GUIDE FOR AUTHORS

* "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" <http://www.icmje.org> – a long document
* word count is from abstract to references but excluding references
* Original Articles: an abstract is required. They should be no longer than 4000 words and 40 references (word count also excludes tables, figures and legends).
  + No limit of tables & figures

**Submission checklist**

* Corresponding author with contact details:
  + E-mail address
  + Full postal address
  + E.g.
    - Corresponding author. Address: Department of Clinical Pharmacy and Pharma- cology, University Medical Centre Groningen, Hanzeplein 1, 9713 GZ Groningen, The Netherlands. (D.J. Touw).
    - E-mail address: d.j.touw@umcg.nl (D.J. Touw).
* All necessary files have been uploaded:
  + Manuscript:
    - Include keywords
    - All figures (include relevant captions)
    - All tables (including titles, description, footnotes)
    - Ensure all figure and table citations in the text match the files provided
  + Graphical Abstracts / Highlights files (where applicable)  - will do soon.
  + Supplemental files (where applicable)
  + Further considerations
    - Manuscript has been 'spell checked' and 'grammar checked'
    - All references mentioned in the Reference List are cited in the text, and vice versa
    - Permission has been obtained for use of copyrighted material from other sources (including the Internet) – no copyright needed!
    - Relevant declarations of interest have been made
    - Journal policies detailed in this guide have been reviewed
    - Referee suggestions and contact details provided, based on journal requirements
  + l One author designated as corresponding author: l Their E-mail address l Full postal address l Telephone and fax numbers l Keywords l Cover letter addressed to the Editor, introducing the manuscript and confirming that it is not being submitted concurrently elsewhere l All figure captions l All tables (including title, description, footnotes) l All necessary files have been uploaded as attachments to the e-mail l Manuscript has been spell checked l All text pages have been numbered l References are in the correct format for this journal l All references mentioned in the Reference list are cited in the text and vice versa l Permission has been obtained for use of copyrighted material from other sources (including the Web)
* Studies in humans and animals
  + Declaration of Helsinki
  + A statement: “informed consent was obtained for experimentation with human subjects.”
  + Document “ethics committee approval and informed consent”
* Declaration of interest: in 2 places
  + A summary declaration of interest statement in the title page file (if double anonymized) or the manuscript file (if single anonymized). E.g. “Declarations of interest: none”. Or “
    - Competing interests
      * None declared.”
  + Detailed disclosures as part of a separate Declaration of Interest form
* Declaration of generative AI in scientific writing
  + Authors must disclose the use of generative AI and AI-assisted technologies in the writing process, as follows:
    - Add a statement at the end of the manuscript in the core manuscript file, before the References list.
    - The statement should be placed in a new section entitled ‘Declaration of Generative AI and AI-assisted technologies in the writing process’.
      * Statement: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.
* Submission declaration and verification:
  + Submission implies all authors have approved, the manuscript isn’t and will not be submitted elsewhere, in any other language.
  + Preprints:
    - Preprints can be shared anywhere at any time, in line with Elsevier's sharing policy.
    - Sharing preprints e.g. on a preprint server will not count as prior publication
* Use of inclusive language
  + Writing is free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions
  + Seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid using "he, she," or "he/she."
  + Avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid
* Reporting sex- and gender-based analyses
* Contributors
  + Each author is required to declare their individual contribution to the article
  + Roles for all authors should be described
  + Include in the disclosure “all authors have approved the final article”
* Changes to authorship:
  + Only before the manuscript is accepted
* Role of the funding source
  + Who provided financial support. E.g.
    - Funding
      * Anne-Grete Märtson was funded by Marie Skłodowska-Curie Actions (Grant No. 713660dPRONKJEWAILdH2020-MSCA-COFUND- 2015).
* Language:
  + American or British usage is accepted, but not a mixture of these
* Submission:
  + Editable files (e.g., Word, LaTeX) are required
  + Provide a list of 4 or 5 potential reviewers
    - including the Institution,country, email and phone numbers
    - have no conflict of interest
    - are not located in the same Institution
    - 2 of the potential reviewers are from different countries to the authors
    - cannot be members of the Editorial Board of IJAA (no Sebastian Wicha, no Jason Roberts, no Jeffrey Lipman)
    - probably Birgit Koch – France Mantre – Elisabet Nielsen – F
  + Editorial Review:
    - If changes are requested, revisions received later than 3 months after this request will be treated as new submissions.

**PREPARATION**

* Peer review:
  + The text should be in single-column format
  + Do not use the word processor's options to justify text or to hyphenate words
    - Do use bold face, italics, subscripts,superscripts etc
  + Preparing tables
    - If use grid: use only one grid for each individual table and not a grid for each row
    - If no grid: use tabs, not spaces, to align columns
  + Source files of figures, tables and text graphics are required
* Article structure:
  + Subdivision - numbered sections:
    - Divide the article into clearly defined and numbered sections.
    - Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering).
    - Use this numbering also for internal cross-referencing
  + Introduction:
    - State the objectives of the work
    - Provide an adequate background
    - Avoid a detailed literature survey or a summary of the results
  + Material and methods
    - Provide sufficient details to allow the work to be reproduced by an independent researcher
  + Results:
    - Clear and concise
  + Discussion
    - Explore the significance of the results of the work, not repeat them
    - A combined Results and Discussion section is often appropriate
    - Avoid extensive citations and discussion of published literature.
  + Conclusion:
    - May stand alone or
    - Subsection of a Discussion or
    - Subsection of a Results and Discussion section
  + Appendices:
    - More than one appendix: identified as A, B, etc.
    - Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on.
    - Similarly for tables and figures: Table A.1; Fig. A.1, etc.
  + If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Fig. A.1
* Essential title page information:
  + Title
  + Author names and affiliations:
    - Indicate the given name(s) and family name(s) of each author
    - Can add your name between parentheses in your own script behind the English transliteration – great – my name will be like My-Luong Vuong (Mỹ-Lượng Vương).
    - Affiliations (where the actual work was done) below the names.
      * Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address.
      * Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
  + Corresponding author
* Abstract
  + A concise and factual abstract is required (maximum length 250 words). State briefly:
    - The purpose of the research
    - the principal results and major conclusions
  + Be able to stand alone
  + Do not cite references in the abstract.
  + Try to avoid abbreviations
* Highlights
  + Consists of short collection of bullet points capturing the novel results & new methods
  + Submitted in a separate editable file (word file) in the online submission system.
    - Filename: Highlights
    - include 3 to 5 bullet points (maximum 85 characters per bullet point (including spaces))
  + *Graphical abstract*
    - separate file
    - size: 5 × 13 cm
    - resolution: 96 dpi
    - types: TIFF, EPS, PDF or MS Office
* Keywords:
  + Immediately after the abstract
  + Maximum of 3-6 keywords
  + British spelling
  + Avoid general and plural terms
  + Avoid multiple concepts (i.e. avoid 'and', 'of')
  + No abbreviations
* Acknowledgements
  + at the end of the article before the references
  + acknowledge VSC here
* Funding:
  + FWO
* Math formulae:
  + Submit as editable text
  + Present simple formulae in line with normal text
  + Use the solidus (/) for small fractional terms (e.g., X/Y)
  + Variables are in italics
  + Powers of e: denote by exp
  + Number equations consecutively
* Footnotes:
  + Use sparingly
* Figure captions:
  + Supply captions sepately
  + Figure in EPS is accepted!
  + Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.
* **Artwork checklist**: <https://www.elsevier.com/about/policies-and-standards/author/artwork-and-media-instructions/artwork-formats-checklist> - Before you submit your artwork, make sure you can answer "yes" to the following
  + My files are in the correct format: EPS, PDF, TIFF or JPEG, or Microsoft Office files (Word, PowerPoint, Excel)
  + My color images are provided in the preferred RGB colorspace (unless the journal's guide for authors prescribes otherwise)
  + The physical dimensions of the artwork match the dimensions of the journal to which I am submitting — see Sizing of Artwork
  + The lettering used in the artwork does not vary too much in size — see Sizing of Artwork
  + I have used the recommended file-naming conventions — see File Naming
  + All illustrations are provided as separate files (unless the journal's guide for authors prescribes otherwise)
  + All artwork is numbered according to its sequence in the text
  + Figures, schemes and plates have captions and these are provided on a separate sheet along with the manuscript, in addition, all figures are referred to in the text
  + If required, I have specified the preferred magnification factor of my artwork on the sheet with filenames that accompany the submission
  + All the rights are cleared both for print and electronic publication - view the Elsevier permission guidelines
* Figure captions: Submit figure captions with your submission. There are two ways to submit figure captions with your submission:
  + If the journal provides for a submission item type called "Figure Caption", submit your caption here in the form of a text file
  + If there is no such submission item type, you should list your figure captions at the end of your manuscript text file
* References:
  + Should use DOI
  + Web references:
    - the full URL and the date when the reference was last accessed
  + Remove all field codes before submitting the electronic manuscript.
* *Reference style*:
  + *Text*: Indicate references by number(s) in square brackets in line with the text (refer to the sample paper).
    - E.g.: Another study used omeprazole, a typ- ical CYP2C19 substrate, to validate the finding of inflammation in- fluencing the CYP2C19 activity [25].
  + *List*: Number the references (numbers in square brackets) in the list in the order they appear in the text.
    - e.g. [1] Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. J Sci Commun 2010;163:51–9. <https://doi.org/10.1016/j.Sc.2010.00372>.
    - [2] Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. Heliyon.2018;19:e00205. <https://doi.org/10.1016/j.heliyon.2018.e00205>
  + Shortened form for last page number. e.g., 51–9
  + More than 6 authors, the first 6 should be listed followed by 'et al.'
  + Journal abbreviations source
    - [List of Title Word Abbreviations](https://www.issn.org/services/online-services/access-to-the-ltwa/) (hyperlink).
* Tables:
  + Editable text
  + Uploaded separately and not included as part of the manuscript text.
  + Number consecutively
  + Table notes below the table body
  + Avoid using vertical rules and shading in table cells
* Upload your data?
  + Ask Erwin

New version: **071123**

* Word count is from abstract to references but excluding references
* Word counts: no longer than 4000 words and 40 references (word count also excludes tables, figures and legends)
* Requirement:
  + provide a list of 4 or 5 potential reviewers (e-mail and phone number)
    - knowledgeable in the subject matter
    - have no conflict of interest
    - 2 of the potential reviewers are from a different country to the authors
    - Include the Institution and country for each potential reviewer
* Submission checklist:
  + corresponding author with contact details
    - E-mail address
    - Full postal address