

Future Medicine Author Guidelines

Contents

<p>Audience</p> <p>Key formatting points</p> <p>Article types</p> <ul style="list-style-type: none">ReviewsPerspectivesSpecial reportsPrimary research articlesEditorialsPriority paper evaluationsConference scenesCompany profilesDrug evaluationsClinical trial commentaries <p>Manuscript preparation</p> <ul style="list-style-type: none">Spacing & headingsSpellingAbbreviations <p>Article sections</p> <ul style="list-style-type: none">SummaryKeywordsFuture perspectiveExecutive summary	<p>References</p> <ul style="list-style-type: none">FormatExamplesReference annotations <p>Figures</p> <ul style="list-style-type: none">Color printing chargeChemical structuresElectronic figure filesCopyright <p>Tables/Boxes</p> <ul style="list-style-type: none">Electronic filesCopyright <p>Submission</p> <ul style="list-style-type: none">Peer reviewRevisionIn-house production <p>Journal policies</p> <ul style="list-style-type: none">Manuscript submission & processingAuthor disclosure & conflict of interest policyEthical conduct of researchUse of personal communications & unpublished dataClinical trial registrationErrata/corrigendaPermissions for reproduced or adapted materialDuplicate publication/submission & plagiarismMisconduct
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Audience

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

Future Medicine 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.

Key formatting points

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: approximately 120 words. No references should be cited in the abstract.

Keywords: approximately 5–10 keywords for the review.

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

Conclusion: analysis of the data presented in the review.

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 above.

- 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 Medicine Endnote style can be downloaded from our website at: www.futuremedicine.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: Summary figures/tables/boxes are very useful, and we encourage their use in reviews/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. 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 (for a more detailed description of these sections see [Article sections](#)):

- Summary
- Keywords
- Future perspective
- Executive summary
- References
- Reference annotations
- Financial disclosure/Acknowledgements

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 (for a more detailed description of these sections see [Article sections](#)):

- Summary
 - Keywords
 - Future perspective
 - Executive summary
 - References
 - Reference annotations
 - Financial disclosure/Acknowledgements
-

Special reports

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

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

Required sections (for a more detailed description of these sections see [Article sections](#)):

- Summary
 - Keywords
 - Future perspective
 - Executive summary
 - References
 - Reference annotations
 - Financial disclosure/Acknowledgements
-

Primary research articles

Word limit: Not applicable

Required sections (for a more detailed description of these sections see [Article sections](#)):

- Structured abstract (broken down into Aims, Materials & Methods, Results and Conclusions)
 - Keywords
 - Introduction
 - Patients & methods/Materials & methods
 - Results
 - Discussion
 - Conclusions
 - Summary points – 8–10 bullet point sentences highlighting the key findings and conclusions of the research study
 - References
 - Reference annotations
 - Financial disclosure/Acknowledgements
-

Editorials

Editorials 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)
 - **NB.** No figures or tables should be included in editorials
 - Financial disclosure/Acknowledgements
-

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 (for a more detailed description of these sections see [Article sections](#)):

- Summary
- Keywords
- Summary of methods and results
- Discussion
- Future perspective
- Executive summary
- References (**NB.** The paper being evaluated should be listed in the bibliography as reference 1)
- Reference annotations
- Financial disclosure/Acknowledgements

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)
- Abstract/overview of meeting of approximately 100 words (120 words max)
- Financial disclosure/Acknowledgements

Company profiles

Company profiles allow representatives from pharmaceutical, biotechnology, etc. companies 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 (for a more detailed description of these sections see [Article sections](#)):

- Summary
- Keywords
- Introduction – brief factual account of the history and strategy of the company including background information e.g., the year the company was founded, number of employees etc.
- Future perspective
- Summary points – 8–10 bullet point sentences highlighting the key points of the profile
- Financial disclosure/Acknowledgements

Drug evaluations

Separate author guidelines for the submission of this article type are available.

Clinical trial commentaries

Separate author guidelines for the submission of this article type are available.

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.

Article 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.

Keywords

Up to 10 keywords (including therapeutic area, mechanism(s) of action etc.) plus names of drugs and compounds mentioned in the text.

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.

Example:

Executive summary
HIV-1 Gag reaches the site of assembly via specific vesicular trafficking pathways <ul style="list-style-type: none">HIV-1 Gag directs the assembly process and forms the core of the virus particle. Gag moves to the site of assembly, classically the plasma membrane, through a series of interactions with components of cellular vesicular transport pathways.
ESCRT & HIV-1 budding <ul style="list-style-type: none">Direct interactions between Gag and components of the endosomal sorting complex required for transport (ESCRT) have been identified that link endosomal protein sorting machinery to viral budding. ESCRT is made up of a complex network of interacting proteins, and disruption at a number of steps can inhibit viral budding.Gag-ESCRT interactions are well defined and represent a logical target for future antiretroviral therapy.
AP-3 & the role of the multivesicular body <ul style="list-style-type: none">Gag interacts with the AP-3 heterotetrameric complex involved in trafficking of cellular proteins to the late endosome. The interaction occurs between the 6 subunit of AP-3 and helix 1 of the matrix protein region of Gag.Disruption of the Gag-AP-3 interaction inhibits particle assembly, and the colocalization of Gag and multivesicular body (MVB) markers is prevented. This implicates AP-3 as a part of the productive particle assembly pathway, and suggests that the MVB may play an intermediate role during Gag trafficking.
Phosphoinositide phosphatidylinositol (4,5) bisphosphonate as a determinant of the site of virus assembly <ul style="list-style-type: none">The cellular phospholipids phosphoinositide phosphatidylinositol (4,5) bisphosphonate (PI(4,5)P₂) is found predominantly on the inner leaflet of the plasma membrane. Disruption of PI(4,5)P₂ at this site inhibits assembly. PI(4,5)P₂ may act as a triggering molecule to determine the specificity of the Gag-membrane interaction and subsequent assembly events.MA interaction with PI(4,5)P₂ triggers a conformational change that makes the N-terminal myristic acid moiety more accessible for membrane interactions.
Env protein trafficking <ul style="list-style-type: none">An increasing body of evidence suggests that endocytosis and recycling of Env is essential for assembly of infectious particles. Env interacts mainly with the AP-2-associated endocytic machinery through a YXXϕ motif and a dileucine motif in the cytoplasmic tail.Tail-interacting protein (TIP47) was recently shown to serve as a linker between Gag and Env, and to play a role in incorporation of Env onto virions. TIP47 normally functions in retrograde endosome-to-TGN transport.
Role of Vpu in trafficking of viral or cellular factors <ul style="list-style-type: none">Vpu enhances release of HIV-1 particles from human cells through an unknown mechanism involving the cellular recycling pathways.
Conclusions <ul style="list-style-type: none">The pace of discovery in the trafficking of structural proteins of HIV-1 is accelerating.The precise order in which Gag reaches endosomal membranes/MVB versus the plasma membrane remains debated. Advanced live cell imaging techniques should clarify this area.Opportunities for new targets for the development of antiretroviral drugs exist at numerous points along the assembly pathway. The most logical targets at present are the direct interactions of discrete motifs within Gag or Env and the cellular binding partners.

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 colon 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 Medicine 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, 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 Medicine is a signatory to the STM Permissions Guidelines produced by the International Association of Scientific, Medical and Technical Publishers (<http://www.stm-assoc.org/>). 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.stm-assoc.org/stm-permission-guidelines/>.

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.

The **STM Permissions Guidelines** also apply to tables. Please see above for information.

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 Medicine 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.futuremedicine.com

Manuscript submission & processing

Future Medicine 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.futuremedicine.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 Medicine 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 Medicine 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 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

For studies involving data relating to human or animal experimental investigations, appropriate institutional review board approval is required and should be described within the article. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed. For investigations involving human subjects, authors should explain how informed consent was obtained from the participants involved.

Patients' rights to privacy

Patients have a right to privacy that should not be infringed without informed consent. Identifying information should not be included unless the information is essential for scientific purposes and the patient (or parent or legal guardian) gives written informed consent for publication. Informed consent for this purpose requires that the patient be shown the manuscript to be published. When informed consent has been obtained it should be indicated in the manuscript.

In attempting to maintain patient anonymity, identifying details should be omitted where they are not essential. However, patient data should never be amended or falsified. Informed consent should be obtained whenever there is any doubt that anonymity can be assured.

Use of personal communications & unpublished data

Where an individual is identified within a review as a source of information in a personal communication or as a source for unpublished data, authors should include a signed statement of permission from the individual(s) concerned and specify the date of communication.

Clinical trial registration

Future Medicine titles prefer to publish clinical trials that have been included in a clinical trials registry that is accessible to the public at no charge, is electronically searchable, is open to prospective registrants and is managed by a not-for-profit organization, such as www.clinicaltrials.gov (sponsored by the United States National Library of Medicine). Whilst referees will take registration status into account, all well designed and presented trials and corresponding data will be considered for publication.

Errata/corrigenda

Mistakes by either editor or author should be identified wherever possible and an erratum or corrigendum published at the earliest opportunity. We will attempt to contact the author of the original article to confirm any error, and publish an appropriate erratum or corrigendum at the earliest opportunity.

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Duplicate publication/submission & plagiarism

All manuscripts submitted to Future Medicine titles are considered for publication on the understanding that they have not been published previously elsewhere or are under consideration for publication elsewhere. The journal may, however, consider republication of a paper previously published in a language other than English, subject to prominent disclosure of the original source and with any necessary permission. Authors will be asked to certify that the manuscript represents valid work and that neither this manuscript nor one with substantially similar content under their authorship has been published or is being considered for publication elsewhere, except as described in an attachment, and copies of closely related manuscripts are provided. The use of published or unpublished ideas, words or other intellectual property derived from other sources without attribution or permission, and representation of such as those of the author(s) is regarded as scientific misconduct and will be addressed as such.

Misconduct

If misconduct by authors or reviewers is suspected, either pre- or post-publication, action will be taken. An explanation will be sought from the party or parties considered to be involved. If the response is unsatisfactory, then an appropriate authority will be asked to investigate fully. Future Medicine will make all reasonable attempts to obtain a resolution in any such eventuality and correct the record or archive as necessary.
