OBESITY SURGERY - INSTRUCTIONS FOR AUTHORS

1. ABOUT OBSU

Obesity Surgery is published by Springer Nature and is the official journal of the International Federation for the Surgery of Obesity and metabolic disorders (IFSO). Requirements are in accordance with the "Uniform Requirements for Manuscripts submitted to Biomedical Journals," www.icmje.org.

All manuscripts submitted to OBSU are blind-reviewed and decisioned through Editorial Manager (EM) (http://www.editorialmanager.com/obsu). Letters to the Editor addressing previously published articles as well as Invited Replies do not need to be blinded. Articles accepted for publication are done so with the understanding that they or their substantive contents have not been and will not be submitted to any other publication.

2. 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 address potential acts of misconduct.

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

- 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 (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 authors 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 from all co-authors and responsible authorities 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.
In addition:

- Changes of authorship or in the order of authors are not accepted after manuscript acceptance.
- Upon request authors should be prepared to send relevant documentation or data to verify the validity of the results. This could be in the form of raw data, samples, records, etc.
- If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If misconduct has been proven, this may result in the Editor-in-Chief’s implementation of the following measures, including, but not limited to:
  - If the article is still under consideration, it may be rejected and returned to the author.
  - If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The reason must be given in the published erratum or retraction note.
- The author’s institution may be informed.

2a. DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Authors must disclose all relationships or interests that could influence or bias the work. Although an author may not feel there are conflicts, disclosure of relationships and interests affords a more transparent process, leading to an accurate and objective assessment of the work. Awareness of real or perceived conflicts of interests is a perspective to which the readers are entitled and is not meant to imply that a financial relationship with an organization that sponsored the research or compensation for consultancy work is inappropriate. Examples of potential conflicts of interests that are directly or indirectly related to the research may include but are not limited to the following:

- Research grants from funding agencies (give the research funder and the grant number)
- Honoraria for speaking at symposia
- Financial support for attending symposia
- Financial support for educational programs
- Employment or consultation
- Support from a project sponsor
- Position on advisory board or board of directors or other type of management relationships
- Multiple affiliations
- Financial relationships, for example equity ownership or investment interest
- Intellectual property rights (e.g. patents, copyrights and royalties from such rights); holdings of spouse and/or children that may have financial interest in the work

In addition, interests that go beyond financial interests and compensation (non-financial interests) that may be important to readers should be disclosed. These may include but are not limited to personal relationships or competing interests directly or indirectly tied to this research, or professional interests or personal beliefs that may influence your research.

The corresponding author collects the conflict of interest disclosure forms from all authors. In author collaborations where formal agreements for representation allow it, it is sufficient for the corresponding author to sign the disclosure form on behalf of all authors.

The corresponding author will include a blinded summary statement in the text of the manuscript in a separate section before the reference list that reflects what is recorded in the potential conflict of interest disclosure form(s). For review purposes, the affiliations may be identified, but the authors may not.
See below for examples of disclosures:

- **“Funding**: This study was funded by X (grant number X).”
- **“Conflict of Interest**: Author 1 has received research grants from Company A. Author 2 has received a speaker honorarium from Company B and owns stock in Company C. Author 3 is a member of committee D.”

If no conflict exists, the authors should state:
- **“Conflict of Interest**: The authors declare that they have no conflict of interest.”

### 2b. STATEMENT OF HUMAN AND ANIMAL RIGHTS

When reporting studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and/or national research ethics committee and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study.

The following statements should be included in the text before the References section:

**i. Ethical Approval**

“All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards.”

The welfare of animals used for research must be respected. When reporting experiments on animals, authors should indicate whether the institutional and/or national guidelines for the care and use of animals were followed.

For studies with animals, the following statement should be included:

“All applicable institutional and/or national guidelines for the care and use of animals were followed.”

If articles do not contain studies with human participants or animals by any of the authors, Springer recommends including the following sentence:

“This article does not contain any studies with human participants or animals performed by any of the authors.”

For retrospective studies, add the following sentence: “For this type of study formal consent is not required.”

**ii. Informed Consent**

All individuals have individual rights that are not to be infringed. Individual participants in studies have the right to decide what happens to the (identifiable) personal data gathered and to what they have said during a study or an interview as well as to any photograph that was taken. Hence it is important that all participants gave their informed consent in writing prior to inclusion in the study. Identifying details (names, dates of birth, identity numbers and other information) of the participants that were studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scientific purposes and the participant (or parent or guardian if the participant is incapable) has given written informed consent for publication. Complete anonymity is difficult to achieve in some cases, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are
altered to protect anonymity, such as in genetic profiles, authors should provide assurance that alterations do not distort scientific meaning.

The following statement should be included:

**Informed consent:** “Informed consent was obtained from all individual participants included in the study."

If identifying information about participants is available in the article, the following statement should also be included:

“Additional informed consent was obtained from all individual participants for whom identifying information is included in this article.”

### 3. SUBMISSION REQUIREMENTS CHECKLIST

All items below must be ready and available upon submission.

**TITLE PAGE**
- Full Title and Short Title for Running Head
- All Contributing Authors, Full Names/Degrees, and Email Addresses/Affiliations
- "Corresponding Author" Information
- Detailed Acknowledgments, Funding Information, and non-blinded COI Statement

**MANUSCRIPTS (EITHER ALL TEXT OR DYNAMIC ARTICLE WITH EMBEDDED VIDEO)**
- Abstract (N/A for Letters to the Editor; optional for Brief Communications)
- Manuscript text (no Title Page) must be blinded for review purposes
- Required Ethical, COI, and Human/Animal Rights Statements (blinded)
- References in PubMed® style
- Optional: Embedded tables, schemes, figures and captions
- Video not to exceed three (3) minutes each in length (blinded)
- Video in either .MP4 or .MOV file format.

**MULTIMEDIA ARTICLE** (submission in which the heart of the article is the video)
- Video Abstract, required Ethical, COI, and Human/Animal Rights statements, and references.
- Video not to exceed ten (10) minutes in length (blinded)
- Narration in English
- Video in either .MP4 or .MOV file format

**FIGURES/IMAGES/MEDIA**
- For vector graphics, the preferred format is EPS; for halftones, use TIFF format.
- Figure width should be 39 mm, 84 mm, 129 mm or 174 mm, and no higher than 234 mm
- No identifying information about patients
- Patient and/or publisher permissions, if needed

**OFFICIAL ICMJE CONFLICT OF INTEREST FORM(S):**
- One form completed by each author (ex: 5 authors = 5 forms)

**FOR REVISIONS ONLY:**
- Revised text, tables and figures - One clean copy and one annotated copy
- A Point-by-Point Reply to Reviewer Comments (blinded for review purposes)
4. IMPORTANT SUBMISSION INFORMATION

4a. SYSTEM REQUIREMENTS
Authors will need the following items in order to use EM:
- Internet access
- A current Adobe Acrobat browser plug-in
- Electronic files of all required documents

4b. YOUR AUTHOR ACCOUNT
Authors entering the journal's EM site for the first time can create a new account at http://www.edmgr.com/obsu/ by clicking “Register Now,” and then following the online prompts in order to create your account and submit a manuscript. NOTE: If you have previously accessed the system, always use your existing account for ALL subsequent submissions. If you have forgotten your Username or Password, use the “Send Login Details” link at the OBSU Login Page.

4c. ONLINE SUBMISSION
After you have logged into your account and entered your Submission Center, EM will lead you through a step-by-step manuscript submission process. The required documents for all online submissions include the main, blinded manuscript document, a separate Title Page document, and a Conflict of Interest (COI) form, which must be completed by each contributing author.

Note: Always keep original copies of your word-processing, graphic, video, and COI files.

Make sure that all required online fields are completed before attempting to submit; the system won’t allow you to submit if any required fields are not completed. If you cannot finish your submission in one visit, you can save a draft and later re-enter the process at the same step by clicking on the “Incomplete Submissions” link in your Author Main Menu.

4d. SUPPORT AND ASSISTANCE
If you have questions or need assistance at any point during the submission and review process, contact our OBSU Managing Editor:

Attn: Deana Rodriguez
Managing Editor, OBSU Editorial Office Phone: +001 (562) 961-9928 E-mail: obsu.rodriguez@gmail.com

5. MANUSCRIPT PREPARATION

5a. JOINT STATEMENT BY THE SURGERY JOURNAL EDITORS GROUP 2018
We, the editors of surgery journals, believe that conducting sex-inclusive biomedical and clinical research is imperative to improving health outcomes of men and women. Recent studies have shown that the majority of biomedical research in the field of surgery and related topics is conducted on male animals and male cells, even when studying diseases prevalent in women.1 Human clinical research suffers from a lack of sex-based reporting and sex-based analysis of the results.2,3 Given these findings, the National Institutes of Health (NIH) has now asked that sex be considered as a biologic variable in all NIH-funded research.4 As such, we support uniform, defined reporting of the sex used for human, animal, tissue, and cell research in ALL manuscripts published in our journals. If only one sex is reported, authors must include a justification statement as to why only a single-sex study was conducted. We also will require sex-based reporting and analysis of data for all human, animal, tissue, and cell research. As a group, we will require this among all our collective surgery journals.

Instructions for Authors - 5
References

4. National Institutes of Health Office of Extramural Research. Consideration of Sex as a Biological Variable in NIH-funded Research. 2015

5b. MANUSCRIPT TERMINOLOGY

Please make note of the required manuscript terminology standards.

**Mandatory**

Weight loss must be expressed as change in BMI or %total weight loss (%TWL)
The term for the operative procedure that was previously labeled “Mini Gastric Bypass (MGB)” should no longer be used. Instead, use the accepted term “One Anastomosis Gastric Bypass (OAGB)” or “One Anastomosis Gastric Bypass-Mini Gastric Bypass (OAGB-MGB).”

**Optional**

Weight loss can be expressed as % Excess Weight Loss (%EWL), with the calculation of ideal body weight as that equivalent to a BMI of 25 kg/m² and/or % Excess BMI Lost (%EBMIL) with excess BMI > 25 kg/m² as well as % total body weight loss.

Data extending beyond 30 days must include lost to follow-up information in the Abstract and Results section, including all tables and figures, with the denominator provided as to how many patients were available at each time point and the number of patients actually seen.

5c. MANUSCRIPT SECTIONS AND FILE ITEMS

When you upload your manuscript documents to EM, the system will ask you to indicate the manuscript file “Item.” Your manuscript should be submitted in various parts; for example, your blinded “Manuscript” should be uploaded separately from the “Title Page” and “Official Conflict of Interest Form.” Images should be submitted separately, as should any electronic supplementary material (or “Other”) and videos (either as supplementary videos or dedicated Multimedia Article).

Use the following text format guidelines.

a. Use a normal, plain font (e.g., 12-point Times Roman) for text.

b. Double-space the text and set page borders at one inch.

c. Use italics for emphasis.

d. Use the automatic page numbering function to number the pages.

e. Use tab stops or other commands for indents; do not use the space bar for indents.

i. File Item: Title Page (required)

In the "File Upload" section of EM, your Title Page should be submitted separately from the blinded text of the manuscript, under the category, "Title Page." This page will not be seen by reviewers and should include the following:

- Complete title of the article and a shortened title (max 30 characters, including spaces). Complete names, titles, departments and institutional addresses of each contributing. "Correspondence to" followed by the name and contact information for the corresponding author.
- Any detailed grant information and an acknowledgment of grant support.
- Acknowledgments: Individuals, other than authors, who directly participated in the work.
ii. File Item: Blinded Manuscript – Main Text (required)

In the "Attach Files" step (final step) of your submission, the “Manuscript” file should include the Main Text (which should include blinded statements regarding conflict of interest, consent and ethics), References, and Figure Legends (if any). Tables may also be included at the end of the text document or submitted separately.

The main text document should be double-spaced and for most submissions include: Abstract (required for all but Letters; optional for Brief Communications); Introduction/Purpose; Materials and Methods; Results; Conclusion; Blinded Conflict of Interest Disclosure Statement; Statements regarding ethics and consent (see details below); References (see details below); Tables, and any Figure Legends (if applicable). Additional format requirements and details for specific manuscript types are included in the “Manuscript Types and Formats” section below.

Conflict of Interest Disclosure, Ethical Statement and Consent Statement

Three required statements are required just before the list of References. For each author, the blinded COI statement must declare potential conflict of interest for each author (“author 1, author 2,” etc.), or state, “no conflict of interest.” For more information, refer to “Ethical Responsibilities of Authors” below.

References

• Use Medline®/Pubmed® Style. Visit the following website for sample references: http://www.nlm.nih.gov/bsd/uniform_requirements.html.
• Type references double-spaced; list them in consecutive, numerical order as they appear in the text.
• Identify reference citations in the text by numbers in square brackets (e.g., [1]). Once a reference is cited, all subsequent citations should be to the original number.
• Cite all references within the text or tables.
• Papers that have been accepted for publication or are in press may be listed in the References, however OBSU does not reference unpublished data or personal communications.

Tables

• Use the table function (not spreadsheets) to make tables.
• Number all tables using Arabic numerals.
• Always cite tables in the text in consecutive, numerical order.
• For each table, supply a title; it should explain clearly and concisely the components of the table.
• 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.
• All tables should be on separate page(s) at the end of the main document and be cited in the text.

iii. File Item: Official Conflict of Interest Form – (required)

Every contributing author must electronically complete the official ICMJE Conflict of Interest (COI) form. Click on http://www.icmje.org/coi_disclosure.pdf to download a PDF of the form. During submission, please make sure that you upload all COI forms at the end of your submitted document list. If any author's COI form is missing from the submission, it will be returned to the author for correction prior to review. Each author must complete the form even if no conflict of interest exists. All details in the ICMJE COI forms must correspond with the COI Disclosure Statement included in the manuscript text. Reviewers will not see these forms.

Important Note: If you have trouble viewing the ICMJE COI form after downloading it, make sure to open the PDF directly from your “downloads” folder via Adobe Reader rather than through your internet browser. Also, once uploaded to the submission site, the forms may not appear clearly in the PDF proof, depending on your browser. Please simply make sure that a completed form has been uploaded for each contributing author before you complete your submission.
iv. **File Item: Cover Letter (optional; non-blinded)**
You may submit a non-blinded Cover Letter under this File Item, as well as any other non-blinded documents such as Permission documents or Language Editing certificates.

v. **File Item: Figure / Image (optional; blinded for review)**
Common graphics files such as GIF, JPEG, EPS, TIFF and many others are supported. Do not upload figures as PDF files.

All figures must be numbered using Arabic numerals. Figure parts should be denoted by lowercase letters. Figures should always be cited in text in consecutive numerical order. For each figure, include the figure legends at the end of the manuscript text. Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Photographs of patients in which the subject is identifiable must either have the face masked out, or be accompanied by written permission from the individual in the photograph for publication.

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.

**Vector Graphics**: The preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable. Vector graphics containing fonts must have the fonts embedded in the files.

**Line Art**: Must be black and white with no shading. Ensure 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 min. resolution of 1200 dpi.

**Halftone Art** (photographs, drawings or paintings with fine shading, etc.): If magnification is used in photographs, indicate this by using scale bars within the figure. Halftones should have a minimum resolution of 33 dpi.

**Combination Art** (combination of halftone and line art): Combination artwork should have a minimum resolution of 600 dpi.

**Color Art**: Color art is free of charge for online publication. If artwork is to be published in black and white, make sure that details are visible; many colors are not distinguishable when converted to black and white. You may choose to use patterns rather than colors in such instances. Color illustrations should be submitted as RGB (8 bits/channel).

**Lettering and Numbering in Figures**: Helvetica and Arial (sans serif fonts) text are preferred. Keep lettering size consistent throughout (preferably 2-3 mm / 8-12 pt). Avoid shading and other text features, and do not include titles or captions within your figures.

vi. **File Item: Multimedia Article (blinded for review)**
A Multimedia Article submission consists of a dedicated video no more than 10 minutes in duration. Keep the video length / size as precise as possible, as some authors and reviewers may experience problems when uploading, downloading or viewing larger files, depending on server speed and other external factors.

**Requirements for Multimedia Articles**
- Multimedia Articles must be accompanied by a textual Abstract.
- Must use either .mp4 or .mov files.
- Video files must not exceed ten (10) minutes in length.
- For any Multimedia Article files larger than 500 MB, authors may upload compressed files (e.g., zip files), or submit in separate video sections.
- All narration must be in English.

vii. **File Item: Dynamic (supplementary) Video**
Dynamic Video files may be included as additional information that cannot be printed: animations,
video clips, etc. If supplying a dynamic video file, the manuscript text must make specific mention of the material as a citation (e.g., "as shown in Animation 3"). Keep the video length / size as precise as possible, as some authors and reviewers may experience problems when uploading, downloading or viewing larger files, depending on server speed and other external factors. Upon submission of articles that include video, the author(s) will be required to submit according to the following specifications.

Requirements for Dynamic Articles

- Video files should not exceed three (3) minutes in length.
- Always use either .mp4 or .mov files.
- All narration must be in English.

viii. File Item: Other (optional; blinded for review)

If your submission file does not fit any of the above file designations, you may submit as “Other,” but any document submitted under this File Item must be blinded for review purposes and will be evaluated for appropriateness.

5d. MANUSCRIPT TYPES AND FORMATS

The manuscript types include Original Contributions, New Concepts, Review Articles, Brief Communications, Letters to the Editor, and Multimedia Articles. You may submit your manuscript either as Format I, II, or III (detailed in the table below). Each manuscript type requires a specific submission format. When required by the nature of the report, manuscripts that do not follow these formats may be accepted. Please note that the page, word and figure limits shown in the table below should be used as a guideline rather than a rule; the editors and reviewers make the final evaluations. Please remain succinct in your wording.
**MANUSCRIPT FORMATS** The double-spaced page and word counts below are a guideline rather than a rule. Title Page, references, figures, legends, and tables are not considered in the page/word counts below.

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<th>Description</th>
<th>Pp/Words</th>
<th>Main Text</th>
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<tr>
<td>Original Contribution</td>
<td>Paper involves clinical or basic science research</td>
<td>8pp /2400 words</td>
<td>Title only, Structured Abstract, includes subheadings (250 words), Key Words, Introduction/Purpose, Materials/ Methods/Results/ Conclusion, Blinded COI/ Ethics/ Consent Statements, References, Figure Legends (if any), Tables (if any), Supplementary video (if any)</td>
<td>Up to 6</td>
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<td>New Concept</td>
<td>All innovative technologies, devices, procedures or treatment protocols; should include a detailed description of the procedure and the results.</td>
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<td>Review Article</td>
<td>A scholarly literature review of a current topic. May be solicited or unsolicited.</td>
<td>10pp/3000 words</td>
<td>Title only, One-Paragraph Abstract(125 words), Typically an invited submission; format varies based on topic, Blinded COI/ Ethics/ Consent Statements, References, Figure Legends (if any)</td>
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<td>Official ICMJE Conflict of Interest forms must be completed by each contributing author (these are not viewable in the PDF Proof or to reviewers) <a href="http://www.icmje.org/coi_disclosure.pdf">http://www.icmje.org/coi_disclosure.pdf</a></td>
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<td>Brief Communication</td>
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<td>Title only, One-Paragraph Abstract (Optional; 125 wds), Intro / Methods / Results / Conclusion, Blinded COI/ Ethics/ Consent Statements, Limit references to ten (10), Figure Legends (if any)</td>
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<td>Letter to the Editor</td>
<td>A brief report of an opinion or unstructured comment on a published paper. The editors reserve the right to accept, reject or excerpt letters without changing the views expressed by the author(s).</td>
<td>4pp/1200 words</td>
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<td>Multimedia Article</td>
<td>Manuscripts submitted as dedicated Multimedia Articles must be accompanied by a textual Abstract that briefly describes the video</td>
<td>2pp / 500 words</td>
<td>Textual Abstract includes blinded Title, Introduction, Materials/ Methods/ Results/ Conclusion/ Blinded Statements, Refs (if any), Blinded video(s) in .mp4 or .mov format only; not to exceed 10 minutes, with narration in English.</td>
<td>N/A</td>
<td>Official ICMJE Conflict of Interest forms must be completed by each contributing author (these are not viewable in the PDF Proof or to reviewers) <a href="http://www.icmje.org/coi_disclosure.pdf">http://www.icmje.org/coi_disclosure.pdf</a></td>
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5e. ADDITIONAL SUBMISSION DETAILS

i. Language Editing Services
Language Editing Services, when needed, can be acquired through the Springer author service

ii. Special Characters
The Journal does not assume responsibility for errors in conversion of customized software, newly
released software, or special characters. Indicate any special characters used in the file (e.g., Greek, math
symbols) by providing a clarifying list of abbreviations at the end of your manuscript text.

iii. Abbreviations, Drug Names, Digits
Use the standard abbreviations and units listed in Scientific Style and Format: The CBE Manual for
Authors, Editors, and Publishers, Sixth Edition (Reston, Va., Council of Biology Editors, 1994). The first
time an uncommon abbreviation appears in the text, it should be preceded by the full name for which it
stands. Generic names for drugs and chemicals should be used the first time the drug or chemical is
mentioned in the text and, preferably, thereafter. If an author wishes, the trade name may be inserted in
parentheses following the generic name the first time the generic name appears, and the manufacturer
name and city should also be included. Express digits as numerals except when they are the first word in
a sentence, and decimals should be written in North American format. Express units of measurement in
the metric system whenever possible and abbreviate them when used with numbers.

6. RESEARCH DATA POLICY

The OBSU journal encourages authors, where possible and applicable, to deposit data that support the
findings of their research in a public repository. Authors and editors who do not have a preferred repository
should consult Springer Nature’s list of repositories and research data policy.

List of Repositories http://www.springernature.com/gp/authors/research-data-policy/repositories/12327124?countryChanged=true


General repositories - for all types of research data - such as figshare and Dryad may also be used. Datasets
that are assigned digital object identifiers (DOIs) by a data repository may be cited in the reference list. Data
citations should include the minimum information recommended by DataCite: authors, title, publisher
(repository name), identifier.

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manuscripts.
7. MANUSCRIPT SUBMISSION

7a. SUBMISSION STEPS

iii. Submission Process
Please view a copy of the Submission Checklist at the beginning of this document. We recommend that you have all items listed in the checklist complete and ready for upload before starting your online submission. Make sure to submit a separate title page that includes complete authors’ names, affiliations, and addresses in proper author order. Please submit all other documents first (main text, figures, tables, etc.) before uploading your COI forms.

iv. Review Your Submission
After uploading the files for your submission, the system will convert the files to PDF. Make sure to review the PDF of your submission before you confirm your submission. Please note that documents that are not viewable to reviewers (cover letter, title page, COI forms, etc.) may not appear in your PDF proof; simply make sure that they have been successfully uploaded in your list of uploaded documents. Once you have reviewed your PDF document for completeness, click “Submit” and all contributing authors will receive an emailed confirmation. If the submission is not complete when the editorial office receives it, it will be returned to your Author Center, with an e-mail notification indicating the need for additional information or correction. Once a complete manuscript is correctly submitted, your manuscript will be properly reviewed.

7b. KEEPING TRACK
After submission, you may monitor the progress of your submission through the review process. Only the designated corresponding author can view the submission and must enter their same UserName and Password to access the submission details.

7c. EDITORIAL REVIEW AND ACTION
The editorial staff examines submitted manuscripts for accuracy and completeness and will customarily send most manuscript submissions to two reviewers. We aim for quick reviewer turnaround times and rely on the promptness and thoroughness of our volunteer reviewers.

8. AFTER ACCEPTANCE

If your manuscript is accepted, you will receive an email from Springer’s Production Office with questions related to:

8a. COPYRIGHT TRANSFER STATEMENT
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