

Guide for Authors

I. Scope of the journal

The **European Journal of Integrative Medicine (EuJIM)** understands integrative medicine as the link between conventional medicine and evidence based complementary and alternative medicine (CAM). To strengthen the understanding and cooperation between these polarised fields is the major target of this journal. Therefore, it has the aim to connect medical researchers and clinicians as well as members of other medical professions and health care organisation, who seek objective and critical information on integrative medicine in order to deepen their understanding of these approaches. The costs associated with ageing and increasing chronic disease will require a greater diversity of evidence based health care options. Integrative medicine will provide the basis for best possible comprehensive patient care.

To achieve these aims the **European Journal of Integrative Medicine** is designed as international and interdisciplinary platform for researchers and clinicians. It publishes peer-reviewed articles on evidence based CAM and its interface with conventional medicine. CAM includes acupuncture, herbal medicine, osteopathy, mindfulness and may encompass a variety of other healthcare approaches which have relevance for effective clinical practice.

The **European Journal of Integrative Medicine** focuses primarily on original research articles including systematic reviews, randomized controlled studies, other clinical studies, observational and epidemiological studies, outcome research studies. In addition, the Journal will feature short reviews, opinion articles as well as contributions relating to health policy and health economics.

II. Accepted manuscript types

- Systematic Reviews – whose length is not limited and should include Title, Abstract, Methods and Material, Results, Discussion, Conclusions, Conflict of Interest, Acknowledgements and References.
- Short Reviews – Short papers, normally not exceeding 5 printed pages.
- Original Articles – whose length is not limited and should include Title, Abstract, Methods and Material, Results, Discussion, Conclusions, Conflict of Interest, Acknowledgements and References. As a guideline, a full length paper normally occupies no more than 10 printed pages of the journal, including tables and illustrations.
- Opinion Articles – Short papers, normally not exceeding 5 printed pages, concerned with matters of particular interest and current importance. They must be based on published articles.

III. Preparation and format of manuscripts

1. General procedures

The language of the Journal is English. Manuscripts should be neatly typed, double-spaced throughout, including tables, on pages of uniform size with at least 2.5 cm margins on all sides. Use one font type and size throughout the manuscript. Author(s) should not break or hyphenate words. When using an electronic printer, the right-hand margin should not be justified. Footnotes in the text are not permitted. The text of the manuscript must be paginated, the first page being the title page. The manuscript, typed with double spacing and ample margins, should be submitted with the declaration that the study was performed according to the international, national and institutional rules considering animal experiments, clinical studies and biodiversity rights and a clear explanation of the ethno-pharmacological importance of the study.

2. Format and order of presentation

The following format and order of presentation is suggested.

2.1. *Covering letter (optional)* – Authors can send a covering letter together with each manuscript.

2.1. *Title page* – containing

document heading: Authors are requested to mention at the beginning of the contribution the manuscript type (see II.).

title of the submitted document: The title should not exceed 100 letters, including spaces.

contact details of the corresponding author: name (initials or first and middle names followed by last name of the author must be given - not last name followed by initials), postal address, fax-number, e-mail-address, telephone

name of other authors: initials or first and middle names followed by last name of the author or authors must be given (not last name followed by initials).

2.3. *Abstract* - The abstract should be structured with four sub-headings: **Aim of the study/Introduction, Materials and methods/Methodology, Results, Discussion/Conclusions**. The text should not exceed 250 words and has to be presented at the beginning of the paper. Unsubstantiated speculation should not be included. Footnotes may not be used. References must provide complete publication data.

2.4. *Keywords* - Authors are requested to assign 3-6 keywords to the manuscript, preferably taken from Index Medicus or Excerpta Medica Index, for abstracting and indexing purposes. These keywords should be typed at the end of the abstract. Each keyword should start with a capital letter and be separated from each other by a semi-colon.

2.5. *Text layout* - The text of a research paper should be divided into the following headings: **Aim of the study/Introduction, Materials and methods/Methodology, Results, Discussion/Conclusions**. Before Acknowledgement and References **Financial support** and **Conflict of interest** must be indicated. **Acknowledgement** should come after Discussion/Conclusions, followed by **References**. Headings must be bold-faced and written in an upper-and-lower case style [not in caps], while subheadings should be underlined. **Taxonomic data**: Scientific names or genera and species must be given in italic. **Tables** and **figures** are to be placed at the end of the text, after References. Authors are required to include: (i) the chemical structure, formula and proprietary name of novel or ill-defined compounds; (ii) the w/w yield of prepared extracts in terms of starting crude material; (iii) complete formulation details of all crude drug mixtures; (iv) the voucher herbarium specimen number of the plant(s) studied in case of less well known plants, cited using the collector and collection number (e.g., Doe 123), and indicating the name of the herbarium institution where it has been deposited. All plant materials must be fully identified as in the following illustration: *Catharanthus roseus* (L.) G. Don f. *albus* Pich. (Apocynaceae) as authenticated by Dr. John Doe, Department of Botany, University of Connecticut.

2.6. *Tables, figures, illustrations and graphs* - Tables should be on separate sheets, one table per sheet, and should bear a short descriptive title. Footnotes in tables should be indicated by consecutive superscript letters, not numbers.

Figures of good quality should be submitted **online** as a separate file. Lettering should be large enough to permit photographic reduction. Legends should be typed together on a separate page in the electronic manuscript. The preferred formats for author generated artwork are TIFF, EPS and Microsoft Office documents (i.e. PowerPoint, Word and Excel files). If a figure cannot be submitted online, a hard copy may be acceptable; these should be send to the Editor.

Color illustrations should be submitted as original photographs, high-quality computer prints or transparencies, close to the size expected in publication, or as 35 mm slides. Polaroid color prints are not suitable. 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 on the web (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 total cost from Elsevier after receipt of your accepted article. The author may then decide whether color printing or online color only is required.

For further information on the preparation of electronic artwork, please see <http://www.elsevier.com/artworkinstructions>.

Please note: Because of technical complications which can arise by converting color figures to 'grey scale' (for the printed version should you not opt for color in print) please submit in addition usable black and white prints corresponding to all color illustrations.

2.7. References

Text:

Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

List:

Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

Example of a reference to a paper published in a journal:

[1] Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. J Sci Commun 2000;163:51–9.

Only papers and books that have been published or are currently in press may be cited. For papers with more than 6 authors, the first 6 should be listed followed by "et al.". Standard abbreviations for journal titles as listed in Current Contents should be used. For papers in press, please cite the DOI article identifier. The Digital Object Identifier (DOI) is a persistent identifier which 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 DOI will never change. Therefore, it is an ideal medium for citing Articles in Press, which have not yet received their full bibliographic information. Unpublished manuscripts or manuscripts submitted to a journal which have not been accepted may not be cited. Journal and book titles should not be underlined or italicised and should be given in full in the reference list.

IV. Submission

All manuscripts must be submitted online using the following URL: <http://ees.elsevier.com/eujim>

If an author cannot submit the manuscript electronically, then please send the manuscript together with a covering letter to:

Professor Nicola Robinson
Professor of Traditional Chinese Medicine (TCM) and Integrated Health
Allied Health Sciences Department
Faculty of Health and Social Care
London South Bank University
103 Borough Road
London SE1 0AA
UK

V. Review process

All manuscripts submitted are subject to peer review. The minimum requirements for a manuscript to qualify for peer review are that it has been prepared by strictly following the format and style of the journal as mentioned, that it is written in good English, and that it is complete. Manuscripts do not fulfill these requirements will be returned to the author(s).

Manuscripts are received with the explicit understanding that they are not under simultaneous consideration for publication by any other publication. Incoming manuscripts will be forwarded to appropriate experts for review, who will decide about acceptance, revision or rejection. Submission of an article for publication implies the transfer of the copyright to the journal upon acceptance.

VI. Authorship, copyright regulations

Contributions are accepted on the understanding that the authors have obtained the necessary authority for publication. Submission of multi-authored manuscripts implies the consent of each of the authors. The publisher will assume that the senior or corresponding author has specifically obtained the approval of all other co-authors to submit the article to this journal. Submission of an article is understood to imply that it is not being considered for publication elsewhere and that the author(s) permission to publish his/her article in this journal implies the exclusive authorization to

the publisher to deal with all issues concerning copyright therein. Further information on copyright can be found on the Elsevier website.

Upon acceptance of an article, authors will be asked to sign a 'Journal Publishing Agreement or Author Agreement' (for more information on this and copyright see <http://www.elsevier.com/copyright>). Acceptance of the agreement will ensure the widest possible dissemination of information. An e-mail (or letter) will be sent to the corresponding author confirming receipt of the covering letter and the manuscript together with a 'Journal Publishing Agreement or Author 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 <http://www.elsevier.com/permissions>). 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 <http://www.elsevier.com/permissions>.

Submission of an article implies that the work described had not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), 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 in the same form, in any other language, without the written consent of the copyright holder.

As an author you (or your employer or institution) retains certain rights; for details you are referred to <http://www.elsevier.com/authorsrights>.

VII. Ethical and legal requirements

Animal and clinical studies - Investigations using experimental animals must state in the Methods section that the research was conducted in accordance with the internationally accepted principles for laboratory animal use and care as found in for example the European Community guidelines (EEC Directive of 1986; 86/609/EEC) or the US guidelines (NIH publication #85-23, revised in 1985). Investigations with human subjects must state in the Methods section that the research followed guidelines of the Declaration of Helsinki and Tokyo for humans, and was approved by the institutional human experimentation committee or equivalent, and that informed consent was obtained. The Editors will reject papers if there is any doubt about the suitability of the animal or human procedures used.

VIII. Correcting proofs and reprints

Proofs will be sent to the corresponding author. Elsevier is now sending PDF proofs by e-mail for correction. If an author is unable to handle this process, regular print proofs will be sent. Elsevier will do everything possible to get the article corrected and published as quickly and accurately as possible. Therefore, it is important to ensure that all corrections are sent back in one communication. Subsequent corrections will not be possible. Only typesetting errors may be corrected; no changes in, or additions to, the accepted manuscript will be allowed. Proofs should be returned to Elsevier within 48 hours. A PDF of each paper will be supplied free of charge to the corresponding author; alternatively twenty-five offprints can be obtained. Additional offprints can be ordered at prices shown on the offprint order form that accompanies the copyright form.

IX. Funding body agreements and policies

Elsevier has established agreements and developed policies to allow authors who publish in Elsevier journals to comply with potential manuscript archiving requirements as specified as conditions of their grant awards. To learn more about existing agreements and policies please visit <http://www.elsevier.com/fundingbodies>.