

### 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.

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### Online Submission

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. 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)
- Abstract
  - Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.
  - Abstract **Brief Original**: Please provide an abstract of about 6 lines. The abstract should not contain any undefined abbreviations or unspecified references.

### Text Formatting

- Manuscripts should be submitted in Word within 5000 words.
- 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).
- Headings

- Please use the decimal system of headings with no more than three levels.

### **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 before the reference list. The names of funding organizations should be written in full.

### **Structure**

- Manuscripts should be structured into following main sections:
- Abstract (should not contain any undefined abbreviations)
- Introduction (at the end describing objective of the study, ideally hypotheses)
- Materials and methods
- Results and discussion
- Conclusion

### *Please note:*

The use of footnotes is not encouraged

All submitted manuscripts have to be written in English.

Manuscripts should be submitted in upright format.

Manuscripts should be paginated!

### **Scientific style**

- Please always use internationally accepted signs and symbols for units (SI units). 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**

- 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

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:731-738. doi: 10.1007/s00421-008-0955-8

Ideally, the names of all authors should be provided, but the usage of “et al” in long author lists will also be accepted:

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. *N Engl J Med* 965:325–329

#### Article by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med*. doi:10.1007/s001090000086

#### Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

#### Book chapter

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York, pp 230-257

#### Online document

Cartwright J (2007) Big stars have weather too. IOP Publishing PhysicsWeb. <http://physicsweb.org/articles/news/11/6/16/1>. Accessed 26 June 2007

#### Dissertation

Trent JW (1975) *Experimental acute renal failure*. Dissertation, University of California

Always use the standard abbreviation of a journal’s name according to the ISSN List of Title Word Abbreviations, see

## 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.

## Ethical Responsibilities of Authors

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 endeavor. 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
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- 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 established beyond reasonable doubt, 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.

### Compliance with Ethical Standards

- To ensure objectivity and transparency in research and to ensure that accepted principles of ethical and professional conduct have been followed, authors should include information regarding sources of funding, potential conflicts of interest (financial or non-financial), informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals.
- Authors should include the following statements (if applicable) in a separate section entitled “Compliance with Ethical Standards” before the References when submitting a paper:

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#### Disclosure of potential conflicts of interest

- Authors must disclose all relationships or interests that could have direct or potential influence or impart bias on the work. Although an author may not feel there is any conflict, disclosure of relationships and interests provides a more complete and transparent process, leading to an
  - accurate and objective assessment of the work. Awareness of real or perceived conflicts of interest is a perspective to which the readers are entitled. This is not meant to imply that a financial relationship with an organization that sponsored the research or compensation received 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:
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