

# JOURNAL OF EVIDENCE-BASED DENTAL PRACTICE

**AUTHOR INFORMATION PACK** 

# **TABLE OF CONTENTS**

•	Description	p.1
•	Abstracting and Indexing	p.1
•	<b>Editorial Board</b>	p.1
•	Guide for Authors	p.3



**ISSN:** 1532-3382

#### DESCRIPTION

The Journal of Evidence-Based Dental Practice presents timely original articles, as well as reviews of articles on the results and outcomes of **clinical procedures** and **treatment**. The Journal advocates the use or rejection of a procedure based on solid, clinical evidence found in literature. The Journal's dynamic operating principles are explicitness in process and objectives, publication of the highest-quality reviews and original articles, and an emphasis on objectivity.

#### **Benefits to authors**

We also provide many author benefits, such as free PDFs, a liberal copyright policy, special discounts on Elsevier publications and much more. Please click here for more information on our author services.

Please see our Guide for Authors for information on article submission. If you require any further information or help, please visit our support pages: http://support.elsevier.com

# **ABSTRACTING AND INDEXING**

**MEDLINE®** 

# **EDITORIAL BOARD**

#### **Editors**

Editor-in-Chief

Michael G. Newman, DDS, Professor Emeritus, UCLA School of Dentistry, Los Angeles, CA

**Editor** 

Scott L. Tomar, DMD, MPH, DrPH, University of Florida College of Dentistry, Gainesville, FL

Associate Editor

Terri Tillis, RDH, PhD, University of Colorado School of Dentistry, Aurora, CO

Editorial Board

O. Ross Beirne, Seattle, WA Joel Berg, Seattle, WA William H. Binnie, Scotland Walter Bretz, New York, NY Eunice Carrilho, Coimbra, Portugal

Sung-Kiang Chuang, Chestnut Hill, Massachusetts Ian Coulter, Los Angeles, CA Satheesh Elangovan, Iowa City, Iowa Clovis M. Faggion, Jr., New Zealand Marcelo Freire, Boston, MA Stuart A. Gansky, San Francisco, CA Raul Garcia, Boston, MA Catherine Hayes, Boston, MA Jeffrey Hutter, Boston, MA Mike T. John, Minneapolis, MN Nadeem Karimbux, Boston, MA Ralph, Katz,, New York, NY Anwar Merchant, Hamilton, ON George K. Merijohn, San Francisco, CA Mark Reynolds, Baltimore, MD Mariano Sanz, Madrid, Spain Norman Tinanoff, Baltimore, MD

Senior Associate Editor Emeritus Bruce Dye, DDS, MPH; ABDPH, Diplomate, Bethesda, MD Philippe Hujoel, Seattle, WA

### **GUIDE FOR AUTHORS**

The Journal of Evidence-Based Dental Practice has two primary goals:

- •To improve patients' outcomes and health
- •To facilitate decision-making that results in better patient outcomes, enhanced research planning, better products, and improved policy development Manuscripts that review or address the Journal's goals are welcome. Current status of an evidence-based topic, systematic reviews, and articles on diagnosis, or treatment are encouraged. Emphasis for acceptance includes a clear statement about how the manuscript content addresses the Journal's goals. Clarity of presentation is very important.

# Original articles are invited that:

- •Demonstrate the clinical application of an evidence-based approach
- •Provide specific examples of how an evidence-based approach has been integrated into clinical practice
- Present new techniques for teaching application of the evidence-based approach
- •Present original research providing compelling evidence that may influence the practice of dentistry
- Facilitate decision? making that results in better patient outcomes, enhanced research planning, better products, or improved policy development.

#### Editorials are also invited.

#### **EDITOR-IN-CHIEF**

Michael G. Newman, DDS, Professor Emeritus, UCLA School of Dentistry, Section of Periodontics, Los Angeles, CA 90095-1668, E-mail: mgnewman@aol.com

#### **SENIOR ASSOCIATE EDITOR**

Scott L. Tomar, DMD, MPH, DrPH, Professor, University of Florida College of Dentistry and Behavioral Science, 1329 SW 16th Street, Room 5188, PO Box 103628, Gainesville, FL 32610-3628, Tel: (352) 273-5968, Fax: (352) 273-5985, E-mail:stomar@dental.ufl.edu

#### **PUBLISHER**

Jane Ryley, Elsevier Inc., 3251 Riverport Lane, St Louis, MO 63043, Tel: (314) 447-9226, E-mail: j.ryley@elsevier.com

# **MANAGING EDITORS**

Danita Jackson Carter, Elsevier Inc., 3251 Riverport Lane, St Louis, MO 63043, Tel: (314) 447-8171, E-mail: d.carter@elsevier.com

Elaine Steinborn (Article Analysis and Evaluations), E-mail: eseditor1@gmail.com

#### Journal Manager

Shayna Bayard, Tel: 215-844-8326, Fax: 215-844-4292, E-mail: bayards@elsevier.com

### **BEFORE YOU BEGIN**

### Ethics in publishing

For information on Ethics in publishing and Ethical guidelines for journal publication see <a href="https://www.elsevier.com/publishingethics">https://www.elsevier.com/publishingethics</a> and <a href="https://www.elsevier.com/journal-authors/ethics">https://www.elsevier.com/journal-authors/ethics</a>.

#### Human and animal rights

If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans, <a href="http://www.wma.net/en/30publications/10policies/b3/index.html">http://www.wma.net/en/30publications/10policies/b3/index.html</a>; Uniform Requirements for manuscripts submitted to Biomedical journals, <a href="http://www.icmje.org">http://www.icmje.org</a>. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. **All animal studies need to ensure they comply with the ARRIVE guidelines.** More information can be found at http://www.nc3rs.org.uk/page.asp?id=1357.

#### Conflict of interest

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then please state this: 'Conflicts of interest: none'. See also https://www.elsevier.com/conflictsofinterest. Further information and an example of a Conflict of Interest form can be found at: http://service.elsevier.com/app/answers/detail/a\_id/286/supporthub/publishing.

#### Submission declaration

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint, see <a href="https://www.elsevier.com/sharingpolicy">https://www.elsevier.com/sharingpolicy</a>), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder.

# **Copyright**

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (for more information on this and copyright, see <a href="https://www.elsevier.com/copyright">https://www.elsevier.com/copyright</a>). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations (please consult <a href="https://www.elsevier.com/permissions">https://www.elsevier.com/permissions</a>). If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases: please consult <a href="https://www.elsevier.com/permissions">https://www.elsevier.com/permissions</a>.

For open access articles: Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (for more information see <a href="https://www.elsevier.com/OAauthoragreement">https://www.elsevier.com/OAauthoragreement</a>). Permitted third party reuse of open access articles is determined by the author's choice of user license (see <a href="https://www.elsevier.com/openaccesslicenses">https://www.elsevier.com/openaccesslicenses</a>).

#### **Author rights**

As an author you (or your employer or institution) have certain rights to reuse your work. For more information see <a href="https://www.elsevier.com/copyright">https://www.elsevier.com/copyright</a>.

### Role of the funding source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

# Funding body agreements and policies

Elsevier has established a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some authors may also be reimbursed for associated publication fees. To learn more about existing agreements please visit <a href="https://www.elsevier.com/fundingbodies">https://www.elsevier.com/fundingbodies</a>.

After acceptance, open access papers will be published under a noncommercial license. For authors requiring a commercial CC BY license, you can apply after your manuscript is accepted for publication.

#### Open access

This journal offers authors a choice in publishing their research:

# Open access

• Articles are freely available to both subscribers and the wider public with permitted reuse

• An open access publication fee is payable by authors or on their behalf e.g. by their research funder or institution

# Subscription

- Articles are made available to subscribers as well as developing countries and patient groups through our universal access programs (https://www.elsevier.com/access).
- No open access publication fee payable by authors.

Regardless of how you choose to publish your article, the journal will apply the same peer review criteria and acceptance standards.

For open access articles, permitted third party (re)use is defined by the following Creative Commons user licenses:

Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)

For non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

The open access publication fee for this journal is **USD 2500**, excluding taxes. Learn more about Elsevier's pricing policy: http://www.elsevier.com/openaccesspricing.

#### Green open access

Authors can share their research in a variety of different ways and Elsevier has a number of green open access options available. We recommend authors see our green open access page for further information (http://elsevier.com/greenopenaccess). Authors can also self-archive their manuscripts immediately and enable public access from their institution's repository after an embargo period. This is the version that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review and in editor-author communications. Embargo period: For subscription articles, an appropriate amount of time is needed for journals to deliver value to subscribing customers before an article becomes freely available to the public. This is the embargo period and it begins from the date the article is formally published online in its final and fully citable form.

This journal has an embargo period of 12 months.

# Language (usage and editing services)

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's WebShop (http://webshop.elsevier.com/languageediting/) or visit our customer support site (http://support.elsevier.com) for more information.

#### Informed consent and patient details

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in an Elsevier publication. Written consents must be retained by the author and copies of the consents or evidence that such consents have been obtained must be provided to Elsevier on request. For more information, please review the *Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals*, https://www.elsevier.com/patient-consent-policy. Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details of any patient included in any part of the article and in any supplementary materials (including all illustrations and videos) must be removed before submission.

#### Submission

Our online submission system guides you stepwise through the process of entering your article details and uploading your files. The system converts your article files to a single PDF file used in the peer-review process. Editable files (e.g., Word, LaTeX) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

Submit your article

Please submit your article via https://www.evise.com/evise/faces/pages/navigation/NavController.jspx?JRNL\_ACR=YMED.

#### **PREPARATION**

# Use of word processing software

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier: <a href="https://www.elsevier.com/guidepublication">https://www.elsevier.com/guidepublication</a>). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

### Embedded math equations

you Ιf are submitting an article prepared with Microsoft Word containing information embedded math equations then please read this related support (http://support.elsevier.com/app/answers/detail/a\_id/302/).

#### Article structure

#### Subdivision - unnumbered sections

Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

#### Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

#### Material and methods

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

#### Results

Results should be clear and concise.

# Discussion

This should 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.

#### Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

#### Essential title page information

- *Title.* Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case 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.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**

• **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

#### Structured abstract

A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

# Graphical abstract

Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of  $531 \times 1328$  pixels (h × w) or proportionally more. The image should be readable at a size of  $5 \times 13$  cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. See https://www.elsevier.com/graphicalabstracts for examples.

Authors can make use of Elsevier's Illustration and Enhancement service to ensure the best presentation of their images and in accordance with all technical requirements: Illustration Service.

# Keywords

Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

# **Abbreviations**

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

# **Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

#### **Artwork**

Electronic artwork

General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.

A detailed guide on electronic artwork is available on our website:

https://www.elsevier.com/artworkinstructions.

# You are urged to visit this site; some excerpts from the detailed information are given here. Formats

If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.

Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings, embed all used fonts.

TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi. TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

#### Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

#### Color artwork

Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color online (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. For color reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article. Please indicate your preference for color: in print or online only. For further information on the preparation of electronic artwork, please see <a href="https://www.elsevier.com/artworkinstructions">https://www.elsevier.com/artworkinstructions</a>.

#### Illustration services

Elsevier's WebShop (http://webshop.elsevier.com/illustrationservices) offers Illustration Services to authors preparing to submit a manuscript but concerned about the quality of the images accompanying their article. Elsevier's expert illustrators can produce scientific, technical and medical-style images, as well as a full range of charts, tables and graphs. Image 'polishing' is also available, where our illustrators take your image(s) and improve them to a professional standard. Please visit the website to find out more.

# Figure captions

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.

#### **Tables**

Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules.

#### References

#### Citation in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

#### Reference links

Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is encouraged.

#### Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

#### Reference management software

Elsevier Most journals reference template available have their in many the most popular reference management software products. These include all products that support Citation Style Language styles (http://citationstyles.org), such as Mendeley (http://www.mendeley.com/features/reference-manager) and Zotero (https://www.zotero.org/), as well as EndNote (http://endnote.com/downloads/styles). Using the word processor plug-ins from these products, authors only need to select the appropriate journal template when preparing their article, after which citations and bibliographies will be automatically formatted in the journal's style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide.

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link:

http://open.mendeley.com/use-citation-style/the-journal-of-evidence-based-dental-practice

When preparing your manuscript, you will then be able to select this style using the Mendeley plugins for Microsoft Word or LibreOffice.

# Reference style

*Text:* Indicate references by (consecutive) superscript arabic numerals in the order in which they appear in the text. The numerals are to be used *outside* periods and commas, *inside* colons and semicolons. For further detail and examples you are referred to the AMA Manual of Style, A Guide for Authors and Editors, Tenth Edition, ISBN 0-978-0-19-517633-9 (see <a href="http://www.amamanualofstyle.com">http://www.amamanualofstyle.com</a>).

*List:* Number the references in the list in the order in which they appear in the text. *Examples:* 

Reference to a journal publication:

1. Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. J Sci Commun. 2010;163:51–59.

Reference to a book:

- 2. Strunk W Jr, White EB. The Elements of Style. 4th ed. New York, NY: Longman; 2000. Reference to a chapter in an edited book:
- 3. Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, eds. Introduction to the Electronic Age. New York, NY: E-Publishing Inc; 2009:281–304.

#### Journal abbreviations source

Journal names should be abbreviated according to the List of Title Word Abbreviations: http://www.issn.org/services/online-services/access-to-the-ltwa/.

#### Video data

Elsevier accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include links to these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the files in one of our recommended file formats with a preferred maximum size of 150 MB. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect: <a href="http://www.sciencedirect.com">http://www.sciencedirect.com</a>. Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our video instruction pages at <a href="https://www.elsevier.com/artworkinstructions">https://www.elsevier.com/artworkinstructions</a>. Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.

#### **AudioSlides**

The journal encourages authors to create an AudioSlides presentation with their published article. AudioSlides are brief, webinar-style presentations that are shown next to the online article on ScienceDirect. This gives authors the opportunity to summarize their research in their own words and to help readers understand what the paper is about. More information and examples are available at <a href="https://www.elsevier.com/audioslides">https://www.elsevier.com/audioslides</a>. Authors of this journal will automatically receive an invitation e-mail to create an AudioSlides presentation after acceptance of their paper.

# Supplementary material

Supplementary material can support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, high-resolution images, background datasets, sound clips and more. Please note that such items are published online exactly as they are submitted; there is no typesetting involved (supplementary data supplied as an Excel file or as a PowerPoint slide will appear as such online). Please submit the material together with the article and supply a concise and descriptive caption for each file. If you wish to make any changes to supplementary data during any stage of the process, then please make sure to provide an updated file, and do not annotate any corrections on a previous version. Please also make sure to switch off the 'Track Changes' option in any Microsoft Office files as these will appear in the published supplementary file(s). For more detailed instructions please visit our artwork instruction pages at https://www.elsevier.com/artworkinstructions.

#### Submission checklist

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.

#### **Ensure that the following items are present:**

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded, and contain:

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been 'spell-checked' and 'grammar-checked'
- References are in the correct format for this journal
- 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)

Printed version of figures (if applicable) in color or black-and-white

• Indicate clearly whether or not color or black-and-white in print is required.

For any further information please visit our customer support site at http://support.elsevier.com.

# **AFTER ACCEPTANCE**

# Use of the Digital Object Identifier

The Digital Object Identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they have not yet received their full bibliographic information. Example of a correctly given DOI (in URL format; here an article in the journal *Physics Letters B*):

http://dx.doi.org/10.1016/j.physletb.2010.09.059

When you use a DOI to create links to documents on the web, the DOIs are guaranteed never to change.

#### **Proofs**

One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post) or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to download Adobe Reader version 9 (or higher) available free from <a href="http://get.adobe.com/reader">http://get.adobe.com/reader</a>. Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site: <a href="http://www.adobe.com/products/reader/tech-specs.html">http://www.adobe.com/products/reader/tech-specs.html</a>.

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and scan the pages and return via e-mail. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. We will do everything possible to get your

article published quickly and accurately. It is important to ensure that all corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

# **AUTHOR INQUIRIES**

You can track your submitted article at https://www.elsevier.com/track-submission. You can track your accepted article at https://www.elsevier.com/trackarticle. You are also welcome to contact Customer Support via http://support.elsevier.com.

© Copyright 2014 Elsevier | http://www.elsevier.com