



Guide for Authors

Introduction

AACE Endocrinology and Diabetes is an Open Access journal that publishes case reports, original articles, review articles, visual vignettes, video vignettes, commentaries, and editorials on a bi-monthly basis. *AACE Endocrinology and Diabetes* is the premier open-access journal dedicated to advancing clinical and translational research in diabetes and endocrinology. As the companion journal to *Endocrine Practice*, it provides a high-impact platform for endocrinologists, researchers, and clinicians to share cutting-edge findings, innovative case reports, and expert reviews that directly impact patient care.

With a broad scope covering diabetes, obesity, metabolism, thyroid disease, bone health, lipid disorders, reproductive endocrinology, and more, the journal welcomes diverse contributions—including hypothesis-generating studies, pilot research, negative and confirmatory studies, and epidemiologic investigations. Special issues will highlight emerging topics, ensuring timely insights into the evolving field of endocrinology.

By publishing in *AACE Endocrinology and Diabetes*, authors gain global visibility, rapid dissemination, and the opportunity to contribute to AACE's mission of improving endocrine patient outcomes. Join a growing community of thought leaders shaping the future of endocrine science and care.

[**Download the template for Case Reports**](#)

[**Download the template for Visual Vignettes**](#)

Original Articles

Original articles should be restricted to clinical or translational research, which add new information to the etiology, treatment, and outcomes of endocrine disorders that have not been published previously. These manuscripts should be restricted to 3,500 words, no more than 50 references, and no more than 10 figures or tables (total). Cover letter, title page and abstract are required.

Review Articles

All review articles are subjected to the same peer-review and editorial processes as original articles. The text of review articles must be limited to 3,500 words, with a maximum of 6 figures and tables (total) and up to 80 references. Cover letter, title page, and abstract are required.

Case Reports

Case reports should consist of unusual case(s) and a brief review of the literature pertaining to these case(s) that add new information to the endocrine literature. These case reports should be restricted to 1,500 words, 20 references, and 4 figures or tables (total). Cover letter, title page and abstract are required.

Visual Vignettes

Visual Vignettes should serve as an educational two-paragraph "show-and-tell" exercise. These contributions are limited to one printed page in the journal (maximum of 400 words, three illustrations, and three references). The introductory paragraph, labeled "Case Presentation," should briefly review the pertinent history, physical findings, and accompanying illustrative material and should conclude with the question, "What is the diagnosis?" The illustrations must be of high quality and sufficiently large to demonstrate the object lesson (addition of identifying arrows is recommended). The second paragraph, labeled "Answer," should disclose the diagnosis, present pertinent follow-up (if applicable), and briefly discuss what was gleaned from the specific case.

Video Vignettes

Video Vignettes should be high quality, clinically useful, and impactful videos of clinical and educational value. Topics may include interesting physical examination findings and diagnostic or therapeutic techniques, including, but not limited to imaging modalities, non-surgical thyroid/parathyroid procedures, minimally invasive, robotic, or open surgical techniques in endocrinology, diabetes technology, and other innovative technology for endocrine disease.

In a separate text file: Submit title, all contributing authors, affiliations, and email addresses. Include description of the case, findings, techniques and other relevant clinical information, and outcome. Limited to 500 words, 1-2 videos, and 5 references. No abstract required.

Video length: Under 10 minutes

Video should not include any identifying patient, author, or institution names. Permission in the form of written consent from patient for use of actual test results must be included at time of manuscript submission.

Commentaries

Commentaries should reflect the author's views on a timely topic of interest to the endocrine community, limited to 1,500 words, 1 figure or table, and 15 references. Abstract and cover letter are not needed; however, all other instructions in the Information for Authors must be followed.

Letters to the Editor

Letters to the editor must be original material that has not been submitted or published elsewhere. Restrict length to 500 words and include no more than 3 authors, 5 references, and 1 table or figure. Abstract, cover letter and title page are not needed; however, please include the complete address, telephone number, and email address of the primary correspondent with your letter. Disclose any potential conflict of interest related to the contents of the letter. Letters published in Endocrine Practice are edited and may be abridged at the discretion of the Editor.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details (Note: only one corresponding author can be identified per Journal style):

- Email address
- Full postal address

All necessary files have been uploaded:

Manuscript:

- Include keywords
- All figures (include relevant captions)
- All tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided
- *Graphical Abstracts / Highlights files* (where applicable)

Supplemental files (where applicable)

Further considerations

- Manuscript has been proofed for spelling and grammar
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the internet)
- Journal policies detailed in this guide have been reviewed
- Reviewer suggestions and contact details provided, based on journal requirements

For further information, visit our [Support Center](#).

Manuscript files

Manuscript files in Word or WordPerfect: Please make sure to also include your cover letter, title page, abstract, and figure captions in the text files when submitting your manuscript.

Table files: Table should be uploaded as Word (.doc) files. Type all tabular material double-spaced. Continuous line numbers starting with abstract and ending at references. Do not number tables. Place each table on a separate page. Provide a title for each table and define all abbreviations in a footnote.

Figures/Image files: Must be saved in TIFF, JPG, or EPS format. Should be uploaded as separate figure files. One figure per file. Must be in order and clearly labeled. Provide a legend for each figure; define any abbreviations that appear on illustrations. Legends must be clearly indicated. Specify stain and magnification for photomicrographs.

Manuscript submission checklist

- _ Provide complete names, degrees, and affiliations for all authors
- _ Designate a single corresponding author, with complete mailing and e-mail addresses and telephone number
- _ Include Abstract, Introduction, Case Report, Discussion, and Conclusion
- _ Cite references, figures, and tables consecutively in text
- _ Check all references for completeness and accuracy
- _ Submit each table on a separate page
- _ Clearly number figures and indicate orientation
- _ Identify and provide permission for reuse of any previously published material

_ Disclose any potential conflict of interest

_ Include information pertaining to Informed Consent and statement of Human and Animal Rights

Before you begin

Ethics in publishing

Please see our information on [Ethics in publishing](#).

AACE Endocrinology and Diabetes follows the review and publication processes of the International Committee of Medical Journal Editors (ICMJE) "Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals," and the Committee on Publication Ethics (COPE) "Editorial Policy Statements" that cover the journal review and publication process.

Studies in humans and animals

If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with [The Code of Ethics of the World Medical Association](#) (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the [Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals](#) and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms [sex and gender](#) should be used correctly.

The author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and have been approved by the appropriate institutional committee(s). This statement should contain the date and reference number of the ethical approval(s) obtained. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

The journal will not accept manuscripts that contain data derived from unethically sourced organs or tissue, including from executed prisoners or prisoners of conscience, consistent with recommendations by [Global Rights Compliance on Mitigating Human Rights Risks in Transplantation Medicine](#). For all studies that use human organs or tissues authors must provide sufficient evidence that they were procured in line with [WHO Guiding Principles on Human Cell, Tissue and Organ Transplantation](#). The source of the organs or tissues used in clinical research must be transparent and traceable. Authors of manuscripts describing organ transplantation must additionally declare within the manuscript:

1. that autonomous consent free from coercion was obtained from the donor(s) or their next of kin; and
2. that organs/tissues were not sourced from executed prisoners or prisoners of conscience.

All animal experiments should comply with the [ARRIVE guidelines](#) and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, [EU Directive 2010/63/EU for animal experiments](#), or the National Research Council's [Guide for the Care and Use of Laboratory Animals](#) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

Informed consent and patient details

Studies on patients or volunteers (including organ/tissue donors) require informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in an Elsevier publication. Written consents must be retained by the author, but copies should not be provided to the journal.

Only if specifically requested by the journal in exceptional circumstances (for example if a legal issue arises) the author must provide copies of the consents or evidence that such consents have been obtained. For more information, please review the [Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals](#).

Unless the author has written permission from the patient (or, where applicable, the next of kin), the personal details of any patient included in any part of the article and in any supplementary materials (including all illustrations and videos) must be removed before submission.

Declaration of competing interest

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors should complete the declaration of competing interest statement using [this template](#) and upload to the submission system at the Attach/Upload Files step. **Note: Please do not convert the .docx template to another file type. Author signatures are not required.** If

there are no interests to declare, please choose the first option in the template. [More information](#)

Declaration of generative AI in scientific writing

The below guidance only refers to the writing process, and not to the use of AI tools to analyse and draw insights from data as part of the research process.

Where authors use generative artificial intelligence (AI) and AI-assisted technologies in the writing process, authors should only use these technologies to improve readability and language. Applying the technology should be done with human oversight and control, and authors should carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or biased. AI and AI-assisted technologies should not be listed as an author or co-author, or be cited as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans, as outlined in Elsevier's [AI policy for authors](#).

Authors should disclose in their manuscript the use of AI and AI-assisted technologies in the writing process by following the instructions below. A statement will appear in the published work. Please note that authors are ultimately responsible and accountable for the contents of the work.

Disclosure instructions

Authors must disclose the use of generative AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in the core manuscript file, before the References list. The statement should be placed in a new section entitled 'Declaration of Generative AI and AI-assisted technologies in the writing process'

Statement: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication

This declaration does not apply to the use of basic tools for checking grammar, spelling, references etc. If there is nothing to disclose, there is no need to add a statement.

Reporting of clinical trials

AACE Endocrinology and Diabetes follows the American Association of Medical Colleges (AAMC) "Principles for Protecting Integrity in the Conduct and Reporting of Clinical Trials," which is available at the following

link: <http://www.aamc.org/research/clinicaltrialsreporting/clinicaltrialsreporting.pdf>.

Please read over the guidelines to ensure that your manuscript complies with these principles.

Submission declaration and verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see '[Multiple, redundant or concurrent publication](#)' for more information), 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 English or in any other language, including electronically without the written consent of the copyright-holder. To verify compliance, your article may be checked by [Crossref Similarity Check](#) and other originality or duplicate checking software.

Preprints

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Use of inclusive language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Content should make no assumptions about the beliefs or commitments of any reader; contain nothing which might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions. We advise to seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid using "he, she," or "he/she." We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid. When coding terminology is used, we recommend to avoid offensive or exclusionary terms such as "master", "slave", "blacklist" and "whitelist". We suggest using alternatives that are more appropriate and (self-) explanatory such as "primary", "secondary", "blocklist" and "allowlist". These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

Reporting sex- and gender-based analyses

Reporting guidance

For research involving or pertaining to humans, animals or eukaryotic cells, investigators should integrate sex and gender-based analyses (SGBA) into their research design according to funder/sponsor requirements and best practices within a field. Authors should address the sex and/or gender dimensions of their research in their article. In cases where they cannot, they should discuss this as a limitation to their research's generalizability. Importantly, authors should explicitly state what definitions of sex and/or gender they are applying to enhance the precision, rigor and reproducibility of their research and to avoid ambiguity or conflation of terms and the constructs to which they refer (see Definitions section below). Authors can refer to the [Sex and Gender Equity in Research \(SAGER\) guidelines](#) and the [SAGER guidelines checklist](#). These offer systematic approaches to the use and editorial review of sex and gender information in study design, data analysis, outcome reporting and research interpretation - however, please note there is no single, universally agreed-upon set of guidelines for defining sex and gender.

Definitions

Sex generally refers to a set of biological attributes that are associated with physical and physiological features (e.g., chromosomal genotype, hormonal levels, internal and external anatomy). A binary sex categorization (male/female) is usually designated at birth ("sex assigned at birth"), most often based solely on the visible external anatomy of a newborn. Gender generally refers to socially constructed roles, behaviors, and identities of women, men and gender-diverse people that occur in a historical and cultural context and may vary across societies and over time. Gender influences how people view themselves and each other, how they behave and interact and how power is distributed in society. Sex and gender are often incorrectly portrayed as binary (female/male or woman/man) and unchanging whereas these constructs actually exist along a spectrum and include additional sex categorizations and gender identities such as people who are intersex/have differences of sex development (DSD) or identify as non-binary. Moreover, the terms "sex" and "gender" can be ambiguous--thus it is important for authors to define the manner in which they are used. In addition to this definition guidance and the SAGER guidelines, the [resources on this page](#) offer further insight around sex and gender in research studies.

Changes to authorship

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list

should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

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

Elsevier Researcher Academy

[Researcher Academy](#) is a free e-learning platform designed to support early and mid-career researchers throughout their research journey. The "Learn" environment at Researcher Academy offers several interactive modules, webinars, downloadable guides and resources to guide you through the process of writing for research and going through

peer review. Feel free to use these free resources to improve your submission and navigate the publication process with ease.

Language (usage and editing services)

Articles should be written in clear, concise English, following the recommendations for scientific writing found in the American Medical Association Manual of Style (11th ed). In general, use generic names for drugs.

Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the [English Language Editing service](#) available from Elsevier's Author Services.

Manuscripts should be prepared in accordance with the "Uniform Requirements of Manuscripts Submitted to Biomedical Journals," which can be viewed at www.icmje.org.

Submission

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

Open access

Please visit our [Open Access page](#) from the Journal Homepage for more information.

Preparation

Queries

For questions about the editorial process (including the status of manuscripts under review) or for technical support on submissions, please visit our [Support Center](#).

Peer review

This journal operates on a double-blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. Editors are not involved in decisions about papers which they have written themselves, have been written by family members or colleagues, or which relate to products or services in which the editor has an interest. Any such submission is subject to all of the journal's usual procedures, with peer review

handled independently of the relevant editor and their research groups. [More information on types of peer review.](#)

Use of word processing software

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

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

Cover letter

All manuscripts must be submitted with a cover letter, which should explain how the manuscript is innovative, provocative, timely, and of interest to a broad audience. Papers on related topics by any of the authors that have been published within the past year, in review or in press should also be listed. For multi-author papers, the journal editors will assume that all the authors have been involved with the work and have approved the manuscript and agree to its submission.

Authors must abide by Section E, "Protection of Research Participants," of the ICMJE Recommendations as they pertain to informed consent and statement of human and animal rights and disclose any information pertaining to these subjects in the cover letter upon submission.

Title page

All manuscripts must have a title page, which should include the title and a brief running title, and the complete first name, middle initial, last name, degrees, and affiliation of each author. Identify and include the name and address of the author to whom correspondence and reprint requests should be addressed.

Please be sure that all authors' names and affiliations are correct to ensure accuracy, as edits to the manuscript cannot be made once the manuscript is published online.

Be sure to include:

- First names, middle names/initials, last names
- Degrees
- Institutions
- Departments
- Corresponding author's street address
- Corresponding author's phone number
- Corresponding author's email address
- Running title (35 characters and spaces) should be a shorter version of the title, which will be used on subsequent pages of the published article in the page folio.
- Conflict of interest statement
- Funding statement

Abstract

Case Reports: An abstract must be included in the space provided on the online submission form AND in the substance of your manuscript. Abstracts should not exceed 250 words. Please use a structured format, including Background/Objective, Case Report, Discussion, and Conclusion. Manuscripts that are not structured as specified will be returned without review. Provide 3-6 key words for indexing after the abstract.

Original Articles: An abstract must be included in the space provided on the online submission form AND in the substance of your manuscript. Abstracts should not exceed 250 words. Please use a structured format, including Objective, Methods, Results, and Conclusion. Manuscripts that are not structured as specified will be returned without review. Provide 3-6 key words for indexing after the abstract.

Review Articles: An abstract must be included in the space provided on the online submission form AND in the substance of your manuscript. Abstracts should not exceed 250 words. Abstracts for Review Articles are unstructured. Provide 3-6 key words for indexing after the abstract.

Word count limit

Please refer to the Manuscript Category section and adhere to the word limit assigned to the specific type of manuscript that will be submitted. Manuscripts that do not adhere to the word limit will be returned without review.

Abbreviations

Minimize use of abbreviations; any abbreviations used must be defined at first mention (except for units of measurement when used with numbers). Abbreviations may be used in tables and figures for space considerations but must be defined in the accompanying footnotes or legends. The *AMA Manual of Style* lists standard scientific abbreviations.

Units

Measurements should be expressed in conventional units, not Systeme International (SI) units. HbA1c values should be dually reported as "% (mmol/mol)." Please use the NGSP's HbA1c converter at <http://www.ngsp.org/convert1.asp> to calculate HbA1c values as both % and mmol/mol.

Acknowledgments

Acknowledgments should list brief statements of assistance, financial support/funding, and prior publication of the study in abstract form, if applicable.

Essential Title Page information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Highlights and Clinical Relevance

Highlights are mandatory for this journal as they help increase the discoverability of your article via search engines. They consist of a short collection of bullet points that capture the novel results of your research as well as new methods that were used during the study (if any).

Highlights should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

A Clinical Relevance summary (not bulleted) should be included after the Highlights bullet points. The summary should be a maximum of 50 words in paragraph format describing the importance of your submission.

Graphical abstract

Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 x 1328 pixels (h x w) or proportionally more. The image should be readable at a size of 5 x 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. You can view [Example Graphical Abstracts](#) on our information site.

Abbreviations

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

Formatting of funding sources

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university,

college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, it is recommended to include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Math formulae

Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y . In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by \exp . Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

Artwork

This section describes the artwork for this journal.

Electronic artwork

General points

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

- Submit each illustration as a separate file.
- Ensure that color images are accessible to all, including those with impaired color vision.

A detailed [guide on electronic artwork](#) is available.

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

Formats

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

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

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

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

TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.

TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:

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

Color artwork

Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF) or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color online (e.g., ScienceDirect and other sites). [Further information on the preparation of electronic artwork.](#)

Figure captions

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables

Please submit tables as editable text and not as images. All tabular material must be double-spaced, and each table should be on a separate page. Provide a title for each table and define all abbreviations in a footnote. Limit the width of tables to 6.5 inches (16.5 cm). Please do not submit turn-page material (tabulations typed across the vertical dimension of the page).

Titles and abbreviations/footnotes should be included as part of the table itself and not typed above or below the table (i.e., titles and abbreviations/footnotes should be typed in the cells in the table).

References

This section describes the references for this journal.

Citation in text

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

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