

Types of Papers/Guidelines

Manuscripts that can be submitted to *Clays and Clay Minerals* may fall under any of the following categories: Articles on original research or reviews on subjects of interest to the international community of clay scientists, Solicited Book reviews, Review Articles, and Letters to the editor commenting on papers published. Contributors must identify the type of their article during submission.

There are many important points which authors must bear in mind before submitting a paper for publication to any journal.

- What is the scientific novelty? What are you, the author, saying that hasn't been said before, and does your work warrant publication in the journal to which you are submitting it?
- How should the author divide up the paper into sections (Abstract, Introduction, Materials and Methods, etc.) and what should appear in each section?
- What does the journal demand in terms of language? Editors should be allowed to focus on scientific content, and not be forced to read material in which the language is not of appropriate quality.
- What are the journal's requirements in terms of layout (including headings, citations, references, etc.)
- What is the standard of artwork needed?

The pages which follow explain all of the points expected of authors in preparation for submission of their manuscripts to *Clays and Clay Minerals*. Many papers are returned to authors one or more times before they enter the peer review system. Attention to the details in the paragraphs below will help to avoid such delays for your manuscript.

ORGANIZATION OF MANUSCRIPTS

Regarding the organization of the scientific content in the manuscript, overall, please read the superb "recipe" for a good manuscript written by former editor, the late Fred Mumpton:

Mumpton, F.A. (1990) The Universal Recipe or How to Get Your Manuscript Accepted by Persnickety Editors. *Clays and Clay Minerals*, 38, 631–636. It is available at: <http://www.clays.org/journal/Mumpton-instructions.pdf>

Once you have read it, follow its outstanding guidance. Specific matters that should be considered in preparing a manuscript for its first submission are highlighted in the following numbered items.

1. Clear identification of scientific novelty in Introduction (Statement of Purpose): Before a manuscript can be sent out for review, it must identify the novelty of the work reported in terms of advancing the frontiers of clay science. A successful manuscript should clearly identify what is new and scientifically significant about the work presented. Authors should clearly state the aim of this study (i.e., what problem is being solved, etc.). This will help readers to understand the scientific novelty of the study reported in the manuscript. Authors need to show (state clearly) how this study differs from past studies of similar clay mineral phenomena. The Introduction of the paper should define the scope of the problem to be solved by the work presented. The Introduction should provide background explaining what problem is being solved, or what gap in existing scientific-community understanding as reported in the literature is being filled, by the work reported in the paper. The Introduction should briefly explain why this problem is not already solved or why the solution in this manuscript is better than previous solutions in some specified important way. A summary of previous work followed only by a statement that the present manuscript reports an increment of continued work along a similar direction is generally not sufficient justification for the present manuscript – a successful manuscript requires a specific statement of a specific reason that the specific continuation of previous work reported in the manuscript is required. If the purpose is primarily to describe a local deposit, then either the paper belongs in a local or regional journal or the manuscript needs to better explain the scientific novelty of the work. Is this a deposit that has significant potential to change our understanding about the existence and origin of this kind of natural material, or does it only confirm that it is much like others that have been characterized and it is just adding information about this particular deposit? How does the detailed study of this unit advance scientific understanding beyond merely characterizing this locally economically important unit? If there is no larger scientific significance, then specifically how does the characterization reported improve the use of the resource? A description of a deposit that does not have international or global significance for understanding that type of deposit is not sufficient for an international journal. Is the work reported a process that has significant potential to change scientific or applied approaches to this kind of material? What can the community do better after the work reported here than it could do without this work? Specifically how does the process reported in this manuscript improve upon prior art?

2. Abstract: One or two sentences at the beginning of the Abstract should state the problem being addressed in this study, and its objective. (This statement-of-problem is to be a condensation of a more complete statement of background and problem as presented in the Introduction section.) All manuscripts (except letters and comments) must contain an informative abstract that is a condensation of the essential ideas and results of the paper, and not a list of the subjects covered in the text. Abstracts must clearly and briefly state the problem being addressed by the study, objective, materials and methods used, results and main observations, and conclusions in such a manner that they can be used by current-awareness publications and other information-retrieval systems. Do not repeat information given in the title, copy verbatim the Conclusions section of the paper, or reference the literature, tables, or figures in the Abstract. It should not be subdivided into more than one paragraph. Abstracts should be of 150 to 250 words in length and not contain any undefined abbreviations or unspecified references.

3. The Introduction should set the stage for the Discussion and Conclusions sections: Once the Introduction and statement of purpose have been written (as discussed above), the Discussion and, especially, the Conclusions, should clearly and explicitly link the outcomes of the research with the identified gap in community understanding as identified in the Introduction.

4. A successful primary research manuscript should clearly distinguish conclusions arrived at as a result of this work from those arrived at from previous work. Discussion, inferences, and conclusions must be clear, and the conclusions should draw on the results and discussion of this paper, not on the introduction section and previous papers. If the previously published work is sufficient to be the main foundation for the current conclusions, there needs to be a compelling new reason to publish the results and ideas being written about.

5. Only results necessary to arrive at novel conclusions should be presented, discussed, and used as a basis for interpretation. Inconclusive or non-essential results (statements that are true but not essential to the inferences and conclusions) should be excluded, and not included simply because the work was done. The only permissible exception to this exclusion is if it is important to include such information to show both (1) that these observations of these materials resemble observations of similar materials by similar methods, and (2) that this similarity is scientifically important.

6. Successful manuscripts should be specific and detailed in discussing Methods, Results, and the basis for drawing inferences in the Discussion. Methods must be thoroughly described. Results and Discussion should be separate sections – a Results section describing the observations upon which the inferences are based, and a Discussion section drawing inferences from the observations and articulating the implications of the inferences for the literature. The Abstract and Conclusions should address briefly the findings thoroughly described and discussed elsewhere in the text, especially in the Results and Discussion.

7. The Conclusion sections: The Conclusion should (1) summarize the most significant interpretations, outcomes, and implications for the literature, from the Discussion; (2) identify how the results of the present manuscript differ from or add to the previous papers about the studied phenomenon that were cited in the Introduction; and (3) clearly distinguish conclusions arrived at as a result of this work from those arrived at from previous work. The Conclusions are not an appropriate place to introduce new information that should be in the Background or Discussion. It is acceptable to include a statement that future work is required and to identify such future work; the end of the Discussion is generally a better place than the Conclusions for such a statement.

8. References cited should consist almost exclusively of primary literature. Citing one's own abstracts, guidebooks, or other gray literature should be considered unacceptable, except for matters such as sample-locality descriptions or to establish chronologic priority (and in this case, mentioning the abstracts and presentations in Acknowledgments may be sufficient). Work that remains exclusively in abstract form after many years has never been peer-reviewed, and is therefore not suitable material to be cited in a peer-reviewed journal. If a body of unpublished (non-peer-reviewed) work (available only as abstracts, guidebooks, or other gray literature) describes no results significantly different from those reported in peer-reviewed papers by other authors, then there is no reason to cite the gray literature. Only if the manuscript under consideration claims as original to itself inferences or conclusions also stated in unpublished work is there potential infringement of the priority of the gray literature. Citing abstracts, guidebooks, or other gray literature by others is an act of desperation that should only be allowed under extreme circumstances. Absent conflicts of priority, we do not convey proper scholarship to our readers (especially students or the public) by citing work that was never peer-reviewed and thereby elevating it to the level of other citable, peer-reviewed work. If previous work is publishable and citable, it should be published so it can be cited. Otherwise, as far as the refereed literature is concerned, the previous work does not exist. Also, authors and reviewers alike should beware of erroneously elevating gray literature by citing peer-reviewed secondary literature (e.g., review papers, or refereed papers that used non-refereed gray literature as part of their basis for drawing inferences). Misconceptions can be introduced into and propagated through the peer-reviewed literature by citing secondary papers that depend on non-peer-reviewed gray literature for some of the primary data, observations, or previous conclusions. This weakens the authority of peer-reviewed literature, and therefore should be avoided.

TEXT

Text must be in a concise and readily understandable style (see "style" section below). Sufficient detail must be included to enable other investigators to repeat the work. However, extremely detailed technical descriptions of the methods used should only be given when such methods are not published elsewhere or represent a new approach.

Style and Nomenclature

New mineral names require the approval of the IMA Commission on New Mineral Names. Mineral nomenclature and terminology must conform to IMA, CMS Nomenclature Committee, and AIPEA Nomenclature Committee guidelines. SI units are mandatory, but angstrom (Å) and bar (b) may be used also if usage is consistent within the manuscript. Footnotes should be used sparingly. For the first time an acronym (e.g. TEM) is used (both in the Abstract and in the Text), spell in full and place the acronym in parentheses. Thereafter, use the acronym only. Polytype symbols (e.g. muscovite-2M₁) should have the letter only in italics. Latin terms (e.g., etc., et al., i.e.) are in italics. The symbols "M" for "molar" and "N" for "normal" are not italic. Use I-S and not I/S for illite-smectite interstratification. Use d_{001} where 1 is a number, but d_{00l} where l is a letter, in this case "el". Use "sheet," not "layer," when referring to the octahedral or tetrahedral sheet; use "layer," not "sheet," when referring to the unit obtained with the unification of the tetrahedral and octahedral sheets. Use "organo-clay" rather than "organoclay" or "organo clay."

The Editor-in-Chief further emphasizes the following points of style:

- a. A comma must be inserted before “and” or “or” when three or more items are listed in a series. If series are nested, semi-colons should be used to separate the items in the first-level series.
- b. Avoid writing in the first person, i.e., avoid using personal pronouns I, we, our, my, etc.
- c. Avoid starting a sentence with “it” (unless “it” clearly refers to an antecedent noun) or “there” and avoid using phrases like “there is,” “there are,” “there was,” “there were,” “there has,” “there have,” “it is/was/has” (unless “it” clearly refers to an antecedent noun), “it seems/appears/. . .,” etc. While spoken and casual English use these phrases extensively, scientifically written English should be more succinct.
- d. Generally speaking, use “since” only when referring to time rather than as a conjunction in place of “because.”
- e. Use American English spellings. Examples: aluminum, not aluminium; color, not colour; behavior, not behaviour; stabilize, not stabilise; acknowledgments, not acknowledgements; etc.
- f. Use past tense verbs when describing methods, observations, results, and conclusions; use present tense only when referring to something that is widely accepted or generally considered to be true.
- g. When referring to States or Provinces, spell out the name rather than using postal code abbreviations (e.g., Illinois, not IL), unless it is a specific postal address being given (e.g., Urbana, IL 61801 USA).
- h. When reporting experimental data that are listed in a table or displayed in a figure, the preferred style is to describe the data, but identify the corresponding table or figure using parentheses instead of explicitly within the sentence. For example: “Experimental measurements of x (Figure A) revealed that”; rather than, “Experimental measurements of x are given in Figure A. These results revealed that”
- i. When using qualifying words, such as “however,” “therefore,” etc., insert this word within the sentence rather than beginning the sentence with it.
- j. The abbreviation “ca.” (abbreviation for circa) refers to time, not to quantity.
- k. If using “either,” use “or,” if using “neither,” combine with “nor.”
- l. Don’t begin a sentence with a number (e.g., use “Twenty” instead of “20”).
- m. Be careful to match the number (singular vs. plural) of articles, subjects, and verbs.
- n. When referring to an element that may exist in more than one oxidation state, and the oxidation state is being specified, use the superscript Arabic valence number, e.g., Fe³⁺; if in a complex or solid state, use the Roman Numeral in parentheses, e.g., Fe(III).

Headings

First-order headings (INTRODUCTION, DISCUSSION, etc.) are in all capital lettering and centered on the page. Second-order headings should be in lower case, italicized, and placed at the left-hand margin of the page. Third-order headings are italicized and placed at the beginning of the paragraph.

Equations

Chemical and mathematical equations are to be set from the text above and below by centering on the line, provided with a sequence number in parentheses, such as (1), and with each new symbol defined immediately below in the text.

References

References are cited in the text by the name of the author and the year of publication, e.g. Noh (1998) or Brandt and Kydd (1998). For references with more than two authors, use “et al.” as in White et al. (1992). Citations in parentheses must include a comma, e.g. (White et al., 1992).

Full references are listed alphabetically by author at the end of the paper and with the year in parentheses. For several publications of an author with different co-authors the following order must be followed: (a) publications of the author alone, in chronological order; (b) publications of the author with a single co-author, in alphabetical order of co-authors; (c) publications of the author with more than one co-author, in chronological order (as they are cited in the form ‘Jones et al.’ in the text). The name of the author is given surname first, followed by a comma and the initials, with each initial followed by a period and without a space between initials. Do not abbreviate journal names. Volume numbers are in bold. For example:

Jahren, J.S. (1991). Evidence of Ostwald ripening related recrystallizations of chlorites from reservoir rocks offshore Norway. *Clay Minerals*, **26**, 169–178.

Koizumi, M., & Roy, R. (1959). Synthetic montmorillonoids with variable exchange capacity. *American Mineralogist*, **44**, 788–805.

Reynolds, R.C. (1980). Interstratified clay minerals. In G.W. Brindley & G. Brown (eds), *Crystal structures of clay minerals and their X-ray identification* (pp. 249–303). Monograph 5, Mineralogical Society, London.

Weaver, C.E., & Pollard, L.D. (1973) *The chemistry of clay minerals*. Elsevier, Amsterdam.

Kalt, A. (1968). Une silice hydratée cristallisée: Préparation, structure, propriétés chimiques. PhD thesis, Univ. Strasbourg, Strasbourg, France, 197 pp.

Personal communications or other unpublished observations may be cited in the text, such as: (J. Jones, pers. comm., 1996) or (J. Jones, unpublished data, 1996). These citations should not be included in the reference list, but the address of the person (e.g. J. Jones) referred to in the communication may be given in the Acknowledgments at the discretion of the author.

Manuscript Submission

Manuscript Submission

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Permissions

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Online Submission

Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

Title page

Title Page

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, and telephone number(s) of the corresponding author
- If available, the 16-digit ORCID of the author(s)

Abstract

Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

Please provide 4 to 6 keywords which can be used for indexing purposes.

Text

Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Manuscripts with mathematical content can also be submitted in LaTeX.

- [LaTeX macro package \(zip, 182 kB\)](#)

Headings

Please use no more than three levels of displayed headings.

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

Scientific style

- Please always use internationally accepted signs and symbols for units (SI units).
- Nomenclature: Insofar as possible, authors should use systematic names similar to those used by Chemical Abstract Service or IUPAC.
- Genus and species names should be in italics.
- Generic names of drugs and pesticides are preferred; if trade names are used, the generic name should be given at first mention.
- Please use the standard mathematical notation for formulae, symbols, etc.:
 - Italic for single letters that denote mathematical constants, variables, and unknown quantities
 - Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative)
 - Bold for vectors, tensors, and matrices.

References

Citation

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999).

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

Reference list entries should be alphabetized by the last names of the first author of each work.

- Journal article
Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213–245.
- Article by DOI
Slifka, M. K., & Whitton, J. L. (2000) Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, <https://doi.org/10.1007/s001090000086>
- Book
Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.
- Book chapter
O’Neil, J. M., & Egan, J. (1992). Men’s and women’s gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.
- Online document
Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. Accessed 25 June 2007.

Journal names and book titles should be italicized.

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

- [EndNote style \(zip, 3 kB\)](#)

Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

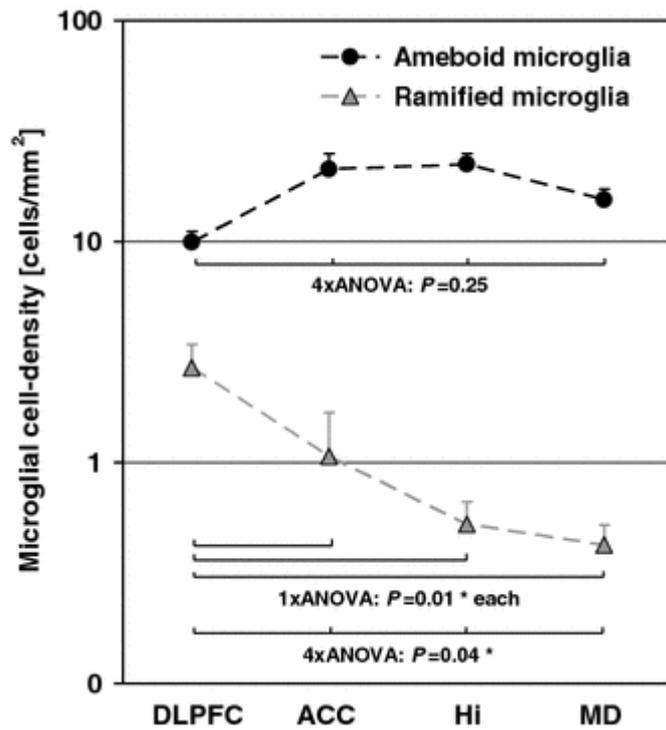
Artwork

For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format. Your art will then be produced to the highest standards with the greatest accuracy to detail. The published work will directly reflect the quality of the artwork provided.

Electronic Figure Submission

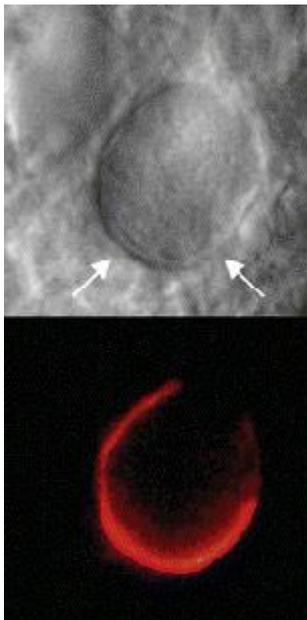
- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Line Art



- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts embedded in the files.

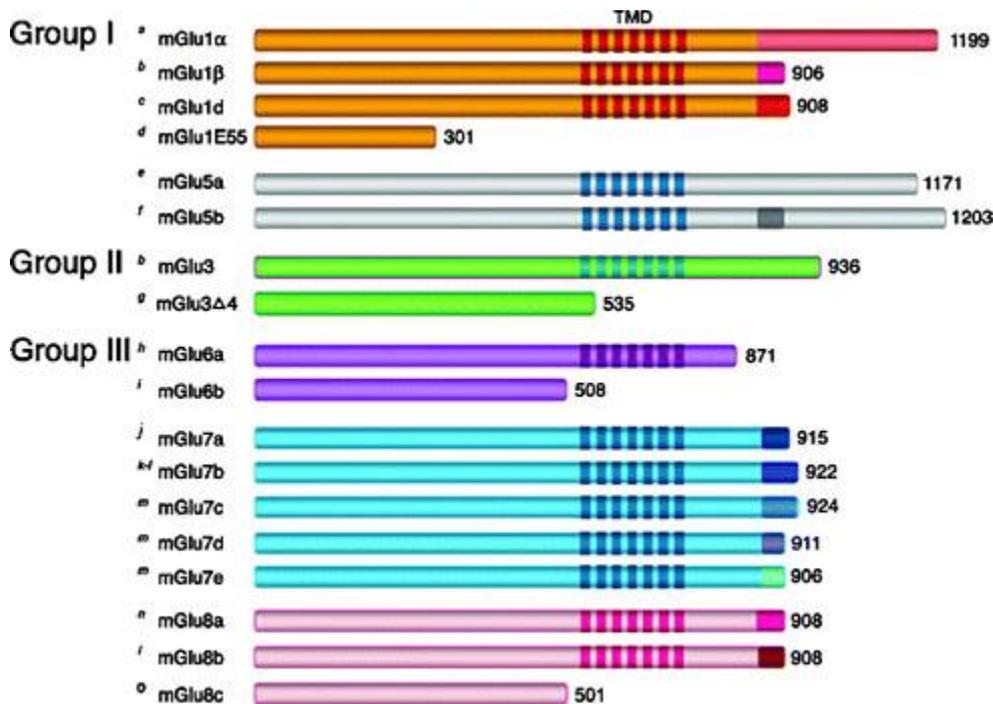
Halftone Art



- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.

- Halftones should have a minimum resolution of 300 dpi.

Combination Art



- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

Color Art

- Color art is free of charge for print and online publication.
- Color illustrations should be submitted as RGB.

Figure Lettering

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions within your illustrations.

Figure Numbering

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.

- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Figure Placement and Size

- When preparing your figures, size figures to fit in the column width.
- For most journals the figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.
- For books and book-sized journals, the figures should be 80 mm or 122 mm wide and not higher than 198 mm.

Permissions

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free and that Springer will not be able to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used.

Accessibility

In order to give people of all abilities and disabilities access to the content of your figures, please make sure that

- All figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-Braille hardware)
- Patterns are used instead of or in addition to colors for conveying information (color-blind users would then be able to distinguish the visual elements)
- Any figure lettering has a contrast ratio of at least 4.5:1

Electronic Supplementary Material

Springer accepts electronic multimedia files (animations, movies, audio, etc.) and other supplementary files to be published online along with an article or a book chapter. This feature can add dimension to the author's article, as certain information cannot be printed or is more convenient in electronic form.

Before submitting research datasets as electronic supplementary material, authors should read the journal's Research data policy. We encourage research data to be archived in data repositories wherever possible.

Submission

- Supply all supplementary material in standard file formats.
- Please include in each file the following information: article title, journal name, author names; affiliation and e-mail address of the corresponding author.
- To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.

Audio, Video, and Animations

- Aspect ratio: 16:9 or 4:3
- Maximum file size: 25 GB
- Minimum video duration: 1 sec
- Supported file formats: avi, wmv, mp4, mov, m2p, mp2, mpg, mpeg, flv, mxf, mts, m4v, 3gp

Text and Presentations

- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures may also be combined in a PDF file.

Spreadsheets

- Spreadsheets should be submitted as .csv or .xlsx files (MS Excel).

Specialized Formats

- Specialized format such as .pdb (chemical), .vrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

Collecting Multiple Files

- It is possible to collect multiple files in a .zip or .gz file.

Numbering

- If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.
- Refer to the supplementary files as “Online Resource”, e.g., “... as shown in the animation (Online Resource 3)”, “... additional data are given in Online Resource 4”.
- Name the files consecutively, e.g. “ESM_3.mpg”, “ESM_4.pdf”.

Captions

- For each supplementary material, please supply a concise caption describing the content of the file.

Processing of supplementary files

- Electronic supplementary material will be published as received from the author without any conversion, editing, or reformatting.

Accessibility

In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure that

- The manuscript contains a descriptive caption for each supplementary material
- Video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk)

Ethical Responsibilities of Authors

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results which could damage the trust in the journal, the professionalism of scientific authorship, and ultimately the entire scientific endeavour. Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice, which include:

- The manuscript has not been submitted to more than one journal for simultaneous consideration.
- The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work (please provide transparency on the re-use of material to avoid the hint of text-recycling (“self-plagiarism”)).
- A single study is not split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (e.g. “salami-publishing”).
- No data have been fabricated or manipulated (including images) to support your conclusions
- No data, text, or theories by others are presented as if they were the author’s own (“plagiarism”). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks are used for verbatim copying of material, and permissions are secured for material that is copyrighted.

Important note: the journal may use software to screen for plagiarism.

- Consent to submit has been received explicitly from all co-authors, as well as from the responsible authorities - tacitly or explicitly - at the institute/organization where the work has been carried out, **before** the work is submitted.

- Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.
- Authors are strongly advised to ensure the correct author group, corresponding author, and order of authors at submission. Changes of authorship or in the order of authors are **not** accepted **after** acceptance of a manuscript.
- Adding and/or deleting authors and/or changing the order of authors **at revision stage** may be justifiably warranted. A letter must accompany the revised manuscript to explain the reason for the change(s) and the contribution role(s) of the added and/or deleted author(s). Further documentation may be required to support your request.
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