Journal Information

- **Manuscript Submission Site**: [https://mc.manuscriptcentral.com/aivt](https://mc.manuscriptcentral.com/aivt)
- Editorial Office Contact: bmeyrieuxeditorial@gmail.com
- Support Contact: prosupport@liebertpub.com
- Journal Model: Hybrid (Open Access Option)
- Blinding: Single Blind
- File formatting requirement stage: Upon submission
- Instant Online Option (immediate publication of accepted version): No
- Submission Fee: None

About the Journal

The primary focus of *Applied In Vitro Toxicology* is on the alternative testing methods and their applications of new cell- and tissue-based methods for predicting adverse effects in the pharmaceutical, veterinary, horticultural, chemical, and personal care industries.

Manuscripts containing experiments done solely in animals or in which tissues used in vitro were obtained from animals is not consistent with the primary focus of the journal. However, the use of animal data to confirm or validate a new in vitro approach would be appropriate. *Applied In Vitro Toxicology* promotes the application of in vitro science to understand adverse events.

Manuscript Types and Guidelines

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<th>Manuscript Type</th>
<th>Word Limit</th>
<th>Structured Abstract Limit</th>
<th>Figures Limit</th>
<th>Tables Limit</th>
<th>References Limit</th>
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<td>Original Articles</td>
<td>5,000-6,000 words</td>
<td>No more than 250 words</td>
<td>Maximum of 12</td>
<td>Maximum of 6</td>
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<td>Invited Review Articles</td>
<td>8,000-12,000 words</td>
<td>No more than 250 words</td>
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<td>Commentaries</td>
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<td>Letters to the Editor</td>
<td>500-word limit</td>
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<td>Protocol</td>
<td>4,000-word limit</td>
<td>350-word structured abstract</td>
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The Protocol manuscript type is dedicated to supporting the awareness and publication of operating procedures for methodologies that reinforce key advances in the field. The step-by-step protocol provided in a Protocol Article is intended to establish peer-reviewed methodologies and enable technical improvements for specialists and non-specialists. The Protocol Article submission should describe a method that has already been used to produce results in a peer-reviewed original research article and should describe a technological or methodological update or advancement when compared to the “state-of-the art” methodology.

**Every submitted Protocol Article must provide data and compare the new process to existing processes or identify gaps in prior related protocol publications.**

- 4,000-word limit
- 350-word structured abstract
- Composition: Introduction, Method, Experiment, Results, and Discussion
- 10 figures maximum
- 6 tables maximum

Word limits do NOT pertain to the abstract, disclosure statements, author contribution statements, funding information, acknowledgments, tables, figure legends, or references.
References

Applied In Vitro Toxicology uses Mary Ann Liebert's Vancouver reference format. Templates are available in Zotero and through the CSL Style Repository. An Endnote template is also available.

Liebert Vancouver Style: Order of Citation

- 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.
- 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.

Style Examples for Reference List:

<table>
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<th>Punctuation and Order of Elements in Reference List</th>
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<tbody>
<tr>
<td>Personal communications</td>
<td>References that are unpublished (ie: personal communications, emails, letters) are not to be included in the reference list. Instead, insert &quot;Personal communication; [name], date&quot; parenthetically at the point of citation within text.</td>
</tr>
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</table>
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).

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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.
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.

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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 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.

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Peer Review

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

Exclusivity

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

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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.

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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.

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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.)

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- 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).

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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.
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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.

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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.

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- **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.

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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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completed in accordance with the Declaration of Helsinki as revised in 2013.

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

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

Datasets should be cited in the reference list.

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

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

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

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

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In other cases, the Editorial and Publishing leadership of the title will select a topic they wish to develop more fully and will create a general call for papers on that topic. Issues of this type may be organized and Edited/Guest Edited by an existing Editorial Board member; alternatively, a qualified guest Editor may be invited by the Editorial Leadership.

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

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

- All peer-reviewed journals published by Mary Ann Liebert, Inc. are required to follow United States sanctioned countries laws and regulations. Under our mission as stated above, Liebert journal Editors reserve the right to consider academic contributions from researchers in every country around the world.
- Liebert Journal Editors will handle any submission from a listed OFAC sanctioned country as they would a non-sanctioned country, ensuring the same level of rigorous peer review and suitability of the research subject matter. At present, the highest submitting sanctioned countries include, and are not limited to, submissions from Iran, Russia, Cuba, and Syria.
- Manuscripts from sanctioned countries that are submitted to any Mary Ann Liebert, Inc. journal must contain a Confirmation Statement after the Conclusion section of the manuscript which states that each author confirms that their research is supported by an institution that is primarily involved in education or research.
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