***Example Journal* Quick check for submissions**

The following table is provided as an example of how the details in this form may be presented with a range of essential information required for submission.

|  |  |
| --- | --- |
| BASIC INFORMATION FOR MANUSCRIPT SUBMISSION | |
| **GENERAL GUIDELINES** | Manuscripts should be COMPLETE, CONCISE and CLEAR (see [*EASE Guidelines for Authors and Translators*](https://ease.org.uk/publications/author-guidelines-authors-and-translators/)3, available in many languages). Follow the appropriate reporting guideline, if applicable |
| **WORD LIMITS** |  |
| Body text | ≤ X words (justified exceptions allowed) |
| Abstract | ≤ X words; structured for original research (BACKGROUND, OBJECTIVES, METHODS, RESULTS, CONCLUSIONS), unstructured for review articles |
| Keywords | ≤ X terms, listed alphabetically, singular, separated with semicolons; lowercase except proper names; avoid abbreviations |
| Highlights (below the abstract) | X-Y bullet points (≤ X words each, describing the study in lay terms) |
| Tables/figures | ≤ X tables/figures in total. Their description (captions, values, units, etc.) should be consistent and informative, with all abbreviations explained |
| **TITLE PAGE INFORMATION** (elements to include, format required) | |
| Title | ≤ X characters, with a description of the study type, if relevant (e.g. a review) |
| Short running title | ≤ X characters |
| Author names | Full name: given name(s) first, family name last |
| Affiliation info required | Department, institution, city, country, email (indicated with superscript a, b, c; each on a new line) |
| Corresponding author contact details | Indicate with an asterisk, supply tel. # |
| Persistent identifiers of author(s), etc. | [ORCID](https://orcid.org/) iD(s)4, identifiers of [research organization](https://ror.community/)(s)5, [funder](https://www.crossref.org/services/funder-registry/)(s)6 and research project(s), if applicable |
| **STRUCTURE OF BODY TEXT, END MATTER, REFERENCES** | |
| Typical/mandatory headings | Introduction (background and objectives), Methods, Results, Discussion (with a concluding paragraph) |
| Subheadings | ≤ X levels of subheadings, not numbered |
| Specific wording required for any section | Methods section must include usual ethical approval for human and animal studies (Helsinki/Institutional Review Board compliance, informed consent) and subsection “Statistical analysis”, identifying the variables and methods used |
| End matter (e.g. authorship contributions, conflict of interest) | Identify authors by initials in the authorship contributions section (consider using [CRediT](https://www.casrai.org/credit.html)7) |
| References: maximum number? | Not limited (with DOIs, URN, PURL, etc. if applicable) |
| Referencing style | X style; for more details and examples, see <URL>. Endnote style can be downloaded here <URL>. Make sure that each citation is complete and accurate |
| **FORMATTING** (links to any style guides/templates and samples: fonts, margins, tables, figures) | |
| Spelling | UK or US, if consistent |
| General style | * + Numbers ≥ 2 as numerals (for exceptions, see [*EASE Guidelines*](https://ease.org.uk/publications/author-guidelines-authors-and-translators/)3)   + Statistics: *p* ≤ 0.001, *n*= ## (95% CI ##, ##) |  |
| **SUBMISSION NOTES** | |
| Cover letter required? Specific content? | Not required but text field in the online submission system allows for comments to the editorial office |
| Links to all required author forms: needed at submission or after acceptance? Signed by all authors or by submitting author? | * + [EASE Ethics Checklist](https://ease.org.uk/publications/ease-checklist/)8 signed by corresponding author at submission   + [EASE Form](https://www.ease.org.uk/wp-content/uploads/ease_form_0.pdf)9 or [ICMJE COI forms](http://www.icmje.org/conflicts-of-interest/)10 signed by all authors at submission |
| Proposed reviewers: optional/mandatory? How many? What details are required? | OPTIONAL: suggest/oppose up to 3 potential reviewers (full name, email, institution). Consider diverse peer reviewers in terms of gender, ethnicity and geographical distribution |
| Tables: separate files? | Include at the end of the manuscript (separate pages) |
| Figures: embedded in the manuscript or supplied separately as high-resolution image files? What formats are preferred? | For initial submission, figures can be embedded in the manuscript. If it is accepted, high-resolution files (EPS/TIFF/RAW) will be required |
| Supplementary files? | Upload any supporting data or other required files (e.g. ethics approval) for review |
| Fees for open access, colour, etc.? | Publication fee X. Colour free online but X per figure for print |
| **JOURNAL POLICIES, ETC.** |  |
| Publication model\* | Open access, licence X; fee structure: <URL> |
| Preprint policy | Publication on any preprint server is acceptable |
| Data sharing | Recommended repositories: …  Clinical trials must include a data sharing statement; other studies may also do so |
| Peer review\*\* | Time to first decision about whether to send for peer review: about X days. External, double-blind review usually by X reviewers, taking about X days/weeks. Editor(s) make(s) the final decision |
| Manuscript acceptance rate | About X% |