Papers reporting human experimentation will be reviewed in accordance with the precepts established by the **Declaration of Helsinki (2013)**. <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>

Papers containing studies performed on human subjects must include a statement that the investigations were performed after approval by a local Human Investigations Committee or Institutional Review Board, and after obtaining informed consent from a patient (or other responsible individuals). If it is deemed necessary during the peer review process, the editors may require that the authors provide the editorial office with copies of such documentation. It is required that the author(s) retain and archive all relevant forms, releases, statements, and consents.

Anonymity of patients, healthy volunteers, and other study participants is paramount and must be protected as required by law. In most cases, a general description of the study participants is sufficient insofar as meaning is not lost. Nonessential data (age, sex, occupation, etc.) of individual subjects should not be included in a manuscript unless it is clinically or epidemiologically relevant or important to the manuscript.

When reporting research involving human data, authors should indicate whether the procedures followed have been assessed by the responsible review committee (institutional and national), or if no formal ethics committee is available, were 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.

A sentence declaring adherence to Institutional Review Board protocols and informed consent should be included in the submission. If the study is judged exempt from approval from an Institutional Review Board, a statement from the committee is required indicating a waiver has been issued. Informed consent by participants should always be secured. If securing consent is not possible or waived by an institutional review board, a statement and evidence to this effect must be noted by the authors in the submission. The information on ethics committee review and approval,

and securing of informed consent from the study participants should also be outlined in the cover letter accompanying the submission.

The participant confidentiality and consent requirements contained herein are applicable to any text, photograph, image, video, or any other media submitted to *VideoEndocrinology*.

Animal Experimentation

Authors must clearly state in the text that the experiments were carried out in compliance with the relevant local institutionally reviewed animal use regulations and/or national laws relating to the conduct of animal experimentation, or, where such laws do not exist, that the studies were performed in accordance with an internationally recognized code of practice. Authors should clearly state source(s) and numbers of animals being used in all experiments in their manuscript.

Peer Review Policy

All video submissions are subject to peer review. At least two reviewers will review the abstract and the video as part of the peer-review process. Authors are encouraged to suggest names of appropriate reviewers and may also request that a particular individual not serve in that capacity. Reviewer selection is ultimately at the discretion of the Editor. Major corrections may require changes in the video with resubmission.

Legal

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. All accepted videos will become the property of *VideoEndocrinology*TM. However, after being published in *VideoEndocrinology*TM, the videos may be presented and viewed at scientific meetings, but may not be republished elsewhere.

The copyright agreement process between the author and the Publisher is handled via email when the video is accepted for publication. Authors will receive a follow-up email with instructions on completing the online Copyright Agreement Form.

The corresponding author is responsible for communicating with coauthors to ensure they have completed the online copyright form. Authors not permitted to release copyright must still complete the form acknowledging the statement of the reason for not releasing the copyright.

Music

Background music will **not** be permitted in any videos. Any submissions containing music will be returned without peer review.

Permissions for Use or Adaptation of Published Material

The author is responsible for obtaining permission to reproduce figures, tables, and text from previously published materials, even if it is the author's own work. Written permission must be obtained from the original copyright holder (generally the publisher, the author, or editor) of the journal, book, or video concerned. An appropriate credit line should be included in the figure legend or table footnote, and full publication information should be included in the reference list. Written permission must be obtained from the author of any unpublished material cited from other institutions and should accompany the submission.

Identification of Instrumentation

A disclaimer will be placed at the bottom of your abstract indicating that representation of any instrumentation within the video does not indicate any endorsement of the product and/or company by the Publisher, the American Thyroid

Association, or the author(s).

Author Disclosure Statement(s)

When uploading your video submission, you will be asked to disclose any commercial associations that might create a conflict of interest in connection with submitted manuscripts. This Author Disclosure statement should include appropriate information for EACH author, thereby representing that competing financial interests of all authors have been appropriately disclosed according to the policy of the *VideoEndocrinology*TM. It is important that all information will remain confidential while the video is being reviewed and will not influence the editorial decision.

If no conflicts exist, the authors must state "No competing financial interests exist."

Reprints (Copies of Videos):

After the video is published it may not be published elsewhere without explicit permission from the Publisher. While personal copies of the video can be downloaded and saved for personal use only, any systematic download that would create a new database will not be allowed.

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.

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

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.

Appropriate use of Artificial Intelligence (AI) in Published Research

Mary Ann Liebert, publishers, Inc. understands that emerging computing methodologies and tools are critical parts of advancing research. The policies below will be reviewed and updated as technologies, best practices and ethical considerations in AI evolve.

Transparency and Disclosure

Liebert Journals require authors to disclose any use of AI systems in their research and manuscript preparation.

Authors are required to provide descriptions of an AI system's use in their Materials and Methods section. Include the name and version of the software, the date of the original use, and all relevant prompts, queries or cues that initiated the AI's response. Potential biases and limitations of the outcomes of AI use should be discussed by the authors when presenting their results.

Authorship and Contributions

AI systems are not authors and should not be used or named as authors on a manuscript.

Authorship of a scholarly work requires responsibility for the conduct of the research and the content of the written work created as a result of that research. The contributions of each author should be stated in the paper, noting their specific roles in the research and writing. An AI system used to generate any part of the content must be stated in the Methods section, as above. The listed authors are expected to review a final text and accept responsibility for its accuracy.

Peer Review

All scholarly works considered for publication undergo thorough and rigorous peer review. Manuscripts with AI-generated content are no exception.

Reviewers will evaluate the rigor, methodology, and significance of the research, considering the involvement of AI systems. Reviewers should consider the appropriateness of the use of AI tools when they assess the work, along with the authors' discussion of their use. If any AI tools were used by the Reviewer in the process of preparing their comments, this must be acknowledged to the Editor as part of your report.

Intellectual Property and Copyright

Ownership and copyright of any work can only be awarded to human authors or human-operated institutions, ensuring compliance with intellectual property laws.

How to report concerns

Authors and readers who wish to identify concerns with a manuscript either before or after publication should contact the journal's editorial office.

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.

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

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