

# Manuscript Submission Guidelines and Policies for *Thyroid Journal Program*

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## Submitting Your Manuscript

### ORCID IDs

The submitting author is required to complete the submission using an ORCID identifier. Please visit the [ORCID website](#) for more information, or to register. You must have an account in [ScholarOne](#) for Thyroid Journal Program before logging in with an ORCID identifier.

### Manuscript Submission Site

*Create an Account in ScholarOne*

If you do not already have an account in ScholarOne for Thyroid Journal Program, you will need to create one. Once you create your account, you may log in to the system to begin your submission. Each listed author on a submission must either have an account, or have one created, in the submission system.

### Use of English Language

All submissions must be in English. Appropriate use of English is a requirement for review and publication in Thyroid Journal Program. 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](#). 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.

[CLICK HERE FOR ARTICLE TYPES AND WORD LIMITS](#)

[CLICK HERE TO SUBMIT YOUR MANUSCRIPT](#)

See [JOURNAL STANDARDS AND BEST PRACTICES STATEMENT](#)

Check the Journal's [PEER REVIEW POLICIES](#)

### Manuscript Preparation

*Determining Authorship*

(See [AUTHORSHIP DEFINITION AND RESPONSIBILITIES](#))

All authors, including the co-authors, should be responsible for a significant part of the manuscript. All authors and co-authors should have taken part in writing the manuscript, reviewing it, and revising its intellectual and technical

content. Any author whose name appears on a manuscript assumes responsibility and accountability for the results.

## Submission Process

All Original 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.

## 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*.

See [IRB APPROVALS, PATIENT CONSENT, & ETHICAL TREATMENT OF ANIMALS](#)

See [AUTHOR CONFIRMATION AND DISCLOSURE STATEMENTS](#)

See [FUNDING INFORMATION: COMPLIANCE AND STATEMENTS](#)

## **Note:** Just Accepted / Instant Online Publication

Thyroid publishes all accepted papers within 72 hours of receipt of all authors' signed copyright agreement forms in their unedited, uncorrected format.

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

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

Please note that the typical time between acceptance of a paper and page proof distribution is approximately 4 (four) weeks depending on the length and complexity of the paper.

**All manuscripts must be prepared in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals.**

When submitting your manuscript for peer review, be prepared to:

- Enter the full title of the manuscript
- Enter the full names and institutional affiliations of ALL listed authors
- Enter ALL listed authors' institutional email addresses
- Identify the corresponding author
- Enter a running (abbreviated) title of no more than 50 characters (including spaces).
- Enter 3–6 keywords or phrases
- Provide an abstract of no more than 350 words (the format varies according to the article type; see below)
- Provide the names and email addresses of at least five potential preferred reviewers familiar with the field. Please make sure preferred reviewers are not from your university or institution or with whom you have collaborated. Anyone whom the author does not want to be considered should also be named as a non-preferred reviewer. Ultimate reviewer selection is at the Editor's discretion.
- Provide a cover letter requesting evaluation for publication in Thyroid and confirming that the manuscript has been submitted solely to Thyroid and the material has neither been submitted or published nor is in press elsewhere.

### **Create an Effective Title**

- Manuscript titles should be brief, contain key terms, and clearly identify the purpose
- of the work conducted
- Manuscript titles should not exceed 15 -18 words. Exceptions can be made with the Editor's approval
- Manuscript titles should be direct and to the point. Remember that the journal has a global readership, so clear and concise non-vernacular language is most effective
- Avoid the use of specific locations in the title
- Do not use proprietary/trademarked names in the title
- Do not use acronyms in the title unless they are universally recognized and accepted
- **NOTE:** The title page of your submission must be included as part of your main text document (not as a separate file).

### **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. Label each file with the first author's last name, followed by the content of the file (i.e.: SmithText; SmithTables; SmithFigureLegends; SmithFig1, etc.)

**Important:** Please upload individual files of all manuscript material as described herein — please do NOT upload a combined PDF file containing all material in your submission.

### **Preparation of Manuscript**

Prepare text of manuscripts, figure legends, and tables in Microsoft Word, double spaced with standard font size 12. Avoid complex formatting such as columns. Use the "Tab" key at the start of a paragraph rather than the paragraph indent feature. The entire document should be paginated and all lines should be numbered throughout the entire manuscript. The order of elements in each manuscript should be:

- Title page (with full manuscript title, all contributing authors' full names, their highest-earned degrees, and complete affiliations and contact information including email addresses, a short running title, a denotation of the corresponding author, and a list of 3-6 keywords)
- Abstract
- Main text (do not embed figures or tables)
- Conclusion (if required; include as a separate paragraph, not as part of the Discussion section)

- Acknowledgments (if applicable)
- Authorship confirmation statement (see below)
- Author(s') disclosure statement(s) (see below)
- Funding statement (see below)
- References
- Figure legends
- Tables
- Supplemental files (if applicable; supplied in Word, not as a PDF)

## **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, Reviews, and Case Studies, 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.

1. The index subject and family members should be evaluated with appropriate informed consent or/and assent.
2. 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.
3. Results from thyroid function testing are mandatory and abnormalities should be validated with a repeat measurement. When available, include relevant ancillary studies.
4. 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.
5. 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.
6. 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.

7. 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 genes should be written in italic using sentence case (e.g., *Pax8*). Protein names are not italicized (e.g., *PAX8*). For the description of human mutations, refer to Hum Mutat 11:1–3.

(<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.

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1. Bennett RL, Steinhaus KA, Uhrich SB, O'Sullivan CK, Resta RG, Lochner-Doyle D, Markel DS, Vincent V, Hamanishi J. Recommendations for standardized human pedigree nomenclature. Pedigree Standardization Task Force of the National Society of Genetic Counselors. Am J Hum Genet 1995;56:745–752.

2. Antonarakis SE. Recommendations for a nomenclature system for human gene mutations. Hum Mutat 1998;11:1–3.

**References.** Thyroid Journal Program uses Mary Ann Liebert's Vancouver reference format. Please scroll down to the Reference and Citation Guidelines for details and examples. A **template** is available for download into your reference manager, and is available in **Zotero**.

## Figure Legends

Figure legends should be uploaded as a separate Word file and double spaced. In the legend, provide explanations for any abbreviations, arrows, etc. that appear in the figure. If the illustration is taken from a copyrighted publication, permission must be secured, appropriate credit must be given in the legend, and a corresponding reference must appear in the reference section.

## Tables

All tables should be prepared in one single Word file. Provide a title for each table. Cite tables in sequence in the text. Explain abbreviations used in the body of the table in footnotes. The most important details of experimental conditions can be included in the table footnotes, and the reader can be referred to the Methods section for additional information. If the tables contain important information on methodology, there should be a brief reference in the

Methods section directing the reader to the table containing the information. If the table is taken from a copyrighted publication, permission must be secured, appropriate credit must be given in the legend, and a corresponding reference must appear in the reference section.

## Figures

- Submission of high resolution .TIFF or .EPS figure files is strongly recommended.
- Figures should not be embedded within the manuscript file.
- Cite figures consecutively in text within parentheses.
- A legend should be supplied for each figure and all legends numbered consecutively.
- Images should not show the name of a patient or a manufacturer.
- Do not include any illustrations as part of your text file.

## Correspondence Address

Following the references, provide the name and complete affiliation and institutional email address of the person to whom correspondence should be sent.

## Manuscript Revisions

To upload a revision of a manuscript, the submitting author should log in to their [Author Center](#) and click on “Revised Manuscripts in Draft.” All revised submissions will be required to meet all formatting conditions described herein. Submissions that do not satisfy these requirements will be un-submitted and returned to the submitting author for proper configuration.

The responses to reviewers and editors should be included in the cover letter, not in a separate file. It is important that the responses include statements regarding what changes were made in the revised manuscript. If the authors do not think that a change is required, it should be indicated. If the revision is submitted in Word®, use the Track Changes feature in the Tools menu to show the changes; otherwise, highlight the changes.

## Letters to the Editor

Thyroid Journal Program will consider Letters to the Editor that respond to a recently published article in Thyroid or highlight relevant observations related to thyroid disorders. They are not a format to present the authors' unpublished work. Letters should not exceed 500 words of text and 5 references. Letters submitted for publication must be original and must not be submitted to any other publication simultaneously.

For questions regarding manuscript submissions, contact our [Author Services Division](#).

Thyroid is the Official Journal of the American Thyroid Association (ATA) with the editorial office at the ATA Office, 6066 Leesburg Pike, Suite 550, Falls Church, VA; website: [www.thyroid.org](http://www.thyroid.org).

# 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](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

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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.

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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.

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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.

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## **Ethics**

## **Institutional Review Board Approvals/Waivers**

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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](#)

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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

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