

Instructions for Authors

Manuscript Submission

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Permissions

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

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Ethical standards

Manuscripts submitted for publication must contain a statement to the effect that all human studies have been approved by the appropriate ethics committee and have therefore been performed in accordance with the ethical standards laid down in the 1975 Declaration of Helsinki revised in 2000. It should also be stated clearly in the text that all persons gave their informed consent prior to their inclusion in the study. Details that might disclose the identity of the subjects under study should be omitted.

The editors reserve the right to reject manuscripts that do not comply with the abovementioned requirements. The author will be held responsible for false statements or failure to fulfill the above-mentioned requirements.

Conflict of interest

Authors must indicate whether or not they have a financial relationship with the organization that sponsored the research. This note should be added in a separate section before the reference list. If no conflict exists, authors should state: The authors declare that they have no conflict of interest.

Manuscript structure

EDITORIAL

Editorial articles should contain a maximum of 8.000 characters (spaces included) and should not include more than 2 illustrations (tables, artworks). No abstract requested; max. 5 references.

RESEARCH ARTICLES

Research articles are subject to peer review process. They should contain a maximum of 30.000 characters (spaces included) and should not include more than 6 illustrations (tables, artworks).

The text should normally be structured in: Abstract, Keywords, Introduction, Materials and Methods, Conclusions, Acknowledgements, References (max 30).

Review articles are subject to peer review process. They should contain a maximum of 30.000 characters (spaces included) and should not include more than 6 illustrations (tables, artworks). The text should have Abstract, Keywords and max 50 References.

Manuscript Formats

Title Page

The title page should include:

The name(s) of the author(s)

A concise and informative title

The affiliation(s) and address(es) of the author(s)
The e-mail address, telephone and fax numbers of the corresponding author

Abstract

Please provide a structured abstract of 150 to 250 words.

Keywords

Please provide 4 to 6 keywords which can be used for indexing purposes.

Text Formatting

Manuscripts should be submitted in Word.
Use a normal, plain font (e.g., 10-point Times Roman) for text.
Use italics for emphasis.
Use the automatic page numbering function to number the pages.
Do not use field functions.
Use tab stops or other commands for indents, not the space bar.
Use the table function, not spreadsheets, to make tables.
Use the equation editor or MathType for equations.

Note: If you use Word 2007, do not create the equations with the default equation editor but use the Microsoft equation editor or MathType instead.
Save your file in doc format. Do not submit docx files.

Headings

Please use no more than three levels of displayed headings.

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.
Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols. Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

References

Reference citations in the text should be identified by numbers in square brackets.

Some examples:

1. Negotiation research spans many disciplines [3].
2. This result was later contradicted by Becker and Seligman [5].
3. This effect has been widely studied [1-3, 7].

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
The entries in the list should be numbered consecutively.

Some examples:

Journal article

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009)

Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:731-738. doi: 10.1007/s00421-008-0955-8

Ideally, the names of all authors should be provided, but the usage of "et al" in long author lists will also be accepted: Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. *N Engl J Med* 965:325–329

Article by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med.* doi:10.1007/s001090000086

Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

Book chapter

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York, pp 230-257

Online document

Cartwright J (2007) Big stars have weather too. IOP Publishing PhysicsWeb. <http://physicsweb.org/articles/news/11/6/16/1>. Accessed 26 June 2007

Dissertation

Trent JW (1975) Experimental acute renal failure. Dissertation, University of California Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see www.issn.org/2-22661-LTWA-online.php

Tables

All tables are to be numbered using Arabic numerals.

Tables should always be cited in text in consecutive numerical order.

For each table, please supply a table caption (title) explaining the components of the table.

Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Artwork

For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format. Your art will then be produced to the highest standards with the greatest accuracy to detail. The published work will directly reflect the quality of the artwork provided.

Electronic Figure Submission

Supply all figures electronically.

Indicate what graphics program was used to create the artwork.

For vector graphics, the preferred format is EPS; for halftones, please use TIFF format.

MS Office files are also acceptable.

Vector graphics containing fonts must have the fonts embedded in the files.

Name your figure files with "Fig" and the figure number, e.g., Fig 1.eps.

Definition: Black and white graphic with no shading.

Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.

All lines should be at least 0.1 mm (0.3 pt) wide.

Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.

Combination artwork should have a minimum resolution of 600 dpi.

Color Art

If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent. If the figures will be printed in black and white, do not refer to color in the captions.

Color illustrations should be submitted as RGB (8 bits per channel).

Figure Lettering

To add lettering, it is best to use Helvetica or Arial (sans serif fonts).

Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).

Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.

Avoid effects such as shading, outline letters, etc.

Do not include titles or captions within your illustrations.

Figure Numbering

All figures are to be numbered using Arabic numerals.

Figures should always be cited in text in consecutive numerical order.

Figure parts should be denoted by lowercase letters (a, b, c, etc.).

If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

Figure Captions

Each figure should have a concise caption describing accurately what the figure depicts.

Include the captions in the text file of the manuscript, not in the figure file.

Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.

No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.

Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.

Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

After acceptance

Upon acceptance of your article you will receive the Copyright Transfer Statement and the request to indicate whether you wish to order Open Access and offprints, together with the proofs of your article.

Open Access

In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), CEC now provides an alternative publishing option: CEC Open Access. A CEC Open Access article receives all the benefits of a regular subscription-based article, but in addition is made available publicly through CEC's online platform.

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