

QUICK CHECKLIST

MAIN DOCUMENT

General format and length of article types accepted by CCLM:

General format and length of the types of articles accepted for submission. Word count: title page, abstract, tables, figures, references and supplemental material are excluded.

	Word count	Word count in abstract	Number of keywords	Number of Tables & Figures	Number of references	Article
Research Article	3500	250, structured*	3-6	8	50	Structured into Introduction, Materials (Subjects) and methods, Results, Discussion
Review Article	6000	200, unstructured/structured **	3-6	8	150	Structured
Mini Review	3500	200, unstructured/structured **	3-6	4	40	Structured
Opinion Paper	3500	250, unstructured/structured **	3-6	2	40	Structured
Point & Counterpoint	1500	200, unstructured	3-5	2	15	Structured or unstructured
Letter to the Editor & Reply	1200	n/a	3-5	2	10	Unstructured
Guidelines and Recommendations	3500	250, unstructured	3-6	6	40	Structured
Editorial	1500	n/a	n/a	1	10	Structured or unstructured

*Objectives, Methods, Results, Conclusions; ** Background, Content, Summary and Outlook.

General layout guidelines:

- **Fonts:** Bookman Old Style, 8 pt. font size. For main text, Gotham Book, 7 pt. font size for table titles and footnotes and figure legends. Italic font style is restricted to genes and Latin terms (except for abbreviations such as e.g., et al.). Do not use bold face within text.
- **Numbers:** Written out in words up to ten and unless they are used as a unit of measurement or when used at the beginning of a sentence. This does not apply for figures and tables. Use decimal points, not commas. Write symbols, mathematical signs and their respective value without spaces (e.g n=1).
- **Language:** Write in concise English. Non-native speaking authors may contact the editorial office for advice on appropriate language editing service providers or use the service provided by ScholarOne Manuscripts during submission (English Language Editing Service).

- **Use of word processing software:** Save your file in the native format of the word processor used. Do not submit a PDF. You are strongly advised to use the 'spell-check' and 'grammar-check' functions to avoid unnecessary errors.
- **List of authors:** Include author names above the title, separated by comma. Use a full stop after middle name initials. Give affiliations for each author on the bottom of the first page without designators. Give the name of the corresponding author(s) on the bottom of the first page as well. Give an email address and telephone number only for the corresponding author. Equal contributing authors should read as follows: XXX and YYY contributed equally to this work. **As per De Gruyter policy, no author list changes are permitted after acceptance of an article.** The De Gruyter production team is instructed to enforce this policy during the production/proofing process.
- **Title:** Write the title in down style (non-capitalized, except for the first word and any proper name).
- **Abstract:** Structure your abstract (if it is a requirement of submission, see table above), according to the respective article type.
- **Keywords:** Give keywords below the abstract (in alphabetical order, non-capitalized, separated by semicolon).
- **Heading- and subheadings:** Down style (see section "Title"). The hierarchy of the main text must be clearly recognizable.
- **Manufacturer details:** Are to be provided incl. city and country for reagents and apparatus reported in the manuscript (Use only USA and UK for United States and United Kingdom. For USA, sole use of the abbreviated state name is allowed). Use the correct symbol (e.g. ©,® and not the letters "TM" in superscript).
- **Abbreviations:** Both in the abstract and in the main text, abbreviations are to be spelled out at first mention. Thereafter, only these abbreviations are to be used. It is not necessary to include a list of abbreviations.
- **Figures:** Should have a minimum resolution of 300 dpi (halftone figures) and 1200 dpi (line drawings) and be of good contrast. Faint shading may be lost upon reproduction. When drawing bar graphs, use patterning instead of greyscales. Do not put boxes or borderlines around figures. Uppercase letters A, B, etc. should be used to identify parts of multi-part figures. Make sure all axes have been clearly labelled. Insert figures at the appropriate position within the article template. Additionally, upload the source files during manuscript submission.

In the text, part label figures are cited as:

- (Figure 1)
- (Figures 1, 3) - with space between comma and value
- (Figures 1-3) - closed-up

Part labels should be caps in both caption and citation. In the text, part label figures are cited as:

- (Figure 1A, C)
- (Figure 1A-C)

Legends of Figures should start on a new line (after the title). Part labels should be put in ().

- **Figure legends:** Should not be embedded in the figure files themselves. Provide a short descriptive title and a legend (written on a new line) to make each figure self-explanatory. Explain all symbols used in a figure. Remember to use the same abbreviations as in the text body. Uppercase letters identifying parts of multi-part figures have to be included in parentheses.

Sources for figures are to be cited in parentheses after the caption (with permission from ref. [2]) or (modified with permission from ref. [2]).

- **Tables:** Number tables consecutively using Arabic numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. In the footnote, refer to information within the table with superscript lowercase letters, and do not use special characters or numbers. Separate units with a comma and use parentheses or square brackets for additional measures (e.g., %, range, etc). Abbreviations must be explained in the footnote as well (separated by comma and semicolon). Remember to use the same abbreviations as in the main text.

In the text, part label tables are cited as:

- (Table 1)
- (Table 1, 3) - with space between comma and value
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Sources for tables are to be cited in parentheses after the caption (with permission from ref. [2]) or (modified with permission from ref. [2]).

- **Supplemental material:** Within the text, supplemental material must be cited consecutively and be referred to as supplemental material (e.g. see Supplemental Material, Figure 1, or Supplemental Figure 1). **Please be aware**, that our typesetting vendor does not edit supplemental material. Therefore, submit two versions of supplemental material, one with tracked changes and a clean version (if this is applicable).
- **Videos:** Authors are encouraged to submit videos accompanying the article as supplemental material.
- **Highlights:** Highlight bullet points (with En-dash) are allowed for all article types, should appear before the Acknowledgments (if present)/Author statements section.
- **Learning points:** Are allowed (with En-dash) for Case Reports, should be set before Acknowledgments (if present)/Author statements
- **Acknowledgements/Funding/Author contribution/Statements on ethical and legal considerations (see also Author Statements):** The Template for Ethical and Legal Declarations ([ENGLISH](#) or [SPANISH](#)) needs to be customized and uploaded as a separate file at the time of the original submission, and all other versions.

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Author contributions: All authors have accepted responsibility for the entire content of this manuscript and approved its submission.

Competing interests: Authors state no conflict of interest.

Informed consent: Informed consent was obtained from all individuals included in this study.

OR Not applicable.

Ethical approval: Research involving human subjects complied with all relevant national regulations, institutional policies and is in accordance with the tenets of the Helsinki Declaration (as revised in 2013), and has been approved by the authors' Institutional Review Board (xxxx) or equivalent committee. (xxx-Nr.: xx/x).

OR Research involving animals complied with all relevant national regulations and institutional policies (xxxx) for the care and use of animals. (xxx-Nr.: xx/x).

OR The local Institutional Review Board deemed the study exempt from review.

OR Not applicable.

Data Availability

- The datasets generated during and/or analysed during the current study are available in the [NAME] repository, [PERSISTENT WEB LINK TO DATASETS]
- The datasets generated during and/or analysed during the current study are available from the corresponding author on reasonable request.
- Data sharing is not applicable to this article as no datasets were generated or analysed during the current study.
- All data generated or analysed during this study are included in this published article [and its supplementary information files].
- The data that support the findings of this study are available from [third party name] but restrictions apply to the availability of these data, which were used under license for the current study, and so are not publicly available. Data are however available from the authors upon reasonable request and with permission of [third party name].

Statements will be automatically implemented before the reference section. Strictly adhere to the instructions and the wording of the template.

- **References:** References should be listed at the end of the manuscript. **Adhere strictly** to the reference style of the Journal (Vancouver; recommendations of the “International Committee of Medical Journals Editors”; found [here](#)).

All references mentioned in the reference list have to be cited in the text and vice versa. List and number the references consecutively in the order they appear in the text, including Tables and Figures. In the text, identify references by Arabic numerals in [parentheses]. Italic and boldface font type is not allowed in the reference section. List all authors; if the number is 7 or more, list the first 6 names followed by et al. Identify authors by last name first, followed by up to 2 initials, without periods, indicating the authors' first name. Only the first name of the title is capitalized, as well as proper names within the title. Journal names are abbreviated as indicated in PubMed and in the Web of Knowledge ([NIH.Linkout.Journals: Web of Knowledge](#)), without periods. After the abbreviated journal name, give the year of publication, followed by a semicolon, volume number (but no issue number), followed by a double colon, and the page numbers, with the last page number in shortened format. Meeting abstracts may be cited only if published in journals. Unpublished observations and personal communications are cited only in the text. Correct linking of the references depends on strict adherence to journal style.

Refer to the end of this document for detailed examples of references.

- **Equations:** Are to be numbered (Arabic numerals within parentheses in sequential order). In-text citation format: Eq. (1); Ranges: Eqs. (1)–(5); Eqs. (1) and (4). Simple maths should be converted into text.

- **Variables:** Greek lowercase: Roman; Greek uppercase: Roman; Single letter variables: Italics; Multi-letter variables: Roman preferred.
- **Units:** All units should be in Roman. Unit separation should be comma in table entries. Spaces should be presented between numbers and units (except for %). Units are to be expanded with numbers and units if beginning a sentence.
 - Degree Celsius; °C; should be spaced with non-breakable space.
 - The letter 'l' should be caps in all combinations of liter units (L/mL/dL/μL.....).
 - Molar 'M' should be caps. Units need not be repeated in value ranges.
 - P (referring to a population proportion) and p (to a sample proportion) are to be written in Roman. In table headers, 'p' should be written 'p-Value'.
 - n (to population and sample size) are to be written in Roman.
 - Volume and weight units should be abbreviated as 'vol' and 'wt' in unit-value combinations.
 - The coefficient of determination (R^2) is written in Roman with superscript 2.
 - Use periods for the non-SI units:
inches → in.
atomic → at.
number → no.
as these abbreviations could be confused with the words in, at, and no.
 - Centrifugation 'g' should be italics (either written with non-breakable space 1000 g or closed up with multiplication sign 1000×g) .
 - Closed-up number and multiplication sign 'x' for magnifications.
 - Time unit abbreviations to be used: second – s; minute – min; hour – h; day – day/days; week – week/weeks; month – month/months; year – year/years.
- **Binominals:** Are written in italics.
- **Latin terms:** Should be italics but not in the Reference list (in vitro, in vivo, de novo, in situ, ad libitum...). Abbreviations of Latin terms should be Roman. (i.e., e.g., vs., et al...). 'Versus' should be written 'vs.' and in Roman font.
- **Nomenclature:** Follow the rules of the [IUPAC-IUB Commission on Biochemical Nomenclature](#). Enzyme names should be in accordance with the recommendations of the IUPAC-IUB Commission on Biochemical Nomenclature, 1978, as in Enzyme Nomenclature, published by Academic Press, New York, 1992. Genotypes should be given in italics, phenotypes should not be italicized. Indicate the gene symbol and gene name as approved by the [HUGO Gene Nomenclature Committee](#). Nomenclature of bacterial genetics should follow [Demerec et al. Genetics 1966; 54:61-76](#).
Genus and species should be written in full for the first occurrence in the Abstract and in the main body of the article as well as in the title and keywords. In succeeding occurrences, the genus name should be abbreviated to an initial ('sp.', 'spp.', 'ssp.', 'var.', 'L.', 'subsp.', etc. should be Roman).

In-text citation	
Single reference	[1]
Series of references	[2, 8, 25]
Range of references	[5-12]
Citation order	Sequential
Issue numbers	Not allowed
Reference list	
Reference type	Example
Reference list label	Numbered without bracket
1. Journal	1. Raustorp A, Mattsson E, Svensson K, Costa PT Jr. Physical activity, body composition and physical self-esteem: a 3-year follow-up study among adolescents in Sweden. <i>Scand J Med Sci Sports</i> 2006;16:258-66.
2. Journal with supplement	2. Sallis JF, Saelens BE. Assessment of physical activity by self-report: status, limitations, and future directions. <i>Res Q Exerc Sport</i> 2000;71(2 Suppl):S1-14.
3. Collaboration	3. WHO. The diagnosis and management of non-alcoholic fatty liver disease: practice guideline by the American Association for the Study of Liver Diseases, American College of Gastroenterology, and the American Gastroenterological Association. <i>Hepatology</i> 2012;55:2005-23.
4. et al. usage (more than 6 authors = 6 authors + et al.)	4. Kaye K, Day RD, Hair EC, Moore KA, Hadley AM, Teixeira PJ, et al. Parent marital quality and the parent-adolescent relationship: effects on sexual activity among adolescents and youth. <i>Marriage Fam Rev</i> 2009;45:270-88.
5. Epub ahead of print	5. Mason EB, Burkhart K, Lazebnik R. Adolescent stress management in a primary care clinic. <i>J Pediatr Health Care</i> 2018 Sep 3. DOI: 10.1016/j.pedhc.2018.08.001 [Epub ahead of print].
6. Journal – in press	6. Tappy L, Lara KA. Metabolic effects of fructose and the worldwide increase in obesity. <i>Physiol Rev</i> , in press.
7. Book/monograph	7. Shek DTL, Sun RCF, Merrick J. University and college students. Health and development issues for the leaders of tomorrow. New York: Nova Science; 2013.
8. Book with edition	8. Joannopoulos JD, Johnson SG, Winn JN, Meade RD. Photonic crystals: molding the flow of light, 2nd ed. Princeton, NJ: Princeton University Press; 2008:350 p.
9. Edited book	9. Shek DTL, Ma C, Yu L, Merrick J, editors. Human developmental research. Experience from research in Hong Kong. New York: Nova Science; 2014.
10. Edited book with chapter title and editors	10. Halpen-Felsher BL, Morrell HE. Preventing and reducing tobacco use. In: Berlan ED, Bravender T, editors. <i>Adolescent medicine today: a guide</i>

	to caring for the adolescent patient [Internet]. Singapore: World Scientific Publishing Co.; 2012.
11. Edited book series	11. Forghieri F, Tkach RW, Chraplyvy AR. Optical fiber telecommunications, Kaminov IP, Koch TL, editors. San Diego, CA: Academic; 1997, vol IIIA.
12. Proceedings/Conferences	12. Musaka K, Akasaka Y, Suzuki Y, Kamiya T. Novel network fiber to manage dispersion at 1.55 μm with combination of 1.3 μm zero dispersion single mode fiber. In: Proceedings of the symposium on robotics, mechatronics and animatronics in the creative and entertainment industries and arts. SSAISB 2005. University of Hertfordshire, Hatfield, UK; 2005.
13. Electronic publications (Available from)	13. IASO. Epidemiology of childhood overweight & obesity in India: a systematic review. International Association for the Study of Obesity; 2012. Available from: http://www.iaso.org/iotf/obesity/obesitytheglobalepidemic
14. Electronic publications (Accessed)	14. IPAQ Group. Guidelines for data processing and analysis of the international physical activity questionnaire (IPAQ) – short and long forms [Online]. Available from: https://sites.google.com/site/theipaq/scoring-protocol [Accessed 4 Apr 2013].
15. Thesis/Dissertation	15. Cotruvo, J. Kinetic model for chlorophyll degradation [Ph.D. thesis]. Cambridge, MA: Massachusetts Institute of Technology; 1996.
16. Report	16. Rowe IL, Carson NE. Medical manpower in Victoria. East Bentleigh (AU): Monash University, Department of Community Practice; 1981. 35 p., Report No. 4.
17. Patent	17. Pagedas AC. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent 20020103498, 2002.
18. Standards	18. Frequency response and bias, NERC Reliability Standard BAL-003-0.1b, May 2009 [Online]. Available from: http://www.nerc.com/files/BAL-003-0_1b.pdf