



# Publication Instructions for GE - Portuguese Journal of Gastroenterology (formerly Jornal Português de Gastrenterologia)

Website: [www.elsevier.pt/gejpg](http://www.elsevier.pt/gejpg)

## 1. OBJECTIVES AND SCOPE

GE - Portuguese Journal of Gastroenterology (formerly Jornal Português de Gastrenterologia) founded in 1994 is the official publication of the Portuguese Gastroenterology Society, the Portuguese Digestive Endoscopy Society and the Portuguese Association for Studies of the Liver. It publishes original articles on Gastroenterology, Digestive Endoscopy, Hepatology, and related topics.

## 2 EDITORIAL FREEDOM

GE adopts the World Association of Medical Editors' definition of editorial freedom, which holds that editors-in-chief have full authority over the entire editorial content of their journal and the timing of publication of that content. Journal owners should not interfere in the evaluation, selection, scheduling, or editing of individual articles either directly or by creating an environment that strongly influences decisions. GE Editor-in-chief bases editorial decisions on the validity of the work and its importance to the journal's readers, not on the commercial implications for the journal, and is free to express critical but responsible views about all aspects of medicine without fear of retribution, even if these views conflict with the commercial goals of the publisher.

GE Editor-in-chief has the final say in decisions about which advertisements or sponsored content, including supplements, the journal will and will not carry, and he should have final say in use of the journal brand and in overall policy regarding commercial use of journal content.

## 3. PUBLICATION TYPES

GE - Portuguese Journal of Gastroenterology accepts the following publication types:

- a) Original articles reporting clinical or basic research;
- b) Review articles (including systematic reviews and meta-analyses) of clinical or basic-science topics;
- c) Clinical case studies;
- d) Editorials, which are written at the invitation of the Editor and consist of commentary on articles published in the journal or on subjects of particular relevance;

- e) Letters to the Editor, which consist of concise opinions on recently published articles;
- f) Images in gastroenterology and hepatology;
- g) Endoscopic snapshots; and
- h) Guidelines.

Please ensure that you select the appropriate article type from the list of options when making your submission.

### Articles must be written in English.

Submitted manuscripts are subject to peer review to ensure that the journal only contains papers of the highest standard.

## 4. BEFORE YOU BEGIN

### Ethics in publishing

For information on Ethics in publishing and Ethical guidelines for journal publication see <http://www.elsevier.com/publishingethics> and <http://www.elsevier.com/journal-authors/ethics>.

GE adheres to the Principles of Transparency and Best Practice in Scholarly Publishing (joint statement by COPE, DOAJ, WAME, and OASPA; (<http://doaj.org/bestpractice>).

## OBLIGATIONS OF THE AUTHOR

### Ethical responsibilities

**Protection of human subjects and animals.** When describing experiments that have been carried out on human beings, it must be mentioned that the procedures followed are in accordance with the ethical guidelines of the committee responsible for human research (institutional or regional) and in accordance with the World Medical Association and the Helsinki Declaration, available at: <http://www.wma.net/en/30publications/10policies/b3/>. When experiments on animals are described, it must mention whether the rules of an institution or an international research council or a national regulatory law on the care and use of laboratory animals have been followed.

**Confidentiality.** The authors are responsible for following the protocols established by their respective health centres to access data from medical records in order to write this type of publication for research / disclosure purposes for the community, and thus must declare that they have complied with this requirement. The author is obliged to ensure that the requirement of having informed all the patients enrolled in the study has been met and is in possession of the document signed by them after they have received sufficient information, and having obtained their written informed consent to participate in the study. The authors must mention, in the “Methods” that the procedures used in patients and controls were performed after having obtained the signed informed consent form.

**Privacy.** The author is also responsible for ensuring the right of privacy of the patients by protecting their identity, both in the text of the article as well as in the images. No names, initials or hospital medical record numbers will be used (or any other type of data irrelevant to the investigation that could identify the patient) either in the text or in the photographs, unless this information is essential for scientific purposes, in which case it may be included in the article, provided that the patient, or their parent or guardian, gave their informed consent in writing for its publication. The authors are responsible for obtaining the informed consent in writing, authorising their publication, reproduction and circulation on paper support and on public access Internet.

### Funding

The authors must declare the source of any financial help received.

### Authorship

Only those persons who have intellectually contributed to the development of the work should appear in the list of authors. The type of participation in the work (some of which are expressed below) by each author must be stated in the Cover Letter. To have helped in the collection of data, or to have taken part in some technique, are not by themselves sufficient criteria to appear as an author.

In general, to appear as an author the following requirements should be met:

1. To have participated in the conception and design, data acquisition, analysis and interpretation of the data of the work that has resulted in the article in question.
2. To have participated in the drafting of the manuscript or its revisions.
3. To have approved the version that will finally be published.

In the case of collective authorship, it will include the name of the writers, or those responsible for the work, followed by “and the Group...”, when all the members of the group are considered as co-authors of the work. If it is desired to include the name of the group, although not all members may be considered as co-authors, the formula used will be to mention the authors responsible, followed by “on behalf of the Group.”. In any event, the names and the institutions of the members of the group should be included in an Appendix at the end of the manuscript. The authors will be stated both on the first or title page and in the Add/ Edit/Remove/Author section. All authors must declare that they have read and approved the manuscript and that the requirements for author-

ship have been met. The Journal declines any responsibility on possible conflicts arising from the authorship of works published in the Journal.

### Conflict of interests

There is a conflict of interests when an author has/had financial or personal relationships that could have inappropriately biased or influenced their actions. The potential conflict of interests exists regardless of whether the interested parties consider that these relationships may or may not have influenced their scientific judgement. The authors must state, in the Cover Letter and in the Additional Information section of the EES, any financial or personal relationships that they may have had or may have, at the time of writing or submitting the article, with persons or institutions, and that could give rise to a conflict of interests as regards the article which is submitted for publication. What is declared will appear in the printed Journal.

### Obtaining of permissions

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### Redundant or duplicate publication

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### Copyright

Upon submission of an article, authors will be asked to complete a ‘Journal Publishing Agreement’ (for more information on this and copyright, see <http://www.elsevier.com/copyright>).

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### Author rights

As an author you (or your employer or institution) have certain rights to reuse your work. For more information on author rights please see <http://www.elsevier.com/copyright>.

### Role of the funding source

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 then this should be stated.

### Funding body agreements and policies

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

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### No Article publishing charges

GE does not charge authors for publication. There are no submission or page charges, and no colour charges.

### Language (usage and editing services)

Please write your text in good English (American or British usage is accepted, but not a mixture of these). 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 WebShop (<http://webshop.elsevier.com/languageediting/>) or visit our customer support site (<http://support.elsevier.com>) for more information.

### Submission

Submission to this journal proceeds totally online. Use the following guidelines to prepare your article. Via the online submission site of this journal (<http://ees.elsevier.com/ge>) you will be guided stepwise through the creation and uploading of the various files. The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF at submission for the review process, these source files are needed for further processing after acceptance. All cor-

respondence, including notification of the Editor's decision and requests for revision, takes place by e-mail and via the author's homepage, removing the need for a hard-copy paper trail. If you are unable to provide an electronic version, please contact the editorial office prior to submission.

### Additional Information

Tables and figures may be presented with captions within the main body of the manuscript; if so, figures should additionally be uploaded as high resolution files.

### Peer Review

GE - Portuguese Journal of Gastroenterology follows a rigorous single-blind peer review and it will send manuscripts to outside reviewers selected from an extensive database.

The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership. Except where otherwise stated, manuscripts are single-blind peer review by at least two anonymous reviewers and the Editor. Final acceptance or rejection rests with the Editor-in-Chief, who reserves the right to refuse any material for publication.

Manuscripts should be written so that they are intelligible to the professional reader who is not a specialist in the particular field. They should be written in a clear, concise, direct style. Where contributions are judged as acceptable for publication on the basis of content, the Editor and the Publisher reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision.

All manuscripts are reviewed by the chief editor that can refuse at this stage, without recourse to the opinion of the reviewers.

In the evaluation, the articles can be:

- a) Accepted without changes
- b) Accepted after modifications suggested by scientific advisors
- c) Rejected

Upon receipt of the manuscript, the editor-in-chief sends it to at least two reviewers if the manuscript is in accordance with the instructions to authors and meets the editorial policy.

Within four weeks, the reviewer should respond to the chief editor indicating their comments on the manuscript subject to revision, and suggestion regarding acceptance, revision or rejection of the work. Within 10 days the Editorial Board will make a decision which may be: accept the manuscript without modifications; sending reviewers' comments to authors proceed in accordance with the stated; rejection.

When changes are proposed Authors have 15 days (which period may be extended at the request of the authors) to submit a new revised version of the manuscript, incorporating the comments of the reviewers and of the editorial board. Answering all the questions and a revised version of the article, with the amendments inserted highlighted with a different color.

The editor-in-Chief has 10 days to make the decision on the new version: reject or accept the new version, or refer it to a new appreciation for one or more reviewers.

In case of acceptance, in any of the previous phases, the same will be communicated to the Corresponding Author.

In the authors proof revision phase will not be accepted substantive changes to manuscript. The inclusion of these changes can motivate the rejection of the manuscript by decision of the Editor-in-Chief.

In all cases the opinions of the reviewers will be fully communicated to authors within 6-8 weeks from the date of receipt of the manuscript.

## 5. PREPARATION

Manuscripts that are not submitted in accordance with the following instructions will be returned for modification according to the guidelines before being reviewed by the members of the Scientific Council.

**Fast-Track publication** - Fast-track publication system is available in GE for urgent and important manuscripts that meet the GE requirements for the Fast-track system.

- a) Authors may apply for a fast-track publication through manuscript submission, clearly indicating why the manuscript should be considered fast track
- b) The Editorial Board will take the decision as regards the suitability of the request for fast or regular publication
- c) The Editorial Board will communicate their decision within 48 hour period. If the Editor-in-Chief finds the manuscript unsuitable for Fast-Track evaluation, the manuscript may be proposed for the normal revision process. The author(s) will be allowed to withdraw their submission. For manuscripts that are accepted for Fast-track evaluation, an editorial decision will be made available within five working days.
- d) If the manuscript is accepted for publication, an effort will be made to publish online within a maximal period of 8-12 weeks after acceptance.

### 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: <http://www.elsevier.com/guidepublication>). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. 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.

### Files to be included

#### Cover letter

The cover letter should be addressed to the Editor and should include a short summary of the article stating why the authors believe that it is suitable for publication in the Journal.

## Title page

### I. Title

The title should be given in both Portuguese and English and should be concise, contain no abbreviations and not exceed 120 characters. The title may include a subtitle with a maximum of 40 characters (including spaces).

### II. Author names and affiliations

Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. 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

### III. Sponsors

All entities that sponsored the work should be listed.

### IV. Corresponding author.

Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that phone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. Contact details must be 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.

### Abstract and keywords

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. The abstract must be written in both Portuguese and English and should not exceed 350 words for original articles. The abstract should be organised into the following sections:

Introduction, Materials and Methods, Results, Discussion and Conclusions. It should not contain abbreviations, references, or footnotes.

If the manuscript is a clinical case study, the abstract must not exceed 180 words. At the end of the abstract, a maximum of five keywords must be included, using the terminology appearing in "Medical Subject Headings (MeSH)" (<http://www.nlm.nih.gov/mesh/meshhome.html>).

## Text

### I. ORIGINAL ARTICLES

Original articles should include the following sections: Introduction, Materials and Methods, Results, Discussion and Conclusions, Acknowledgements (if applicable), References, Tables and Figures. Original articles should not exceed 4 000 words, excluding references and illustrations.

Word count: up to 4 000

Structured abstract: Yes, up to 350 words

Tables/Figures: up to 6  
References: up to 60

## II. CLINICAL CASE STUDIES

Clinical case studies should include the following sections: Introduction, Clinical Case, and Discussion. Clinical case studies should not exceed 2 000 words and 25 references.

It is strongly recommended that the CARE guidelines (<http://www.care-statement.org/>) be used.

For original articles and clinical case studies, approval by the institutional Ethics Committee should be stated. All drugs should be referred to by their generic names. For references to trade names, the name, city, and country of the manufacturer should be given in a footnote. Abbreviations, which are not recommended, should be defined at the first use.

Parameters must be expressed in International Units, and their normal values should be indicated. Figures and tables should be identified using Arabic numerals in the order in which they appear in the text.

Word count: up to 2 000

Structured abstract: not required, up to 150 words

Tables/Figures: up to 6

References: up to 25

## III. EDITORIALS

Editorials may be submitted by invitation from the Editor. Editorials are normally commissioned and relate to original research papers. Editorials should not exceed 1 500 words and 20 references and may include 1 table and 1 figure. The text should be double-spaced.

Word count: up to 1 500

Structured abstract: not required

Tables/Figures: up to 1

References: up to 20

## IV. LETTERS TO THE EDITOR

A Letter to the Editor should consist of critical comments on an article published in the Journal or a short note on a particular topic or clinical case. Letters to the Editor should not exceed 600 words and 10 references and may contain one figure or table.

Word count: up to 600

Structured abstract: not required

Tables/Figures: up to 2

References: up to 10

## V. REVIEW ARTICLES

Review Articles may be submitted preferably by invitation from the Editor. However, authors who are interested in publishing a review article may contact the Editor to discuss the topics to be addressed.

Review articles should not exceed 4 000 words, 100 references and 6 tables and/or figures.

Systematic Reviews. Systematic Reviews can be presented in the Introduction, Methods, Results, Discussion format. The subject must be clearly defined. The objective of a systematic review should be to produce an evidence-based conclusion. The Methods should give a clear indication of the literature search strategy, data extraction, grading of evidence and analysis.

It is strongly recommended that the PRISMA statement (<http://www.prisma-statement.org/>) be used. PRISMA stands

for Preferred Reporting Items for Systematic Reviews and Meta-Analyses. The aim of the PRISMA Statement is to help authors improve the reporting of systematic reviews and meta-analyses.

Should be up to 4 000 words, a maximum of six figures and 100 references.

Word count: up to 4 000

Structured abstract: Yes, up to 350 words

Tables/Figures: up to 6

References: up to 100

**Narrative Reviews.** Review Articles are comprehensive papers that synthesize older ideas and suggest new ones. They cover broad areas. They may be clinical, investigational, or basic science in nature.

Although usually commissioned, we do occasionally accept unsolicited review articles on important and topical subjects with a particular focus on recent advances. Before submitting a review, we ask that you send the editors a brief outline (no more than 500 words) indicating the importance and novelty of the subject, and why you are qualified to write it. These will be peer reviewed. An invitation to submit will in no way guarantee acceptance. Reviews should not normally exceed 4 000 words.

Word count: up to 4 000

Structured abstract: Yes, up to 350 words

Tables/Figures: up to 6

References: up to 100

## VI. IMAGES IN GASTROENTEROLOGY AND HEPATOLOGY

This section is intended for the publication of clinical, radiological, histological, and surgical images related to gastroenterological or hepatological cases. Submissions must meet the following guidelines:

1. The title page should list the title (no more than eight words), authors (no more than three), and agency or institution.
2. Images should be of high quality and educational value and may be in colour or black and white. Up to four figures will be published. Captions should be brief and informative. Arrows or other symbols should be included as needed to facilitate understanding of the image(s).
3. The text should not exceed 500 words, with no tables or plots, and should include a short clinical history and relevant data from the physical examination, laboratory tests, and clinical progression as appropriate.
4. Up to five references may be listed on a separate page in the order of their citation in the text and following the GE reference-formatting guidelines (below).
5. The corresponding author, address, telephone and fax numbers, and e-mail address should be given on a separate page.

## VII. ENDOSCOPIC SNAPSHOTS

This section is intended for the publication of rare or educational cases or novel techniques in digestive endoscopy. Submissions must meet the following guidelines:

1. The title page should list the authors and agency or institution.
2. The text should not exceed 500 words.
3. Up to three figures with brief captions may be included. Figures may be in colour.
4. Up to five references may be listed on a separate page in the order of their citation in the text and in following the GE reference-formatting guidelines.

5. The corresponding author and address should be given on a separate page.

## VIII. GUIDELINES

In general, published statements intended to guide clinical care (e.g., Guidelines, Practice Parameters, Recommendations, Consensus Statements and Position Papers) should describe:

- The clinical problem to be addressed
- The mechanism by which the statement was generated
- A review of the evidence for the statement (if available), and
- The statement on practice itself

To minimize confusion and to enhance transparency, such statements should begin with the following bulleted phrases, followed by brief comments addressing each phrase:

What other guideline statements are available on this topic?

Why was this guideline developed?

How does this statement differ from existing guidelines?

Why does this statement differ from existing guidelines?

Word count: up to 4 000

Structured abstract: not required, up to 350 words

Tables/Figures: up to 6

References: up to 100

## Acknowledgements

Acknowledgements should be placed at the end of the article.

## References

### I CITATION IN TEXT

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). The references should be listed using Arabic numerals in the order in which they are cited in the text.

References to personal communications and unpublished data should be made directly in the text and should not be numbered. Abbreviations of journal names must conform to those that are used by the National Library of Medicine (NLM) Title Journals Abbreviations <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

References to articles published in journals should include the first author's name (surname and given name) followed by the names of the remaining authors, separated by commas. If they are more than six authors, the first 6 are mentioned, followed by et al. the article title, the journal name, and the publication year, volume, and pages.

Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is encouraged.

The bibliography should be added as part of the regular text, never as a footnote. Specific codes from reference-management software are not acceptable.

## II FORMAT.

A detailed description of the formats of different reference types can be found in the "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org/recommendations>) Selected examples are given below.

**Journals:** List all authors if there are six or fewer, et al. should be added if there are more than six authors. Article title, journal name, year, volume, and pages.

**Examples:**

Conrad K, Roggenbuck D, Laass MW. Diagnosis and classification of ulcerative colitis. *Autoimmun Rev.* 2014;13:463-6.

Koelink PJ, Overbeek SA, Braber S, Morgan ME, Henricks PA, Roda MA, et al. Collagen degradation and neutrophilic infiltration: a vicious circle in inflammatory bowel disease. *Gut.* 2014;63:578-87.

**Books:** Name(s) of the author(s), title, city and name of the publisher, year of publication.

**Example:** Sherlock S. *Diseases of the liver and biliary system.* 9<sup>th</sup> ed. London: Blackwell Scientific Publications; 1989.

**Book chapters:** Name(s) and initials of the author(s) of the article or chapter, title or number of the article or chapter, name(s) and initials of the editor(s), book title, city and name of the publisher, edition number, publication year, and first and last pages of the article.

**Example:** Hotz J, Goebell H. Epidemiology and pathogenesis of gastric carcinoma. In: Hotz J, Meyer HJ, Schmoll HJ, editors. *Gastric carcinoma: Classification, diagnosis and therapy.* 1<sup>st</sup> ed. New York: Springer-Verlag; 1989. p.3-15.

**Electronic material:** Journal article in electronic format.

**Example:** Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs.* [serial on the Internet]. 2002 Jun. Cited: Aug 12, 2002;102(6): [approx. 3 p]. Available at: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>.

**Web references.** As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

## Artwork

### I 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 printed version.
- Submit each illustration as a separate file.

A detailed guide on electronic artwork is available on our website:

<http://www.elsevier.com/artworkinstructions>

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

## II 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.

### III 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 on the Web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version.

#### Captions

Captions should be numbered using Arabic numerals in the order in which they appear in the text (e.g., Table 1, Figure 1) and must provide sufficient information to enable their interpretation without consulting the text.

Ensure that each illustration and table 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

Tables should be numbered using Arabic numerals in the order in which they appear in the text. Tables should not be included within the body of the manuscript but should be placed after the reference list on separate pages, identified by number, with the title centred above the table. Informative notes (abbreviations, statistical significance, etc.) should be placed below the table. Place footnotes to tables below the table body and indicate them with superscript lowercase letters.

Vertical and horizontal lines should be avoided within tables and should serve only as header and subheader separators.

Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

#### Figures

Figures should be numbered using Arabic numerals in the order in which they appear in the text. Figures should not be included within the body of the manuscript but should

be submitted as separate documents according to the ESS Artwork Guidelines (<http://www.elsevier.com/wps/find/authors.authors/authorartworkinstructions>). Each figure should be identified by number and title.

#### Video data

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#### AudioSlides

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