## TRANSPLANTATION PROCEEDINGS

### **CHECKLIST FOR MANUSCRIPT AUTHORS**

13º Catalan Transplantation Society Congress 18 to 20 March 2015, Barcelona, Spain

#### **PAGINAS GRATUITAS**

La SCT ofrece las siguientes páginas gratuitas para los autores participantes de comunicaciones aceptadas:

- 1 página gratuita para todos los autores que presenten un trabajo
- 3 página gratuita para los autores menores de 35 años que presenten un trabajo

#### **DOCUMENTOS A ENTREGAR**

Los autores deberán entregar en la Secretaría los siguientes documentos antes de la finalización del Congreso (Fecha límite: 20 de marzo de 2015 a las 14h00):

- <u>1 original y 4 copias</u> impresas del title page y del manuscrito redactado según las normas de TP. Recuerde que las tablas/figuras van impresas una en cada hoja al final del manuscrito.
- <u>1 CD o DVD</u> que contenga el title page y el manuscrito junto con las tablas/figuras en formato TIF o JPG para PC en blanco y negro.
- 1 original y 1 copia impresa del formulario ICMJE Form for disclosure of potential conflicts of interest

It is the responsibility of the author to ensure the total compliance with Transplantation Proceedings 2015 Revised Guidelines and that a completed ICMJE Form is included.

The author must clearly understand that he is providing a manuscript for publication in Transplantation Proceedings. Any paper which does not comply with our 2015 Guidelines will be rejected and notice will be given to the author and organizers regarding the reason.

The author must ensure there is a:

1. The ICMJE Form for disclosure of potential conflicts of interest

DO NOT provide a manuscript without a completed ICMJE form. There are no exceptions and we will not accept to receive the forms AFTER submission. This is the responsibility of the Corresponding Author.

This form must be completed and signed by the corresponding author on behalf of all authors listed.

- 2. The Title page (which must contain email addresses of all authors and the designated corresponding author).
- 3. The Abstract.
- 4. The **text of the manuscript**, including the references (which must contain the name of the article they are referencing, the name of the first three authors on that paper and of course the journal name, volume, page number etc). All references must be in English.
- 5. Any **Table** followed by any **Figure**.

For illustrations in color, please see  ${f Color}$  artwork section

6. A CD containing all components of the submission (title page, abstract, manuscript text and table / figure). IF you are allotted complimentary pages by your meeting organizer, you may, at your option, increase the length of your paper with the understanding that the publication charge is US \$99.95 for each additional manuscript page. Submission of a manuscript that exceeds the assigned page allocation, IF ANY, constitutes expression of your commitment to defray this extra cost. Please remember page charges are based on the TYPED, SUBMITTED page and NOT on the printed page

*Transplantation Proceedings* is a peer-reviewed journal. Contributions are only accepted for publication that add substantial information to the already published literature.

Transplantation Proceedings considers manuscripts for publication in association with congresses, symposia or meetings as well as manuscripts for publication which ARE NOT associated with congresses, symposia or meetings. Please note that there are different submission procedures for these two types of manuscripts. Please see important information below.

All manuscripts submitted to *Transplantation Proceedings* must contain a Title page according to the description below, an Abstract of no more than 250 words (double spaced); at least three double spaced pages of text including fully cited References and a Table or Figure to describe the data.

IF you are allotted complimentary pages by your meeting organizer, you may, at your option, increase the length of your paper with the understanding that the publication charge is US \$99.95 for each additional manuscript page. Submission of a manuscript that exceeds the assigned page allocation, IF ANY, constitutes expression of your commitment to defray this extra cost. Please remember page charges are based on the TYPED, SUBMITTED page and NOT on the printed page

## MANUSCRIPTS IN ASSOCIATION WITH A CONGRESS, SYMPOSIUM, OR MEETING

Manuscripts submitted in association with a congress, symposium or meeting are peer-reviewed. These manuscripts are may be submitted at the time of the meeting to authorized *Transplantation Proceedings* representatives, through EES by selection of the correct meeting name Article Type, or in some instances an agreement is made between the Society and the Journal to allow EMAILED versions with the meeting name in the subject line for identification. Authors will be informed by the *Transplantation Proceedings* Editorial Office of the method to be used in submitting manuscripts. Please do not submit your manuscript to Transplantation Proceedings until specific instruction on the method of submission is provided from the Editorial Office since this differs between meetings. Authors will receive confirmation from the Editorial Office on the method to be used for the specific meeting.

## **PAGE CHARGES**

Authors must be aware that they are responsible for all manuscript page charges if their submission is accepted for publication. Manuscript page charges are based on the number of typed, submitted pages, NOT on the number of printed pages, and NOT by the number of pages on the proof. Each Table and each Figure counts as one manuscript page each. Use of color will increase the page charges, and authors will be notified of the additional charge following submission.

If the manuscript is accepted for publication, authors will be notified of any complimentary pages and will be invoiced by our publisher, Elsevier, for any pages in excess at US\$99.95 each.

# Manuscripts in Association With a Congress, Symposium, or Meeting

Transplantation Proceedings DOES NOT automatically provide complimentary pages to authors of manuscripts associated with a congress, symposium, or meeting. The Financial Responsibility Form must accompany all submissions. Authors must assume they are responsible for charges for all pages at US\$99.95 each.

If the meeting organizers agree to provide complimentary pages to the authors, they are instructed to provide us with written permission, which we must receive directly from the organizers.



## 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.

#### Conflict of 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. See also http://www.elsevier.com/conflictsofinterest. Further information and an example of a Conflict of Interest form can be found at: http://help.elsevier.com/app/answers/detail/a\_id/286/p/7923.

### Submission declaration

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint, see <a href="http://www.elsevier.com/postingpolicy">http://www.elsevier.com/postingpolicy</a>), 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 including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder.

## Copyright

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (for more information on this and copyright see <a href="http://www.elsevier.com/copyright">http://www.elsevier.com/copyright</a>). Acceptance of the agreement will ensure the widest possible dissemination of information. An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations (please consult <a href="http://www.elsevier.com/permissions">http://www.elsevier.com/permissions</a>). If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases: please consult <a href="http://www.elsevier.com/permissions">http://www.elsevier.com/permissions</a>.

# Retained author rights

As an author you (or your employer or institution) retain certain rights; for details you are referred to: http://www.elsevier.com/authorsrights.

# 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 <a href="http://www.elsevier.com/fundingbodies">http://www.elsevier.com/fundingbodies</a>.

## Open access

Authors may opt to make their articles available to all (including non-subscribers) via the ScienceDirect platform, for which a fee of US \$3000 applies (for further information on open access see <a href="http://www.elsevier.com/about/open-access/open-access-options">http://www.elsevier.com/about/open-access/open-access-options</a>). Please note that you can only make this choice after receiving notification that your article has been accepted for publication, to avoid any perception of conflict of interest. The fee excludes taxes and other potential costs such as color charges. In some cases, institutions and funding bodies have entered into agreement with Elsevier to meet these fees on behalf of their authors. Details of these agreements are available at <a href="http://www.elsevier.com/fundingbodies">http://www.elsevier.com/fundingbodies</a>. Authors of accepted articles, who wish to take advantage of this option, should complete and submit the order form (available at <a href="http://www.elsevier.com/locate/openaccessform.pdf">http://www.elsevier.com/locate/openaccessform.pdf</a>). Whatever access option you choose, you retain many rights as an author, including the right to post a revised personal version of your article on your own website. More information can be found here: <a href="http://www.elsevier.com/authorsrights">http://www.elsevier.com/authorsrights</a>.

Your publication choice will have no effect on the peer review process or acceptance of submitted articles.

# 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 <a href="http://webshop.elsevier.com/languageediting/">http://webshop.elsevier.com/languageediting/</a> or visit our customer support site <a href="http://support.elsevier.com">http://support.elsevier.com</a> for more information.

# Submission

Manuscripts associated with a congress, symposium, or meeting: authors will be instructed by the journal office of the method to be used in submitting their manuscripts for consideration for publication in this journal. Please do not submit your manuscript until notification is sent from the editorial office.



## **Use of Word Processing Software**

It is important that the file be saved as a Word file, PC only and not as a PDF. 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: <a href="http://www.elsevier.com/guidepublication">http://www.elsevier.com/guidepublication</a>). 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.

#### **Article structure**

<u>Highlights</u> should be submitted as a separate file in EES by selecting "Highlights" from the drop-down list when uploading files. Please adhere to the specifications below

# **Specifications:**

- Include 3 to 5 highlights.
- There should be a maximum of <u>85 characters</u>, including spaces, per highlight.
- Only the <u>core results</u> of the paper should be covered.

# Subdivision - unnumbered sections

Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

### Title page

State the Title of the manuscript clearly by spelling out all words without use of abbreviations. If the study relates to animals, place the species in the title. If it is a Case Report, state "A Case Report" in the title.

#### Abstract

Limit the Abstract to 250 words and do not include Tables/Figures or References.

#### Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

# Material and methods

Provide sufficient detail to allow the work to be reproduced. Methods which are well-known and already published should be indicated by a reference: only relevant modifications should be described. Statistical techniques using univariate, multivariate and/or receiver operating characteristic analyses must be described in detail.

#### Results

Results should be clear and concise.

#### Discussion

This should explore the significance of the results of the work, not repeat them. Include a detailed discussion of published literature in relation to the results in the present contribution.

### **Conclusions**

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion.

### **Essential Title Page Information**

- *Title.* Concise and informative. State the Title of the manuscript clearly by spelling out all words without use of abbreviations. If the study relates to animals, place the species in the title. If it is a Case Report, state "A Case Report" in the title.
- 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.
- 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.

# Structured abstract

A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations. It must not exceed 250 words and must not contain Tables/Figures or References.

# **Abbreviations**

Define all abbreviations at the time they are first mentioned including in the abstract and in the body of the manuscript. Ensure consistency of abbreviations throughout the manuscript.

## **Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

#### Units

Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

## Math formulae

Present simple formulae in the line of 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, using superscript Arabic numbers. Many wordprocessors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

Table footnotes

Indicate each footnote in a table with a superscript lowercase letter.

#### **Artwork**

### 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 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.

#### **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.

#### Non-electronic artwork

Provide all illustrations as high-quality printouts, suitable for reproduction (which may include reduction) without retouching. Number illustrations consecutively in the order in which they are referred to in the text. They should

accompany the manuscript, but should not be included within the text. Clearly mark all illustrations on the back (or - in case of line drawings - on the lower front side) with the figure number and the author's name and, in cases of ambiguity, the correct orientation.

Mark the appropriate position of a figure in the article.

#### 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. For color reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article. Please indicate your preference for color: in print or on the Web only. For further information on the preparation of electronic artwork, please see <a href="http://www.elsevier.com/artworkinstructions">http://www.elsevier.com/artworkinstructions</a>.

Please note: Because of technical complications which can arise by converting color figures to 'gray scale' (for the printed version should you not opt for color in print) please submit in addition usable black and white versions of all the color illustrations.

## 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 as well as statistical significance level of important comparisons

#### **Tables**

Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Ensure that the data presented in tables do not duplicate results described elsewhere in the article. Please spell out all abbreviations and clarify symbols of statistical significance in the legend to the Table.

# References

# Citations in Text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). 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. All references should be translated into English regardless of the language in which they were published which should be mentioned at the end of the citation.

#### Reference links

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.

# 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.

#### References in a special issue

Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

#### Reference style

Text: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

*List:* Number the references (numbers in square brackets) in the list in the order in which they appear in the text. *Examples:* 

Reference to a journal publication:

[1] Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. J Sci Commun 2010;163:51–9. Reference to a book:

[2] Strunk Jr W, White EB. The elements of style. 4th ed. New York: Longman; 2000.

Reference to a chapter in an edited book:

[3] Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. Introduction to the electronic age, New York: E-Publishing Inc; 2009, p. 281–304.

Note shortened form for last page number. e.g., 51–9, and that for more than 6 authors the first 6 should be listed followed by 'et al.' For further details you are referred to 'Uniform Requirements for Manuscripts submitted to Biomedical Journals' (J Am Med Assoc 1997;277:927–34) (see also

http://www.nlm.nih.gov/bsd/uniform\_requirements.html).

### Journal abbreviations source

Journal names should be abbreviated according to the

List of title word abbreviations: http://www.issn.org/2-22661-LTWA-online.php.

#### Submission checklist

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.

- Ensure that the following items are present:
- One author has been designated as the corresponding author, with contact details:
- E-mail address
- Full postal address
- Phone numbers
- · Disk is enclosed
- The electronic version and the hardcopy of the manuscript are identical
- · Disk has been labelled with

article details (first author, first words of title)

file name(s)

media format (e.g., PC, Mac)

file format (e.g., Word, LaTeX)

- All text pages
- Keywords
- Original artwork (high-quality prints)
- All figure captions
- All tables (including title, description, footnotes)

## **Further considerations**

- · Manuscript has been 'spell-checked' and 'grammar-checked'
- References are in the correct format for this journal
- 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 Web)
- Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print, or to be reproduced in color on the Web (free of charge) and in black-and-white in print
- If only color on the Web is required, black and white versions of the figures are also supplied for printing purposes

For any further information please visit ou customer support site at: http://support.elsevier.com.



## Use of the Digital Object Identifier

The Digital Object Identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they have not yet received their full bibliographic information. Example of a correctly given DOI (in URL format; here an article in the journal *Physics Letters B*):

http://dx.doi.org/10.1016/j.physletb.2010.09.059

When you use a DOI to create links to documents on the web, the DOIs are guaranteed never to change.

### **Proofs**

One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post) or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to download Adobe Reader version 7 (or higher) available free from <a href="http://get.adobe.com/reader">http://get.adobe.com/reader</a>. Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site: <a href="http://www.adobe.com/products/reader/tech-specs.html">http://www.adobe.com/products/reader/tech-specs.html</a>.

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and return by fax, or scan the pages and e-mail, or by post. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. We will do everything possible to get your article published quickly and accurately – please let us have all your corrections within 48 hours. It is important to ensure that all corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility. Note that Elsevier may proceed with the publication of your article if no response is received.

# **Offprints**

The corresponding author, at no cost, will be provided with a PDF file of the article via e-mail (the PDF file is a watermarked version of the published article and includes a cover sheet with the journal cover image and a disclaimer outlining the terms and conditions of use). For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's WebShop (http://webshop.elsevier.com/myarticleservices/offprints). Authors requiring printed copies of multiple articles may use Elsevier WebShop's 'Create Your Own Book' service to collate multiple articles within a single cover

(http://webshop.elsevier.com/myarticleservices/offprints/myarticlesservices/booklets).



# **Author Inquiries**

For inquiries relating to the submission of articles (including electronic submission) please visit this journal's homepage. For detailed instructions on the preparation of electronic artwork, please visit <a href="http://www.elsevier.com/artworkinstructions">http://www.elsevier.com/artworkinstructions</a>. Contact details for questions arising after acceptance of an article, especially those relating to proofs, will be provided by the publisher. You can track accepted articles at

http://www.elsevier.com/trackarticle. You can also check our Author FAQs at http://www.elsevier.com/authorFAQ and/or contact Customer Support via http://support.elsevier.com.