# *Bioanalysis* Author Guidelines

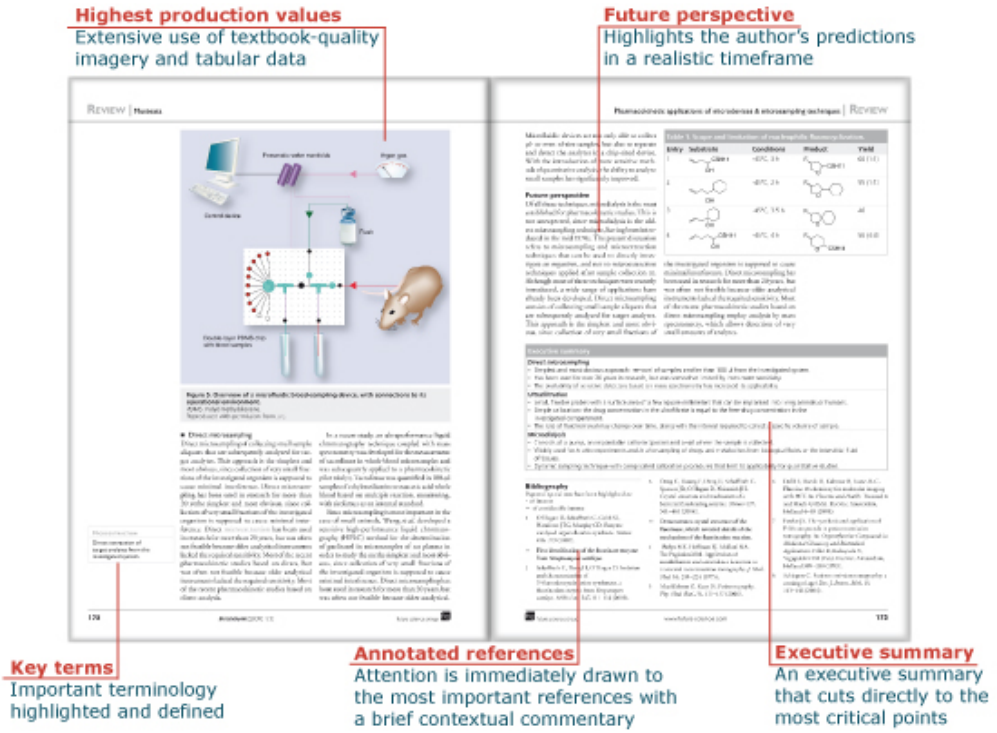
## Contents

## Key formatting points

The audience for *Bioanalysis* consists of research scientists, decision-makers, clinicians and a range of professionals in the scientific community. Authors should bear in mind the multidisciplinary status of the readership when writing the article.

Future Science articles have been engineered specifically for the time-constrained professional. The structure is designed to draw the reader's attention directly to the information they require. Future Science articles have been engineered specifically for the time-constrained professional. The structure is designed to draw the reader's attention directly to the information they require.

The below diagram, which highlights some of the features that appear in published articles, will help you in correctly formatting your article:




Please ensure your paper concurs with the following article format:

**Title:** Concise, not more than 120 characters.

**Author(s) names & affiliations:** Including full name, address, phone & fax numbers and e-mail.

**Abstract/Summary:** Should be approximately 150 words.

**Key words:** For Editorial articles only. Please choose approximately 5–10 key words.

**Key terms:** Please choose approximately 5–10 key technical terms/concepts from the text and provide a short definition, relevant fact or statistic. Key terms enhance the article by providing supplementary information and should not repeat details already given in the text. When choosing your key terms, please consider the readership of the journal (i.e. avoid the inclusion of rudimentary terms such as "bioanalysis", "drug", "vaccine" or those that do not add value for the average reader).

**Body of the article:** Article content under relevant headings and subheadings.

**Future perspective:** A speculative viewpoint on how the field will evolve in 5–10 years time.

**Executive summary:** Bulleted summary points that illustrate the main topics or conclusions made under each of the main headings of the article.

**References:** For full details on formatting see References section.

- Should be numerically listed in the reference section in the order that they occur in the text.
- Should appear as a number i.e., [1,2] in the text.
- If websites or patents are included, please use a separate numbering system for them, i.e., start numbering website references at [101] and patents at [201] to allow the reader to distinguish between websites/patents and primary literature references both in the text and in the bibliography.
- Any references that are cited in figures/tables/boxes that do not appear in the text should be listed at the end of the reference list in the order they occur.
- Quote first six authors' names. If there are more than six, then quote first three *et al.*
- The Future Science Endnote style can be downloaded from our website at: www.future-science.com/page/authors.jsp

**Reference annotations:** Please highlight 6–8 references that are of particular significance to the subject under review as "* of interest" or "** of considerable interest" and provide a brief (1–2 line) synopsis.

**Figures/Tables/Boxes:** We encourage the use of diagrams, chemical structures, reaction schemes, graphs and spectra wherever relevant. Summary figures/tables/boxes are also very useful, and we encourage their use in reviews/original research/perspectives/special reports. The author should include illustrations and tables to condense and illustrate the information they wish to convey. Commentary that augments an article and could be viewed as 'stand-alone' should be included in a separate box. An example would be a summary of a particular trial or trial series, a case study summary or a series of terms explained.

If any of the figures or tables used in the manuscript requires permission from the original publisher, it is the author's responsibility to obtain this. Figures must be in an editable format.

## Article types

### Reviews

Reviews aim to highlight recent significant advances in research, ongoing challenges and unmet needs, and could be in the format of a review of a specific area or a case study looking at a particular example in a niche area. Authors should strive for brevity and clarity. Each article should concentrate on the most recent developments in the field and should aim for concise presentation of relevant information.

Word limit: 4000–8000 words (excluding Abstract, Executive Summary, References and Figure/Table legends)
Required sections:

- **Summary** - Not more than 150 words, this should not be an abstract but merely a scene-setting summary outlining the article scope and briefly putting it in context. The role of the summary is to draw in the interested casual browser.
- **Key terms** – Please choose approximately 5–10 key technical terms/concepts from the text and provide a short definition, relevant fact or statistic. Key terms enhance the article by providing supplementary information and should not repeat details already given in the text. When choosing your key terms, please consider the readership of the journal (i.e. avoid the inclusion of rudimentary terms such as "bioanalysis", "drug", "vaccine" or those that do not add value for the average reader).
- **Future perspective** - The author is challenged to include speculative viewpoint on how the field will have evolved 5–10 years from the point at which the article was written.
- **Executive summary** - A series of bulleted statements representing key conclusions, unresolved issues and points for emphasis of work in future, under the main headings of the article.
- **References** - For full details on formatting see References section.
- **Reference annotations** - For full details on formatting see References section.
- **Financial disclosure/Acknowledgements** - For full details see the Journal policies section.

### Perspectives

Perspectives have the same basic structure and length as review articles, however they should be more speculative and very forward looking, even visionary. They offer the author the opportunity to present criticism or address controversy. Authors of perspectives are encouraged to be highly opinionated. The intention is very much that these articles should represent a personal perspective. Referees will be briefed to review these articles for quality and relevance of argument only. They will not necessarily be expected to agree with the authors' sentiments.

Word limit: 4000–8000 words (excluding Abstract, Executive Summary, References and Figure/Table legends)
Required sections:

- **Summary** - Not more than 150 words, this should not be an abstract but merely a scene-setting summary outlining the article scope and briefly putting it in context. The role of the summary is to draw in the interested casual browser.
- **Key terms** – Please choose approximately 5–10 key technical terms/concepts from the text and provide a short definition, relevant fact or statistic. Key terms enhance the article by providing supplementary information and should not repeat details already given in the text. When choosing your key terms, please consider the readership of the journal (i.e. avoid the inclusion of rudimentary terms such as "bioanalysis", "drug", "vaccine" or those that do not add value for the average reader).

- **Future perspective** - The author is challenged to include speculative viewpoint on how the field will have evolved 5–10 years from the point at which the article was written.
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- **References** - For full details on formatting see References section.
- **Reference annotations** - For full details on formatting see References section.
- **Financial disclosure/Acknowledgements** - For full details see the Journal policies section.

## Special reports

Special reports are short review-style articles that summarize a particular niche area, be it a specific technique, feedstock or experimental method.

Word limit: 1500–3000 words (excluding Abstract, Executive Summary, References and Figure/Table legends)
Required sections:

- **Summary** - Not more than 150 words, this should not be an abstract but merely a scene-setting summary outlining the article scope and briefly putting it in context. The role of the summary is to draw in the interested casual browser.
- **Key terms** – Please choose approximately 5–10 key technical terms/concepts from the text and provide a short definition, relevant fact or statistic. Key terms enhance the article by providing supplementary information and should not repeat details already given in the text. When choosing your key terms, please consider the readership of the journal (i.e. avoid the inclusion of rudimentary terms such as "bioanalysis", "drug", "vaccine" or those that do not add value for the average reader).
- **Future perspective** - The author is challenged to include speculative viewpoint on how the field will have evolved 5–10 years from the point at which the article was written.
- **Executive summary** - A series of bulleted statements representing key conclusions, unresolved issues and points for emphasis of work in future, under the main headings of the article.
- **References** - For full details on formatting see References section.
- **Reference annotations** - For full details on formatting see References section.
- **Financial disclosure/Acknowledgements** - For full details see the Journal policies section.

## Product reviews

Product reviews are short review-style articles that summarize a particular piece of equipment, software or book. They should include a description of the background, and the author's critical perspective on the product being reviewed.

Word limit: 1500–3000 words (excluding Abstract, Executive Summary, References and Figure/Table legends)
Required sections:

- **Summary** - Not more than 150 words, this should not be an abstract but merely a scene-setting summary outlining the article scope and briefly putting it in context. The role of the summary is to draw in the interested casual browser.
- **Key terms** – Please choose approximately 5–10 key technical terms/concepts from the text and provide a short definition, relevant fact or statistic. Key terms enhance the article by providing supplementary information and should not repeat details already given in the text. When choosing your key terms, please consider the readership of the journal (i.e. avoid the inclusion of rudimentary terms such as "bioanalysis", "drug", "vaccine" or those that do not add value for the average reader).

- **Future perspective** - The author is challenged to include speculative viewpoint on how the field will have evolved 5–10 years from the point at which the article was written.
- **Executive summary** - A series of bulleted statements representing key conclusions, unresolved issues and points for emphasis of work in future, under the main headings of the article.
- **References** - For full details on formatting see References section.
- **Reference annotations** - For full details on formatting see References section.
- **Financial disclosure/Acknowledgements** - For full details see the Journal policies section.

## Research articles

Research papers submitted must demonstrate significant novelty. Assays for new drugs or metabolites, or the first application of a new technique or detector are welcomed. Papers which demonstrate a significant improvement in performance compared to existing methodology will also be considered for publication.

Authors are encouraged to demonstrate the applicability of the methodology to its intended use either through appropriate validation, or through the results of the application (e.g. in a bioequivalence study), however the results of the application should not form the main bulk of the paper.

Research articles can be one of three types:

### Primary research article

Primary research articles must present novel science that represents a substantial advancement in the field under investigation.

### Preliminary communication

Preliminary communication articles are intended for short reports of studies that present promising improvements or developments on existing areas of research.

### Methodology

Methodology articles should provide an overview of a new experimental or computational method, test or procedure. The method described may be either completely novel, or may offer a demonstrable improvement on an existing method.

Required sections:

- **Structured abstract** - Not more than 120 words, this must be structured into three sections.
    - Background: the context and purpose of the study.
    - Results: a succinct summary of the main findings.
    - Conclusions: a brief conclusion of what the reader should learn from the study and what its implications might be.
- **Key terms** – Please choose approximately 5–10 key technical terms/concepts from the text and provide a short definition, relevant fact or statistic. Key terms enhance the article by providing supplementary information and should not repeat details already given in the text. When choosing your key terms, please consider the readership of the journal (i.e. avoid the inclusion of rudimentary terms such as "bioanalysis", "drug", "vaccine" or those that do not add value for the average reader).
- **Introduction** - Overview of the background to, and context of the research and its aims. It should be written in an accessible style, suitable for readers without specialist knowledge in the field.
- **Experimental** - A description of the experimental methods employed in sufficient detail to allow repetition of the work by others. When appropriate, authors should include detailed experimental data such as experimental procedures and characterization data.
- **NOTE**: If requested, authors should be able to provide all relevant original data underpinning their research. It is advised that supplementary data be provided where these are likely to assist the reviewers in assessing the research as well as to ensure a speedy peer review process.

- **Results and Discussion** - A thorough and detailed analysis of the data and findings.
- **Conclusions** - A summary of the main conclusions of the research, highlighting their importance and relevance to the field of study.
- **Executive summary** - 8–10 bullet point sentences highlighting the key findings and conclusions of the research study
- **Future perspective** - The author is challenged to include speculative viewpoint on how the field will have evolved 5–10 years from the point at which the article was written.
- **References** - For full details on formatting see References section.
- **Reference annotations** - For full details on formatting see References section.
- **Financial disclosure/Acknowledgements** - For full details see the Journal policies section.

## Editorials/Opinions

Editorial and Opinion articles are short articles on issues of topical importance. We encourage our editorial writers to express their opinions, giving the author the opportunity to present criticism or address controversy. The intention is very much that the article should offer a personal perspective on a topic of recent interest.

Word limit: 1000–1500 words
Required sections:

- **Photo (headshot) of authors (including all co-authors)**
- **Key words** – Please choose approximately 5–10 key words.
- **NB. No figures or tables should be included in commentaries and editorials.**
- **Financial disclosure/Acknowledgements** - For full details see the Journal policies section.

## Priority paper evaluations

Priority paper evaluations review significant, recently published primary research articles carefully selected and assessed by specialists in the field (not a paper from the author's own group). The primary research detailed in the chosen paper is discussed with the aim of keeping readers informed of the most promising discoveries/breakthroughs relevant to the subject of the journal through review and comment from experts.

Priority Paper Evaluations are intended to extend and expand on the information presented, putting it in context and explaining why it is of importance.

The ideal article will provide both a critical evaluation and the author's opinion on the quality and novelty of the information disclosed.

Word limit: 1500 words
Required sections:

- **Summary** - Not more than 150 words, this should not be an abstract but merely a scene-setting summary outlining the article scope and briefly putting it in context. The role of the summary is to draw in the interested casual browser.
- **Key terms** – Please choose approximately 5–10 key technical terms/concepts from the text and provide a short definition, relevant fact or statistic. Key terms enhance the article by providing supplementary information and should not repeat details already given in the text. When choosing your key terms, please consider the readership of the journal (i.e. avoid the inclusion of rudimentary terms such as "bioanalysis", "drug", "vaccine" or those that do not add value for the average reader).
- **Summary of methods and results** - A succinct overview of the experimental techniques employed, and the results obtained.
- **Discussion** - A critical evaluation of the study and its findings.

- **Executive summary** – 8–10 bullet point sentences highlighting the key findings and conclusions of the research study.
- **Future perspective** - The author is challenged to include speculative viewpoint on how the field will have evolved 5–10 years from the point at which the article was written.
- **References** (**NB.** The paper being evaluated should be listed in the bibliography as reference 1) - For full details on formatting see References section.
- **Reference annotations** - For full details on formatting see References section.
- **Financial disclosure/Acknowledgements** - For full details see the Journal policies section.

## Conference scenes

Conference scenes aim to summarize the most important research presented at a recent conference in the subject area of the journal.

It is not usually feasible to attempt comprehensive coverage of the conference, as presentations are frequently too numerous for each to be done justice. The author should focus on those presentations that are most topical, interesting or thought-provoking.

Word limit: 1500 words
Required sections:

- **Conference details (title, date, location)**
- **Financial disclosure/Acknowledgements -** For full details see the Journal policies section.

## R & D spotlight

R & D spotlights allow representatives from pharmaceutical or biotechnology companies, universities, research groups etc. to describe the work currently being carried out within their particular organization, relevant to the field of the journal in question.

These reports are intended to provide an insight into the history and strategy of a company and profile its corporate capabilities, advanced technologies and future potential.

Word limit: 2000 words
Required sections:

- **Summary** - Not more than 150 words, this should not be an abstract but merely a scene-setting summary outlining the article scope and briefly putting it in context. The role of the summary is to draw in the interested casual browser.
- **Key terms** – Please choose approximately 5–10 key technical terms/concepts from the text and provide a short definition, relevant fact or statistic. Key terms enhance the article by providing supplementary information and should not repeat details already given in the text. When choosing your key terms, please consider the readership of the journal (i.e. avoid the inclusion of rudimentary terms such as "bioanalysis", "drug", "vaccine" or those that do not add value for the average reader).
- **Introduction** – Brief factual account of the history and strategy of the company or group including background information e.g., the year the company was founded, number of employees etc.
- **Future perspective** - The author is challenged to include speculative viewpoint on how the field will have evolved 5–10 years from the point at which the article was written.
- **Executive summary** - 8–10 bullet point sentences highlighting the key findings and conclusions of the research study.
- **Financial disclosure/Acknowledgements** - For full details see the Journal policies section.

## Bioanalytical Challenge

Bioanalytical Challenge articles are an excellent educational resource for the modern bioanalyst. An expert provides insights and solutions to specific laboratory issues. The articles are focused on the practical laboratory aspects, and authors are encouraged to describe failures as well as successes.

Word limit: 1500 – 3000 words
Required sections:

- **Summary** - Not more than 150 words, this should not be an abstract but merely a scene setting summary outlining the article scope and briefly putting it in context. The role of the summary is to draw in the interested casual browser.
- **Key terms** – Please choose approximately 5–10 key technical terms/concepts from the text and provide a short definition, relevant fact or statistic. Key terms enhance the article by providing supplementary information and should not repeat details already given in the text. When choosing your key terms, please consider the readership of the journal (i.e. avoid the inclusion of rudimentary terms such as "bioanalysis", "drug", "vaccine" or those that do not add value for the average reader).
- **Background** – outline the problem, and its relevance to bioanalysis.
- **Failures encountered** – discuss what did not work, and any insights gained – remember, scientific failures are not useless and contribute to many discoveries.
- **The solution** – focus on practical aspects & problem solving.
- **Practical tips** – for avoiding the problem in the future.
- **Future perspective** – applications & potential in the context of bioanalysis (and elsewhere)
- **Diagrams and pictures are encouraged** – any pictures or diagrams which help the reader to better understand the article are welcomed.
- **Author profile and photo** – a brief biography detailing the authors current research and experience & a headshot of the author.
- **References** – For full details on formatting see References section.
- **Reference annotations** – For full details on formatting see References section.
- **Financial disclosure/Acknowledgements** – For full details see the Journal policies section.

## Regulatory Focus

Regulatory Focus articles highlight regulatory issues of importance to bioanalysts, and provide background information, issues and advice for implementing and following the regulations.

Word limit: 1500 – 3000 words
Required sections:

- **Summary** – Not more than 150 words, this should not be an abstract but merely a scene setting summary outlining the article scope and briefly putting it in context. The role of the summary is to draw in the interested casual browser.
- **Key terms** – Please choose approximately 5–10 key technical terms/concepts from the text and provide a short definition, relevant fact or statistic. Key terms enhance the article by providing supplementary information and should not repeat details already given in the text. When choosing your key terms, please consider the readership of the journal (i.e. avoid the inclusion of rudimentary terms such as "bioanalysis", "drug", "vaccine" or those that do not add value for the average reader).
- **Background** – outline the problem, and its relevance to bioanalysis.
- **Details of the regulatory area** – include a reference to the particular regulation or guidance document
- **Background to the regulation** – in terms of history, scientific reasoning, patient safety, statistics, data integrity.

- **Implementation and interpretation** – a "how to" for interested parties, of particular interest to industrial pharmaceutical laboratory workers and management
- **Issues, difficulties and suggested solutions** - discussion of any difficulties in understanding, implementing or following this guidance/regulation
- **Author profile and photo** – a brief biography detailing the authors current work and experience & a headshot of the author.
- **References** – For full details on formatting see References section.
- **Reference annotations** – For full details on formatting see References section.
- **Financial disclosure/Acknowledgements** – For full details see the Journal policies section.

## Manuscript preparation

### Spacing & headings

Please use double line spacing throughout the manuscript. No more than four levels of subheading should be used to divide the text and should be clearly designated.

### Abbreviations

Abbreviations should be defined on their first appearance, and in any table and figure footnotes. It is helpful if a separate list is provided of any abbreviations.

### Spelling

US-preferred spelling will be used in the finished publication.

## References

Authors should focus on recent papers and papers older than 5 years should not be included except for an over-riding purpose.

References should be denoted numerically and in sequence in the text, using Arabic numerals placed in square brackets, i.e., [12].

If websites or patents are included, please use a separate numbering system for them, i.e., start numbering website references at [101] and patents at [201] to allow the reader to distinguish between websites/patents and primary literature references both in the text and in the bibliography.

### Format

- Author's names should appear without full stops in their initials
- Quote first six authors' names. If there are more than six, then quote first three *et al*
- A full stop follows authors' names.
- Journal name should be in italics and abbreviated to standard format
- Volume number followed by comma, not bold
- Page number range separated by a hyphen with no spaces, followed by the year in brackets, and then a full stop

## Examples

Journal example:
Fantl JA, Cardozo L, McClish DK *et al*. Estrogen therapy in the management of urinary incontinence in postmenopausal women: a meta-analysis. *Obstet. Gynecol.* 83(1), 12–18 (1994).

Book example:

De Groat WC, Booth AM, Yoshimura N. Neurophysiology of micturition and its modification in animal models of human disease. In: *The Autonomic Nervous System (Volume 6)*. Andrews WR (Ed.), Harwood Academic Publishers, London, UK, 227–289 (1993).

Meeting abstract example:

Smith AB, Jones CD. Recent progress in the pharmacotherapy of diseases of the lower urinary tract. Presented at: *13th International Symposium on Medicinal Chemistry*. Atlanta, GA, USA, 28 November–2 December 1994.

Patent example:

Merck Frosst Canada, Inc. WO9714691 (1997).
(Use the following formats for patent numbers issued by the World, US and European patent offices, respectively: WO1234567, US1234567, EP-123456-A).

## Reference annotations

Papers or of particular interest should be identified using one or two asterisk symbols:

- * = of interest
- ** = of considerable interest

Each of the chosen references should be annotated with a brief sentence explaining why the reference is considered to be of interest/particular interest.

## Figures

Figures should be numbered consecutively according to the order in which they have been first cited in the text. Define in the legend all abbreviations that are used in the figure.

Figures should be provided in separate files to the text. It is unnecessary to incorporate the figures into the body of the manuscript.

### Color figure charge

Future Science has a charge for the printing of color figures (i.e. each color page) in the print issue of the journal. We have no page charges, unlike some other publishers, and aim to keep our color charge to a minimum.

This charge does not apply to the online (including PDF) version of articles, where all figures appear in color at no charge.

### Chemical structures

If possible, please submit structures drawn in ISISDraw or Chemdraw format. However, chemical structures can be redrawn in-house. Please use the following conventions:

- Always indicate stereochemistry where necessary – use the wedge and hash bond convention for chiral centers and mark cis/trans bonds as such.
- Draw small peptides (up to five amino acids) in full; use amino acid abbreviations (Gly, Val, Leu, etc.) for larger peptides.
- Refer to each structure with a number in the text; submit a separate file (i.e., not pasted throughout the text) containing these numbered structures in the original chemical drawing package that you used.

### Electronic figure files

Please submit any other illustrations/schemes in an editable electronic format such as Illustrator, CorelDraw, PowerPoint, Excel or as postscripted/encapsulated postscripted (.ps/.eps) files.

Photos should be provided at a resolution of 600 dpi, or as high as possible.

### Copyright

If a figure has been published previously (even if you were the author), acknowledge the original source and submit written permission from the copyright holder to reproduce the material where necessary.

As the author of your manuscript, you are responsible for obtaining permissions to use material owned by others. Since the permission-seeking process can be remarkably time-consuming, it is wise to begin writing for permission as soon as possible.

Future Science is a signatory to the STM Permissions Guidelines produced by the International Association of Scientific, Medical and Technical Publishers (http://www.stmassoc.org/copyright_and_legal_permissions_guidelines.php ). Permission is, or in the case of an express permission requirement should be, granted free of charge by signatory organizations, with respect to a particular journal article or book being prepared for publication, to:

- Use up to three figures (including tables) from a journal article or book chapter, but: not more than five figures from a whole book or journal issue/edition; and not more than six figures from an annual journal volume;
- Use single text extracts of less than 400 words from a journal article or book chapter, but; not more than a total of 800 words from a whole book or journal issue/edition.

Permission to go beyond such limits may be sought although in such instances the permission grant may require permission fees. **Important** – although permission may be granted without charge, authors must ensure that appropriate permission has nevertheless been obtained. Co-signatories of the permissions agreement can be found on the following website: http://www.stmassoc.org/copyright_and_legal_permissions_guidelines.php

Please send us photocopies of letters or forms granting you permission for the use of copyrighted material so that we can see that any special requirements with regard to wording and placement of credits are fulfilled. Keep the originals for your files. If payment is required for use of the figure, this should be covered by the author.

## Tables/Boxes

Tables/Boxes should be numbered consecutively according to the order in which they have been first cited in the text. Define in the legend all abbreviations that are used in the table/box.

### Electronic files

Tables/Boxes should be provided in separate files to the text, preferably in either Word or Excel format. It is unnecessary to incorporate the tables/boxes into the body of the manuscript.

### Copyright

If a table or box has been published previously (even if you were the author), acknowledge the original source and submit written permission from the copyright holder to reproduce the material where necessary.

As the author of your manuscript, you are responsible for obtaining permissions to use material owned by others. Since the permission-seeking process can be remarkably time-consuming, it is wise to begin writing for permission as soon as possible.

Please send us photocopies of letters or forms granting you permission for the use of copyrighted material so that we can see that any special requirements with regard to wording and placement of credits are fulfilled. Keep the originals for your files. If payment is required for use of the table/box, this should be covered by the author.

## Submission

Please ensure that manuscripts are submitted on or before the agreed deadline. If a manuscript requires authorization by your organization before submission, please remember to take this into account when working towards these deadlines.

If possible, please submit manuscripts in MS Word v. 6–8 format. However, we can convert most word-processing packages. Submission should be made by e-mail in the first instance.

## Peer review

Once the manuscript has been received in-house, it will be peer-reviewed (this usually takes up to 2–3 weeks). Please provide a list of suitable peer reviewers with your initial submission.

## Revision

After peer review is complete, a further 2 weeks is allowed for any revisions (suggested by the referees/Editor) to be made.

## In-house production

After the revised manuscript has been accepted for publication, it will undergo production in-house. This will involve type-setting, copy-editing, proof-reading and re-drawing of any graphics. Authors will receive proofs of the article to approve before going to print, and will be asked to sign a copyright transfer form (except in cases where this is not possible, i.e., government employees in some countries).

## Journal policies

Future Science titles endorse the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*, issued by the International Committee for Medical Journal Editors, and *Code of Conduct for Editors of Biomedical Journals*, produced by the Committee on Publication Ethics. This information is also available at **www.future-science.com/page/authors.jsp**

## Manuscript submission & processing

Future Science titles publish a range of article types, including solicited and unsolicited reviews, perspectives and original research articles. Receipt of all manuscripts will be acknowledged within 1 week and authors will be notified as to whether the article is to progress to external review. Initial screening of articles by internal editorial staff will assess the topicality and importance of the subject, the clarity of presentation, and relevance to the audience of the journal in question.

If you are interested in submitting an article, or have any queries regarding article submission, please contact the Managing Commissioning Editor for the journal (contact information can be found on our website at: **www.future-science.com**. For new article proposals, the Managing Commissioning Editor will require a brief article outline and working title in the first instance. We also have an active commissioning program whereby the Commissioning Editor, under the advice of the Editorial Advisory Panel, solicits articles directly for publication.

### External peer review

Through a rigorous peer review process, Future Science titles aim to ensure that reviews are unbiased, scientifically accurate and clinically relevant. All articles are peer reviewed by three or more members of the International Advisory Board or other specialists selected on the basis of experience and expertise. Review is performed on a double-blind basis – the identities of peer reviewers and authors are kept confidential. Peer reviewers must disclose potential conflicts of interests that may affect their ability to provide an unbiased appraisal (see Conflict of Interest Policy below). Peer reviewers complete a referee report form, to provide general comments to the editor and both general and specific comments to the author(s).

Where an author believes that an editor has made an error in declining a paper, they may submit an appeal. The appeal letter should clearly state the reasons why the author(s) considers the decision to be incorrect and provide detailed, specific responses to any comments relating to the rejection of the review. Further advice from members of the journal's Editorial Advisory Panel external experts will be sought regarding eligibility for re-review.

### Revision

Most manuscripts require some degree of revision prior to acceptance. Authors should provide two copies of the revised manuscript – one of which should be highlighted to show where changes have been made. Detailed responses to reviewers' comments, in a covering letter/email, are also required. Review manuscripts may be accepted at this point or may be subject to further peer review. The final decision on acceptability for publication lies with the journal editor.

### Post-acceptance

Accepted review manuscripts are edited by the in-house Future Science editorial team. Authors will receive proofs of their article for approval and sign off and will be asked to sign a transfer of copyright agreement, except in circumstances where the author is ineligible to do so (e.g. government employees in some countries).

## Author disclosure & conflict of interest policy

Authors must state explicitly whether potential conflicts do or do not exist (e.g. personal or financial relationships that could influence their actions) and any such potential conflict of interest (including sources of funding) should be summarized in a separate section of the published review. Authors must disclose whether they have received writing assistance and identify the sources of funding for such assistance. Authors declaring no conflict of interest are required to publish a statement to that effect within the article.

Authors must certify that all affiliations with or financial involvement with any organization or entity with a financial interest in or financial conflict with the subject matter or materials discussed in their manuscript have been disclosed. Please note that examples of financial involvement include: employment, consultancies, honoraria, stock ownership or options, expert testimony, grants or patents received or pending and royalties. This is list is not exclusive of other forms of financial involvement. Details of relevant conflicts of interests (or the lack of) must be declared in the 'Disclosure' section of the manuscript for all listed authors.

External peer reviewers must disclose any conflicts of interest that could bias their opinions of the manuscript, and they should disqualify themselves from reviewing specific manuscripts if they believe it appropriate. Should any such conflict of interest be declared, the journal editor will judge whether the reviewer's comments should be recognized or will interpret the reviewer's comments in the context of any such declaration.

## Ethical conduct of research

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