Authors are reminded that they should not imply that any opinions or views expressed in their article are those of the journal.

***General***

* Write the manuscript in UK English.
* The manuscript file you submit must be saved in rich text format (.rtf) or as a Microsoft Word document (.doc or .docx).
* Describe abbreviations and unusual terms at the first time of use.
* Symbols as defined by the ad hoc working group of the Commission of the European Communities (see [Eur Respir J 1993; 6: Suppl. 16](http://dx.doi.org/10.1183/09041950.085s1693)) are recommended.
* Système International (SI) units are recommended.
* Equations should be created as normal text.

***Title page***

* Provide a concise and informative title, limited to 90 characters (including spaces).
* Include a list of all contributing authors and all of their affiliations, with a clear indication of who is associated with each institution.
* Supply the full correspondence details for the corresponding author, including e-mail address. Only one corresponding author per manuscript should be provided.
* Provide a 256-character (including spaces) summary of the "take home" message of your paper, which can be used to publicise your study *via*social media.

***Tables***

* Insert tables into the main text document using the Table function in your word processing package. Do not supply tables in a separate file.
* Number tables consecutively with Arabic numerals.
* Limit data to a sensible number of significant figures.
* Avoid large tables if possible. Large tables are difficult to display on small screens or A4 printouts.
* Provide a clear footnote for each table, making sure all abbreviations and symbols used are defined.
* For reference numbering schemes, citations made in tables should continue in numerical order from the point in the main body text where the table is first cited.

***Figures***

***FILE FORMAT***

* Supply line-art figures in JPG, JPEG, TIF, TIFF, Adobe Illustrator (.ai) or EPS format. Please ensure image files are not layered and that the image size does not exceed 180 x 250mm. Graphs or bar charts may be supplied in Excel or similar spreadsheet format. PDF's can be uploaded but the figure legend must be included on the PDF.
* Supply halftone and photographic images in PSD, JPG, JPEG, TIF or TIFF format. Minimum resolution should be 300 dpi at the final printable size (90 mm to 180mm wide maximum).
* Don’t embed images in the main manuscript file. Supply them separately.
* If your figures were originally created in another format that contains extra information (*e.g.* embedded data in an Excel graph), consider supplying them as supplementary material (Original Articles only).

***SIZE AND QUANTITY***

* Figures constitute a key element of manuscripts submitted to the ERS research journals. However, figures should be limited (both in size and number) to those required to show the essential features described in the manuscript.
* Avoid large figures comprising many individual parts: as a maximum, each individual figure must fit to a single PDF page of the journal, with sufficient space for its accompanying caption.
* If you have a large number of figures, consider publishing some of them as an online supplement.
* Images should be submitted in as close a size as possible to the final print size. There are three options: 90, 140 or 190 mm.

***COLOUR FIGURES***

* There is a charge for presenting figures in colour in the printed edition of the *European Respiratory Journal*; figures can be presented in colour online free of charge in both the *European Respiratory Journal*and *ERJ Open Research*.
* There is no charge for presenting figures in colour in *ERJ Open Research*.
* Please remember that people are likely to print your manuscript on a black-and-white printer. Your colour figures need to be comprehensible when printed in this format.

***FIGURE PRESENTATION***

* All submitted figures must be clearly named and numbered.
* Whether for images, drawings or graphs, use no more than four panels for a single figure. These should be labelled as a), b), c) and d).
* In photographic and halftone images, show only the areas of interest with enough surrounding area for orientation purposes.
* Radiographic images should be of high quality and combined into one array, such as posteroanterior and lateral views. Each panel should be sized identically.
* When several photographic or halftone images of a given type are being shown, please reproduce them all at the same magnification.
* Photomicrographs must have internal linear scale markers (scale bars), since the size and magnification may be altered when the figure is printed or displayed on screen.
* Images should correspond in appearance to the tonal relations of the original radiograph (*i.e.* showing the bones white on a dark background), with the patient's right to the observer's left. CT scans and magnetic resonance images should employ the internationally accepted 'view from below'.
* Label your images such that all important details are clearly marked, but avoid obscuring large areas of the images with excessive labelling.
* Use a sans serif font (such as Arial or Helvetica) for labelling, and ensure that the font is legible, of reasonable size and uniform throughout all the figures in your manuscript.
* Ensure that bar charts and graphs have a white background, with no shading or gridlines.
* Use greyscale shading on bar charts and graphs (different weights can be used, e.g. from 0% (white) to 100% (black) for purposes of differentiation), in preference to hatching and patterning.
* Do not use three-dimensional effects in the presentation of bar charts.
* For reference numbering schemes, citations made in figures should continue in numerical order from the point in the main body text where the figure is cited.’

***GUIDELINES FOR HANDLING IMAGE DATA***

* If an image has been enhanced electronically, please explain the alterations that have been made and submit the original image along with the enhanced one. Keep an electronic set of original images, since our reviewers might ask you to modify their content and the display modus.
* The Council of Science Editors has established four basic guidelines for handling image data, which authors submitting to the ERS research journals are urged to comply with. 1) No specific feature within an image may be enhanced, obscured, removed or introduced. 2) Adjustments of brightness, contrast or colour balance are acceptable if they are applied to the whole image and as long as they do not obscure, eliminate or misrepresent any information present in the original. 3) The grouping of images from different parts of the same gel, or from different gels, fields or exposures must be made explicit by the arrangement of the figure (*e.g.* by using dividing lines) and in the text of the figure legend. 4) If the original data cannot be produced by an author when asked to provide it, the acceptance of the manuscript may be revoked.

***CAPTIONS***

* Provide a clear caption for each figure.
* Captions should be brief and not repetitive of information given in the text.
* All abbreviations should be expanded.
* Where appropriate, captions should include the imaging technique used, the body part imaged and any noteworthy details.
* Mention any use of internal scale bars.

***Acknowledgements***

* Acknowledgements should be grouped into a single paragraph placed after the Discussion section.
* Only acknowledge people who have made substantial contributions to the study, and provide the affiliation of those you name.
* Provide the names and affiliation details of members of collaborating bodies.
* Financial support for the study should be acknowledged in a separate support statement; financial support provided to individuals must be disclosed on the conflict of interest declaration.

**References**

* Number references consecutively in the order in which they first appear in the text, using full-sized Arabic numerals in square brackets to cite references.
* All authors must be included for each cited item.
* References should contain at all the information shown in the following examples:

1. Bannerjee D, Khair OA, Honeybourne D. Impact of sputum bacteria on airway inflammation and health status in clinical stable COPD. Eur Respir J 2004; 23: 685-692.

2. Bourbon J, Henrion-Caude A, Gaultier C. Molecular basis of lung development. In: Gibson GJ, Geddes DM, Costable U, Sterk PJ, Corrin B, eds. Respiratory Medicine. 3rd Edn. Edinburgh/Philadelphia, Elsevier Science, 2002; pp. 64-81.

* Documents published online, and individual web pages, should be listed in the reference list, not in the text, and only used when an original citation is unavailable; citations should contain at all the information shown in this example (include the author of the webpage, its title, the URL on which the cited material can be found, and the dates on which the webpage was last accessed by you, and on which it was last updated):

3. WHO. Severe Acute Respiratory Syndrome (SARS). www.who.int/csr/sars/en/index.html. Date last updated: June 1 2004. Date last accessed: June 1 2004.

* References to websites as a whole or sections of websites (rather than particular pages or documents on a website) should be included directly in the text:

...data was sourced from the WHO Global Health Observatory (www.who.int/gho/en/)...

* Works that have not yet been accepted for publication and personal communications should not appear in the reference list. These should be mentioned directly in the text.
* A copy of any paper cited as "in press" and not yet available online should be uploaded to the submission platform as supporting material.

### **Original articles**[**top**](http://www.ersjournals.com/authors/research-ms-preparation#TOP)

Original articles should not exceed 3000 words (you do not need to include the abstract, references, tables and figure captions in this word count). If your manuscript exceeds this limit, please state the final word count and explicit reasons for exceeding the limit in your covering letter.

-> 3,331 words

The total number of figures and/or tables should be limited to no more than eight. Large figures with more than four parts should be avoided: these can be presented as online supplementary material. More information regarding figures can be found above.

-> Adjust Figure index

#### *****Abstract*****

Please provide an abstract of 200 words or fewer, which is easily understood without reference to the text (see Ann Intern Med 1987; 106: 598-604).

-> 251 words

The abstract should have four separate paragraphs, which correspond to: the question addressed by the study; materials/patients and methods; results; and the answer to the question. One or two sentences of background information can be included in the opening paragraph if necessary. The question and answer should be the same as those in the text.

Include only the most important numbers and results, and avoid using abbreviations.

#### *****Introduction*****

In the introduction, state the question you asked (or hypothesis to be tested) and your considerations leading to the formulation of the question. Give only pertinent references.

#### *****Material and methods*****

##### *****STUDY SUBJECTS OR ANIMALS*****

* Clearly describe how the subjects or experimental animals were identified, including the control subjects when used. For animals, see [Laboratory Animals 1985; 19: 106-108](http://lan.sagepub.com/content/19/2/106.long).
* Clearly state the eligibility criteria for cases and controls in observational studies, or for subjects in clinical trials.
* When reporting studies on human subjects, authors should indicate whether the study procedures were approved, or were exempt from review, by the responsible national or institutional review committee. If no formal ethics committee was available, a statement indicating that the research was conducted according to the principles of the Declaration of Helsinki should be included. Written informed consent must also have been obtained from all subjects and this must be clearly indicated in the paper. See also guidance on the reporting of clinical trials, below.
* Animal experimentation must have been performed according to the Declaration of Helsinki conventions for the use and care of animals.
* Provide details of the species and/or strain and number of animals involved in the study.
* The editors will reject work that does not conform to acceptable ethical criteria.

##### *****STUDY DESIGN*****

* Clearly state the main study objective(s).
* Consider sample size and whether you have enough subjects to reliably address the research question.
* Manuscripts reporting clinical trials should include details of the sample size calculation (i.e. the expected effect size, power, level of statistical significance and one- or two-sided test).
* For systematic reviews, make sure that the keywords used to search electronic medical databases cover different terminology (for example, tumour or cancer) and spelling (for example, randomised or randomized).

##### METHODS

* Provide an overview of the main tests or experiments.
* Describe the methods and apparatus in sufficient detail to allow other workers to evaluate or reproduce the tests/experiments.
* For methods that have been published before, provide a reference only, or a reference and brief description.
* Identify drugs and chemicals, including generic name, dosage and route of administration.
* Provide manufacturers’ names and addresses (city and country) for equipment, drugs, chemicals and software as necessary, but not in a separate section.

##### *****ANALYSIS*****

* Clearly state and define the main outcome measure(s).
* Briefly state the statistical methods used during the analysis if they are standard. Describe any new methods and justify their use.
* In the case of single- or multicentre trials with blinded intervention, the code must have been broken at the end of the study in the presence of the responsible investigator of each centre. The code and the data will then be available to each participating centre. The first author should make provisions so that if needed, the data are available to the editors for independent statistical analysis.
* Seek advice from a statistician on the appropriate methods of analysis and whether results have been interpreted correctly.

#### *****Results*****

* Keep the results section brief.
* Describe the baseline characteristics or condition of patients or animals.
* Focus on the important results, i.e. those that help to address the research question.
* Present most data in figures or tables, not in the text. Use the text to emphasise or summarise the most important observations.

#### *****Discussion*****

* At the beginning of the discussion, summarise the main results, and show how they have addressed the research question.
* Make sure that the conclusions are consistent with the results and are pertinent to the research question.
* Describe the limitations of the study and/or analysis, and discuss their possible implications for the conclusions.
* Emphasise the new and important aspects of the study.
* Try to explain contradictory or unexpected results, or discrepancies with previous findings.

1. # of references : 40

2. # or words in the abstract : 200 (The abstract should have four separate paragraphs, which correspond to: the question addressed by the study; materials/patients and methods; results; and the answer to the question. One or two sentences of background information can be included in the opening paragraph if necessary. The question and answer should be the same as those in the text.)

3. # of words in the body : 3,000 (If your manuscript exceeds this limit, please state the final word count and explicit reasons for exceeding the limit in your covering letter.)

4. Title page : Provide a 256-character (including spaces) summary of the "take home" message of your paper, which can be used to publicise your study via social media.