

# Manuscript Submission Guidelines and Policies for *Facial Plastic Surgery & Aesthetic Medicine*

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## Journal Information

- Manuscript Submission Site: <https://mc.manuscriptcentral.com/fpsam>
- Editorial Office Contact: [jkgranger@ucdavis.edu](mailto:jkgranger@ucdavis.edu)
- Support Contact: [prosupport@liebertpub.com](mailto:prosupport@liebertpub.com)
- Journal Model: Hybrid
- Blinding: Single Blind
- File formatting requirement stage: On revision. Format neutral on original submission.
- Instant Online Option (immediate publication of accepted version): No
- Submission Fee: None
- Average time to initial decision: 17.5 days

## Manuscript Types and Guidelines

- All manuscripts should be in Word format, and double spaced.
- The word count of the body and abstract must be included on the title page.
- Authorship confirmation statement and conflicts of interest disclosure is required.
- Tables and figures must be submitted as individual files.
- If human subjects are being studied as IRB disclosure must be included in the materials and methods section. If please state the exemption.

Original Investigation Papers	<ul style="list-style-type: none"> <li>• Maximum 3,000-word limit</li> <li>• Maximum of 5 (five) tables and/or figures</li> <li>• Figures &amp; Tables should be submitted as separate documents</li> <li>• <b>Key Points</b> (include a separate section called "Key Points" before the Abstract – 100 words or fewer)             <ul style="list-style-type: none"> <li>◦ Please make the key points succinct and in a common (lay or plain) language in 3 simple sentences. These are difficult to write, but consider explaining to someone who does not practice in our field. Take out the numbers and the abbreviations as not everyone uses the same terminology.</li> <li>◦ This feature provides a quick structured synopsis of the findings of your manuscript (required only for research and review manuscripts), following 3 key points (for example):                 <ul style="list-style-type: none"> <li>▪ Question: Does wearing a parachute protect you as a sky diver?</li> <li>▪ Findings: Sky divers that do not wear a parachute had poorer outcomes than those that wore them.</li> <li>▪ Meaning: The findings of this study suggest that wearing a parachute should be strongly considered when skydiving.</li> </ul> </li> </ul> </li> <li>• Structured abstract (maximum of 200 words). The abstract should be as succinct and accurate as possible. The background and objective can be one sentence each. The conclusion for aim to be one sentence of the study results, without extrapolation</li> <li>• Discussion: The discussion could be organized with a first paragraph that tells how the findings of your study extend from and agree/disagree with the current available literature. The vast majority of the new referenced material in the discussion belongs in the introduction, then you can compare to this in the organized discussion.</li> <li>• Reporting guidelines: <a href="#">Equator Reporting Guidelines</a></li> </ul>
Research Letter	<ul style="list-style-type: none"> <li>• Maximum 600-word limit</li> <li>• Maximum of 7 authors</li> <li>• Maximum of 2 (two) figures and/or small tables</li> <li>• Maximum of 6 references</li> </ul>

Systematic Review (without meta-analysis)	<ul style="list-style-type: none"> <li>• Maximum of 3,500 words</li> <li>• 50-75 references</li> <li>• Maximum of 5 (five) tables and/or figures</li> <li>• A PRISMA-style flow diagram should be included as an online supplement Include a table with ratings of the quality of the studies/evidence</li> <li>• Subtitle should be "A Systematic Review"</li> <li>• Structured abstract. The abstract should be as succinct and accurate as possible. The background and objective can be one sentence each. The conclusion for aim to be one sentence of the study results, without extrapolation</li> <li>• Reporting guidelines: <a href="#">Equator Reporting Guidelines</a></li> </ul>
Narrative Review	<ul style="list-style-type: none"> <li>• The focus should be an update on current understanding of the physiology of the disease or condition, diagnostic consideration, and treatment. Subtitle should be "A Review"</li> <li>• These reviews should address a specific question or issue that is relevant for clinical practice.</li> <li>• Maximum of 2,000-3,500 words</li> <li>• No Abstract</li> <li>• 50-75 references</li> <li>• Maximum of 5 (five) tables and/or figures</li> <li>• Narrative Review articles should include a 3-part structured abstract of fewer than 250 words using the headings listed below: <ul style="list-style-type: none"> <li>◦ Importance: An overview of the topic and discussion of the main objective or reason for this review.</li> <li>◦ Observations: The principal observations and findings of the review.</li> <li>◦ Conclusions and Relevance: The conclusions of the review that are supported by the information, along with clinical applications. How the findings are clinically relevant should be specifically stated.</li> </ul> </li> </ul>
Special Communications	<ul style="list-style-type: none"> <li>• Maximum 3,000-word limit</li> <li>• Unstructured abstract of a maximum of 200 words</li> <li>• Maximum 4 (four) tables and/or figures</li> <li>• 50 references</li> </ul>
Clinical Challenge	<ul style="list-style-type: none"> <li>• Features "What Would You Do Next?" "What Would You Do Next?" with 4 single-phrase plausible treatment options describing possible courses of action with 1 being preferred</li> <li>• Case presentation: maximum 250 words. Discussion: maximum 500-600 words</li> <li>• Maximum of 10 references</li> <li>• Maximum of (three) authors</li> <li>• 1-2 small figures</li> <li>• Patient permission may be needed</li> </ul>
Surgical Pearls	<ul style="list-style-type: none"> <li>• Maximum of 800 words</li> <li>• 1 video of 2-5 minutes. Please use captions and English-language voiceover where appropriate.</li> <li>• 1-2 figures</li> <li>• Maximum of 7 references</li> <li>• Maximum of 3 authors</li> <li>• Patient photograph consent permission should be submitted</li> </ul>
Viewpoint	<ul style="list-style-type: none"> <li>• Maximum of 1,200 words (or 1,000 words with 1 small table or figure)</li> <li>• Maximum of 7 references at submission</li> <li>• Maximum of 3 authors, with no more than 2 affiliations per author</li> </ul>
Letters to the Editor	<ul style="list-style-type: none"> <li>• Maximum 500 words</li> <li>• Maximum of 4 references (1 of which should be to the recent article)</li> <li>• Maximum of 3 authors</li> </ul>
Responses to Letters to the Editor	<ul style="list-style-type: none"> <li>• Maximum 500 words</li> <li>• Maximum of 6 references</li> <li>• Maximum of 3 authors</li> </ul>
Observation	<ul style="list-style-type: none"> <li>• Maximum of 600 words</li> <li>• Maximum of 7 authors</li> <li>• Maximum of 6 references</li> <li>• No more than 2 (two) small tables and/or figures</li> <li>• No online-only material</li> <li>• Patient permission may be needed</li> </ul>

Word limits do NOT pertain to the abstract, disclosure statements, author contribution statements, funding information, acknowledgments, tables, figure legends, or references.

Facial Plastic Surgery & Aesthetic Medicine welcomes format-neutral manuscripts for first-time submissions. Newly submitted manuscripts will not

be un-submitted for formatting issues. However, after the initial peer review process, revised submissions must follow correct journal formatting and file guidelines

## Description of Manuscript Types

- Original Investigation Papers: Clinical Trials; Meta-analysis; Intervention Study; Cohort Study; Case-control Study; Epidemiologic Assessment Survey with High Response Rate; Cost-effectiveness Analysis; Decision Analysis; Study of Screening and Diagnostic Tests; Other observational studies
- Research Letter- Concise, focused reports of original research. Can include any of the study types listed under Original Investigation.
- Systematic Review (without meta-analysis)- Critical assessments of the literature and data sources pertaining to clinical topics, emphasizing factors such as cause, diagnosis, prognosis, therapy, or prevention. Systematic Reviews without meta-analysis are published as Reviews; those with meta-analysis are published as Original Investigations (see Meta-analysis under Original Investigation Papers).
- Advances in Diagnosis and Treatment Review- A complete systematic review of the last 5 years of published literature focusing on the latest information about management of diseases and conditions, emphasizing what is new; typically written by senior experts in the field. These reviews should address a specific question or issue that is relevant for clinical practice.
- Narrative Review- Up-to-date review for clinicians on a topic of general common interest from the perspective of internationally recognized experts in these disciplines.
- Special Communications- This journal publishes very few of these types of articles. These manuscripts describe an important issue in clinical medicine, public health, health policy, or medical research in a scholarly, thorough, well-referenced, systematic, and evidence-based manner.
- Clinical Challenge- Presents an actual patient case with a specific disease or condition with an accompanying clinical image.
- Surgical Pearls- A video snapshot and a short description of a surgical technique
- Viewpoint- May address virtually any important topic in medicine, public health, research, discovery, prevention, ethics, health policy, or health law and generally are not linked to a specific article.
- Letters to the Editor- Letters discussing a recent article in this journal should be submitted within 4 weeks of the article's publication in print.
- Responses to Letters to the Editor- Replies by authors of original articles to letters from readers
- Observation- Short reports of 1 or 2 complicated or unique cases.

## References

The reference list must be prepared double-spaced in Word and numbered consecutively as they are cited in the text (using superscript numbers). References appearing for the first time in tables and figures must be numbered in sequence with those cited in the text where the table or figure is mentioned. Use journal abbreviations as provided by PubMed/Medline. List all authors when there are six or less. When there are more than six, list the first three, followed by et al. If references to personal communications or unpublished data are used, they are not to be in the list of references. They should be referred to in the text in parentheses: (A.B. Smith, personal communication). Include among the reference any papers that have been accepted for publication but not yet published; identify the name of publication and add "In Press." The maximum number of references may not exceed 100.

### Sample journal article reference styles:

- Journal article with up to six authors:

Rahavi-Ezabadi S, Most SP, Saltychev M, Sazgar AA, Moubayed SP, Saedi B. Validation of the Persian language version of the Standardized Cosmesis and Health Nasal Outcomes Survey (SCHNOS). *JAMA Facial Plast Surg* 2018;20(6):521-523.

- Journal article with more than six authors:

Nellis JC, Ishii M, Bater KL, et al. Association of Rhinoplasty with perceived attractiveness, success, and overall health. *JAMA Facial Plast Surg* 2018;20(2):97-102.

### FOR USERS OF ENDNOTE

Currently, *Facial Plastic Surgery & Aesthetic Medicine* is not listed in EndNote, however, you may use this [output style](#).

## Other

### Manuscript Preparation

Prepare text of manuscripts, double-spaced, in Microsoft Word. The order of items in the manuscript is: title page, key points,\*\* abstract, text, acknowledgments, authorship confirmation statement, author disclosures, references, and correspondence address. Number each page, including the title page, consecutively. (\*\*Key Points are required for only Research and Review submissions.)

## Costs

- There is no submission fee for *Facial Plastic Surgery & Aesthetic Medicine*.
- Please contact [AuthorBenefits@liebertpub.com](mailto:AuthorBenefits@liebertpub.com) for costs for publishing images in color.
- Open Access and Creative Commons (CC-BY / CC-BY-NC) licensing options are available. Contact our [Open Access Manager](#) for more information.
- For pricing and purchasing reprints, contact our [Reprints Manager](#).
- **Any fees collected or payments associated with a submitted and/or published paper that is subsequently withdrawn and/or retracted for any**

reason are non-refundable.

# General Manuscript Submission Guidelines and Policies for Mary Ann Liebert Journals

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## Submission Preparation

All manuscripts must be prepared in accordance with the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals ([icmje.org](http://www.icmje.org)). Please consult your specific journal's requirements for additional information.

All Mary Ann Liebert, Inc. journals follow the standards, guidelines, and best practices set forth by the Committee on Publication Ethics (COPE; [publicationethics.org](http://publicationethics.org)), the International Committee of Journal Medical Editors (ICJME; [www.icmje.org](http://www.icmje.org)), the World Medical Association (WMA); [www.wma.net](http://www.wma.net)), and the American Medical Association ([www.ama-assn.org](http://www.ama-assn.org)).

Mary Ann Liebert, Inc. recommends that submissions follow standard relevant reporting guidelines. Please consult [The Equator Network](#) for more information.

## Manuscript Structure

Specific journal requirements will vary, however the general order of elements in each manuscript should be

- Title page\* with full manuscript title, all contributing authors' names and affiliations, a short running title, a denotation of the corresponding author, and a list of 4-6 keywords/search terms,
- Abstract,
- Main text without embedded figures or tables and with appropriate section headings, if applicable. Most research papers should be organized as follows: Introduction, Materials and Methods, Results, Discussion, and Conclusions.
- Acknowledgments,
- Authorship confirmation statement,
- Author(s)' disclosure (Conflict of Interest) statement(s), even when not applicable,
- Funding statement, even when not applicable,
- References,
- Tables included in the text or as a separate document,
- Figure legends at the end of the main text or in a separate Word file,
- Figures uploaded as individual high-resolution files,
- Supplemental files uploaded as individual files.

\*Double-blinded journals require a separate title page with the title, all contributing authors' names and affiliations, a denotation of the corresponding author, author acknowledgements, disclosures, and related identifying information.

Your individual journal may require

- An Institutional Review Board (IRB) approval (or waiver) statement and statement of patient consent as a separate paragraph after the methods section,
- Other relevant ethics attestations (see [icmje.org](http://www.icmje.org) for further guidance),
- Data sharing statement,
- Specific abstract and content sections, depending on manuscript type,
- Word count limits, tables/figure limits, and reference format requirements.

## Manuscript Formatting

# Manuscript Formatting

Please check your journal's requirements for file formatting. Many journals require formatting compliance only on revision; however, unless stated, the file formatting should comply with the following requirements on submission.

## Manuscript Files

The main text file, figure legends, and tables should be prepared in Microsoft Word. Some journals may accept LaTeX. Please consult your individual journal instructions for guidance.

## File Naming

- All file names should be in English and contain only alphanumeric characters.
- **Do not include spaces, symbols, special characters, dashes, dots, or underscores.**
- Title each file with the type of content contained in the file (e.g., manuscript.doc, tables.doc, FigureLegends.doc, Fig1.tif, SupplementalData.pdf, etc.).

## Figures

- Submission of high resolution .TIFF or .EPS figure files is preferred. Please upload as individual files.
- Cite figures consecutively in text within parentheses
- Images should not reveal the name of a patient or a manufacturer

## Figure Legends

- A legend should be provided for each supplied figure.
- All legends should be numbered consecutively.
- Figure legends may be included at the end of the main text file or uploaded as a separate, double-spaced Word file.
- In each legend, provide explanations for any abbreviations or symbols that appear in the figure.
- If the figure is taken from a copyrighted publication, permission must be secured by the author(s) and supplied at the time of submission with appropriate credit listed in the legend. Permissions and associated fees are the responsibility of the author.

## Tables

- Tables may be included after the references at the end of the main text file, or uploaded as a single, separate Word file. All tables should be editable.
- Provide a title for each supplied table.
- Cite tables sequentially in text within parentheses.
- Explain abbreviations used in the body of the table in footnotes using superscript letters, not symbols.
- If a table is taken from a copyrighted publication, permission must be secured by the author(s) and supplied at the time of submission with appropriate credit listed in the legend. Permissions and associated fees are the responsibility of the author.

## Supplemental Files

- Supplemental files should be uploaded as individual files. Most text, photo, graphic, and video formats are accepted. Ensure that patient identities are not revealed.
- Supplemental Information will not be copyedited or typeset; it will be posted online as supplied.
- For journals that publish accepted versions of papers prior to copyediting and typesetting, supplemental files will not be posted with the paper until after production has been completed.

# Pre-Publication Policies

## Funding

Upon manuscript submission, the submitting agent will have an opportunity to enter funding/grant information. If funding information is entered correctly, the publisher will deposit the funding acknowledgements from the article as part of the standard metadata to Funder Registry. The entered information should include funder names, funder IDs (if available), and associated grant numbers. Special care should be taken when entering this information to ensure total accuracy. Funding information must also be provided within the manuscript.

## Government Funded Research / Funder Requirements

Mary Ann Liebert, Inc., adheres to national and international funder requirements. Various funders, such as the National Institutes of Health (NIH), Wellcome Trust, Howard Hughes Medical Institute (HHMI), The Bill & Melinda Gates Foundation, and UK Research and Innovation (UKRI), have specific requirements for depositing the accepted version and/or the article of record version in a repository after an embargo period. Authors funded by these organizations should follow the self-archiving terms and conditions of these separate agreements based on the policies of the specific funding institutions. If you have questions, please [contact us](#) for more information.

## Peer Review

All submissions are subject to peer review after initial editorial evaluation for suitability. A minimum of two reviews are required for most journals if the manuscript proceeds to the review stage. Final decisions on the manuscript are solely at the discretion of the Editor(s).

## Exclusivity

Manuscripts should be submitted with the understanding that they have neither been published, nor are under consideration for publication elsewhere, in the same form or substantially similar form. Conference abstracts are excluded. If work was presented at a conference, supply the name, date, and location of the meeting as a footnote on the title page of the submission.

## Third-party Submissions and Integrity

If a third party is submitting the manuscript, the submitting agent designation must be used, with the identity of the submitting agent disclosed. We reserve the right to reject any manuscript that does not contain this disclosure. The authors are solely responsible for any manuscript submitted on their behalf.

## Confidentiality

Editors and reviewers must maintain strict confidentiality of manuscripts during the peer-review process. Sharing a manuscript in whole or in part, outside the scope of what is necessary for assessment, is impermissible prior to an accepted manuscript's official publication date. Reviewers are not permitted to contact authors directly.

## Sharing of Materials

Authors must honor any reasonable request for materials, methods, or data necessary to reproduce or validate the research findings during peer review unless it violates the privacy or confidentiality of human research subjects.

## Conflicts of Interest by the Editor-in-Chief and/or Section Editors

The Editor-in-Chief and Associate Editors will recuse themselves from participating in the review process of any manuscript in which there is a potential or actual competing interest.

## Plagiarism, Peer Review, and Publication Integrity

Mary Ann Liebert, Inc., is committed to maintaining the integrity of the peer-review process by upholding the highest standards for all published articles. All manuscripts will be analyzed and evaluated for plagiarism, peer review integrity, and publication integrity. Plagiarized manuscripts or manuscripts with evidence of publication or peer review misconduct will be rejected immediately. If publication misconduct is identified, we reserve the right to rescind acceptance prior to publication.

## Authorship

Authorship is defined by the International Committee of Medical Journal Editors in [Roles & Responsibilities](#). Contributors who do not meet all criteria for authorship should not be listed as authors, but they should be acknowledged in the *Acknowledgments* section with a description of their contribution to the work.

## ORCID IDs

All submitting authors are required to complete their submissions using an ORCID identifier.

## Corresponding Authors

One author should be designated as the corresponding author who will be responsible for communication between the authors and the journal editorial office and publisher. This individual will be responsible for ensuring all authors submit copyright forms, coordinating and responding to page proofs, and managing any other necessary contact during the peer review and production processes.

The submission system permits only one author to be identified as the corresponding author of record. However, we recognize that some submissions call for more than one corresponding author to be noted. In such cases, select one author to be the main point of contact for all communications regarding the peer review process of the paper, and on the title page of the manuscript, designate additional co-corresponding authors by including an asterisk after the authors' names in the byline. Include an accompanying footnote on the title page that reads, "*\*Co-corresponding authors.*" Please ensure that the title page carries the full affiliation details and email address of any author who should be noted as a corresponding author. If the paper is accepted for publication, the full contact information for all designated co-authors will be listed at the end of the article as per usual journal style.

## Changes in Authorship

Changes in authorship after submission or acceptance of a paper are generally not permitted, but the editorial leadership recognizes that in certain circumstances, it may be required. The policy for such cases is as follows:

- A request to alter authorship must be made in writing from the corresponding author to the Editor-in-Chief, with a detailed explanation for the request, the nature of the changes, and the names and affiliations of all authors.
- Written approval of all authors named on the manuscript, as well as any individual(s) being added to the author list must be provided. The Publisher can provide a form for this, if needed.
- Upon receipt of the request and all written approvals of all involved parties, the Editor-in-Chief will consider the request, render a decision, and notify the corresponding author.
- Post-publication changes or alterations to conference abstracts are prohibited.

## Author Disclosure Statements

Upon submission, authors are required to fully disclose any interests, funding or employment that may inappropriately influence or affect the integrity of the submission. Authors should disclose

- *Competing Interests.* A competing interest exists when an individual (or the individual's institution) has financial or personal relationships that may inappropriately influence his actions. These competing interests may be potential or actual, financial or other.
- *Personal Financial Interests.* Stocks or shares in a company that may gain or lose financially from publication of the article; consulting fees or other remuneration from an organization that may gain or lose financially from publication of the article; patents or patent applications that are owned by or licensed to companies/institutions that may gain or lose value from publication of the article.
- *Funding.* Research support by organizations that may gain or lose financially from publication of the article. This support includes salary, equipment, supplies, honoraria, reimbursement or prepayment for attending symposia, and other expenses.
- *Employment.* Recent (within the past 5 years), current, or anticipated employment by an organization that may gain or lose financially from publication of the article.
- *Other Competing Interests.* Any personal relationship which may inappropriately affect the integrity of the research reported (by an author) or the objectivity of the review of the manuscript (by a reviewer or Editor), for example, competition between investigators, previous disagreements between investigators, or bias in professional judgment.

## Affiliations

Authors should identify as their institution(s) the facility where the work was performed and executed. Changes in an author's affiliation after the work was completed, but prior to the submission or publication of the manuscript should be noted using a superscript asterisk in the author listing and a footnote on the title page indicating "*Current Address*" and listing the new affiliation. Corrections to affiliations or contact information due to relocation after publication is not permitted.

## Permissions

When reproducing copyrighted material such as figures, tables, or excerpted text, the author(s) of the submitted paper must obtain permission from the original publisher or owner of material and submit it concurrently with the manuscript. The figure or table source must be listed in the reference list. With any copyrighted material, include a footnote with proper attribution (e.g. "Reprinted by permission from Jones et al.") and the appropriate reference. All permissions must be supplied at the time of submission. Authors are responsible for any fees that may be incurred by securing permission to reproduce or adapt material from other published sources.

## Ethics

### Institutional Review Board Approvals/Waivers

When reporting research involving human data, authors should indicate whether the procedures followed have been assessed by the responsible

institutional and national review committee. If no formal ethics committee is available; authors should indicate if research was completed in accordance with the Declaration of Helsinki as revised in 2013. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. Approval by a responsible review committee does not preclude editors from forming their own judgment whether the conduct of the research was appropriate.

If the study is judged exempt from review, a statement from the committee is required. Informed consent by participants should always be secured. If not possible, an institutional review board must decide if this is ethically acceptable. This information should be outlined in the cover letter accompanying the submission, and a sentence declaring adherence should be included in the Materials and Methods section of the main text.

## Ethics of Experimentation

See the following resources for studies involving human fetuses, fetal tissue, embryos, and embryonic cells:

- [NIH Grants Policy Statement](#)
- [National Conference of State Legislatures Embryonic and Fetal Research Laws](#)

## Ethical Treatment of Animals

All peer-reviewed submissions containing animal experiments must comply with local and national regulatory principles and contain a statement in the **Materials and Methods** section of the main text stating whether national and institutional guidelines for the care and use of laboratory animals were followed.

## Human Subjects: Patient Consent and Release

If applicable, it is incumbent upon the author(s) to obtain permission to reproduce any identifiable images of patients. Any identifying information should not be published in descriptions or photographs unless the information is essential for scientific purposes and the patient (or patients' parent/guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the manuscript to be submitted. Authors should disclose to these patients whether any potential identifiable material might be available via the Internet as well as in print after publication. Nonessential identifying details should be omitted. Informed consent should be obtained if there is any doubt that anonymity cannot be maintained. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are de-identified, the manuscript should contain assurances/statements that such changes do not distort scientific meaning.

In keeping with patients' rights of privacy, the Journal does not require the submission of patient consent forms, but instead requires the author(s) to retain and archive all patient consent documentation. Upon submission of a manuscript for review, the authors must make a statement in the cover letter to the Editor/Journal which attests that they have received and archived written patient consent in addition to providing the requisite statement in the manuscript.

## Data Sharing

We recommend, but do not require, the sharing and archiving of data and any other artifacts that define and support the results stated in a manuscript in a suitable public repository (in accordance with valid privacy, legal, and ethical guidelines). We recommend that a data availability statement be included in the manuscript in the Methods section or as a separate section at the end of the main text file. Describe the location of the data, details on how it can be accessed and any licensing information. If the data is not publicly available or accessible, that information should also be provided.

Datasets should be cited in the reference list.

**Important:** Please check with your funding agencies to ensure that you are following their data sharing policies. If your funding agency has additional requirements exceeding our policy, you must follow the requirements of your funder.

## Preprint Servers

Mary Ann Liebert, Inc., allows for papers that were previously deposited on preprint servers to be submitted to our journals, with the proviso that the author updates any preprint versions with a link to the final published article. All submissions, even those deposited on preprint servers, are subject to peer review and does not guarantee publication in any Mary Ann Liebert, Inc. journal.

The submitting author of a paper which was previously deposited to a preprint server should include a disclosure on the title page of the manuscript indicating the name and website of the server and include the DOI number of the preprint.

Referencing/citing non-peer-reviewed material that is found on any preprint server is generally discouraged by Mary Ann Liebert, Inc., journals, but if it is necessary, the citation must indicate that the content is not officially published in a journal, and can only be found on a preprint server.

# Post-Publication Policies

## Copyright

Published manuscripts for non-Open Access journals become the sole property of the Journal and will be copyrighted by Mary Ann Liebert, Inc. The author(s) explicitly assign(s) any copyrighted ownership in such manuscript to the Journal unless alternate arrangements are made prior to publication, including CC-BY licensing or if the Journal publishes under an Open Access model.

Upon acceptance, authors will receive a link to sign and complete the copyright transfer form (subject to exceptions listed above). Authors not permitted to release copyright must still return the form acknowledging the statement for not releasing the copyright.

## Post Acceptance/Publication

All accepted manuscripts will go through copyediting, typesetting, figure sizing and placement, author proofing, corrections, revisions (from corrected proofs), online-ahead-of-print release, and lastly, issue assignment. Changes or alterations to a submission are not permitted after acceptance but should be addressed in page proofs.

## Instant Online Publication (Just Accepted Program)

Journals in the Just Accepted program (formerly known as Instant Online) publish all accepted papers within 72 hours of receipt of all authors' signed copyright agreement forms in their unedited, uncorrected format on our Just Accepted platform.

The information that is published online, and in all indexing services, is pulled directly from the data that is populated into the fields in ScholarOne Manuscripts™ – NOT from the main text file – when the paper is originally uploaded to the system for peer review. Consequently, any errors contained in the system will remain on our website and all indexing services, including Medline, until the next revision\* of the article is published. As such, it is critical that authors enter all authors' names correctly into the system at the time of submission. Any omissions or errors will remain on our website and in indexing services until the subsequent online version is published.

\*The next revision will take place after the corresponding author reviews page proofs, makes any necessary corrections, and returns the changes to the Publisher. Once the alterations are completed, the revised version will be published on our website, and the newly corrected information will then be released to Medline/PubMed, in addition to any other indexing services in which the Journal is included.

Please note that the typical time between acceptance of a paper and page proof distribution is approximately 3-6 weeks depending on the length and complexity of the paper.

Journals participating in the Just Accepted program do not post any supplemental files/information until post acceptance steps are completed on the submission.

## Page Proofs

Page proofs will be sent to the corresponding author as designated in ScholarOne™ when the manuscript was submitted. It is the corresponding author's responsibility to share the page proofs with co-authors, if desired, and to coordinate all authors' corrections into one proof. The Publisher will not accept corrections from multiple authors/sources.

## Author Response to the Galley Proof

The corresponding author is responsible for returning corrected galley proofs. Only corrections directly related to errors in typesetting and/or layout will be allowed. Any requested changes related to content, or that alter the outcome of a study, will require the approval of the Editor, and may require further peer review. If the corresponding author does not respond to page proofs, the manuscript may be delayed in the publication schedule, or published as-is, at the discretion of the Editor. If the corresponding author expects to be unavailable during the time the manuscript is in production, the publisher should be provided with an alternate contact.

## Post Publication Corrections

In the event an error is discovered after publication of an article, the corresponding author should submit the correction in writing to the Journal Editorial Office for consideration. After Editor approval, alterations will be made to the online version of the article, and if the errors are significant, an official correction statement will be issued.

- Changes to author affiliations or contact details due to relocation after publication are not permitted.
- Corrections to meeting abstracts will be made only to the online version. The Journal does not issue formal correction statements to meeting abstracts, regardless of the nature of the correction.
- Correction Statements/Errata to published articles that require the reproduction of color figure(s) and/or table(s) may incur additional costs to the author(s).
- Requests for post-publication corrections to funding information will require institutional documentation showing that the funds were to be used for the published work.

## Reprints

Reprints may be ordered by following the special instructions that will accompany the proofs and should be ordered at the time the corresponding author returns the corrected page proofs to the Publisher. Reprints ordered after the issue is printed will be charged at a substantially higher rate.

## Misconduct

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