

# International Journal of Public Health

## Instructions for Authors

### GENERAL INFORMATION

The International Journal of Public Health (IJPH) transitioned to gold open access as of January 2021.

When considering submitting your work to the International Journal of Public Health (IJPH), please first make sure your article fits the Scope of the journal.

You may also look at the IJPH archive for related articles and find out more about the suitability of your article for IJPH. The archive will be made Open Access with our current publisher in 2021. Due to the large interest, Editors cannot advise on the suitability of the article before submission of the manuscript.

### **Article Processing Charges (due after acceptance for publication):**

Original Articles - 2'300 CHF  
Reviews - 2'300 CHF  
Hints & Kinks - 1'700 CHF  
Letters to the Editor - 900 CHF  
Editorials and Commentaries – 900 CHF  
Young Researcher Editorials – Free

### **Licensing**

All articles are published under a [CC-BY 4.0 license](#). The authors hold the copyright of the article published. Authors who are not allowed to hold the copyright (for example, authors affiliated with the US government or Commonwealth governments, or WHO), should contact the Editorial Office for adaptations to copyright during or immediately after submission of the article. No changes to the copyright are possible after the publication of an article.

If you are not sure if you or your employer owns the copyright, you should check that you have the legal right to grant the CC-BY license.

### **Open data**

IJPH encourages authors to make their datasets on which the conclusions of the paper rely available to readers as Electronic Supplementary Material or in publicly available repositories. Please see Frontiers' information on recommended repositories.

<https://www.frontiersin.org/about/policies-and-publication-ethics#MaterialsDataPolicies>

## SUBMISSION

When considering submitting your work to IJPH, please first make sure your article fits the Scope of the journal and article types available.

You may also look into the IJPH archive for related articles and find out more about the suitability of your article for IJPH. The archive will be made Open Access with our current publisher in 2021. Due to the large interest, Editors cannot advise on the suitability of the article before submission of the manuscript.

The Editors-in-Chief select articles for the peer review mainly based on the title and abstract. Make sure your abstract is well written in good English and includes a rationale for the study (under Objectives), the sample size and study design (under Methods) and a conclusion (under Conclusion). If possible, mention the international relevance.

More about language editing in the specific section on language editing.

## Types of papers

**International Journal of Public Health** publishes original research and reviews, either empirical or theoretical, that contribute to understanding and improving Public Health. IJPH does not publish essays or opinion articles. Commentaries and Editorials are invited by the Editors.

We encourage authors to refer to the minimum reporting guidelines for health research hosted by the EQUATOR network when preparing their manuscript. Checklists are available for a number of study designs.

<http://www.equator-network.org/>

Manuscripts should be written in view of their submission to peer reviewed or not- peer reviewed article types or to special sections.

### Peer reviewed

- Original Articles (4000 words max. without reference list, structured abstract 180 words max., about 40 references, up to 6 figures and tables). Original Articles report on original quantitative or qualitative research. The main structure is Introduction, Methods, Results and Discussion. The structure of the Abstract is Objectives, Methods, Results, Conclusion
- Hints and Kinks are short methodological reports (1000 words max., no abstract required) presenting topics relevant to survey research and surveillance. They report on experience with techniques in a variety of areas and topics, such as writing questions, questionnaire design, survey implementation, or new and original ways to analyse data and show results. Authors are free to structure the text as they like.

- Research Reviews should concentrate on the most recent developments in the field. Authors should confirm during submission in the “Contribution to the Field” section (appearing during the online submission process) that the topic was not covered in a review recently in IJPH or in other journals. Literature searches for all Reviews should be systematic and comprehensive. Reviews may or may not include a meta-analysis or statistical summary of the individual study results.
- The text body of Reviews should be structured in Introduction, Methods, Results and Discussion and should be in the length range of 4000-4500 words (without reference list), referencing all included studies, and up to 6 figures and tables. A short Introduction should put the area into context and define the aim. The Method section should explicitly describe how the studies were identified and selected for inclusion in the review. Search terms, Prisma flow-chart and eligibility criteria should be provided.
- The Discussion should include the international relevance of the findings. Narrative reviews are welcomed for the section Knowledge Synthesis, Translation and Exchange (please see below)

### Not peer reviewed

- **Editorials** are invited short essays that express the author’s viewpoint or explain journal policies (800 words, 10 references max).

**Young Researcher Editorials** (YREs) are unsolicited editorials on topical discussions in public health written by advanced PhD students (up to 12 months after completion of the PhD) from across the world. YREs convey one single, clear message. They have a short and catchy title, are 800 words long, and have up to ten references. Doctoral students of the Swiss School of Public Health+ review all YREs. After acceptance, YREs receive free professional copyediting funded by the Swiss School of Public Health+. YRE are eligible for review when they comply with one or more of the following criteria:

- Raise novel issues in public health
- Discuss recent publications or themes addressed in IJPH or elsewhere
- Debate public health science and related policies
- Promote discussions about science careers in public health and related challenges
- Place public health challenges in a broader context
- Address matters of global or multi-regional relevance

YRE is a capacity-building project for PhD students, offered by the Swiss School of Public Health+. Please find more details about the YRE project here: [Swiss School of Public Health-YRE](#)

- **Commentaries** are invited, more in-depth opinion pieces (1000 words, 10 references max) usually on peer-reviewed articles.
- **Letters to the Editors** are reactions relating to recently published articles in IJPH. Letters should be submitted no later than 3 months after publication of the article. Usually, we invite the authors of the article to respond to the Letter.

Download the IJPH [Guidelines](#) for submitting a Young Researcher Editorial.

## Sections

Narrative Reviews are particularly welcome for the section “**Knowledge Synthesis, Translation and Exchange**”. [Di Ruggiero \(2018\)](#) specifies the contents for narrative reviews within this section. Narrative reviews should also have not more than 4500 words and the structure Introduction, Methods, Results and Discussion. Methods should be explicit, transparent and clearly stated.

**Central and Eastern Europe**: IJPH encourages authors from Central and Eastern Europe to submit their work. IJPH is dedicated since 2006 to making the increasing Public-Health knowledge from Central and Eastern Europe available to the scientific community and promoting the transfer of knowledge in survey, surveillance and health promotion research between East and West. The journal adopts the WHO definition of Eastern Europe comprising the 13 countries that formerly belonged to the USSR and the countries of Central and Oriental Europe that used to belong to the influence zone of the USSR without being part of it and/or had planned economies.

## Implications of manuscript submission

Submission of a manuscript implies that the work described or parts of it has not been published before; that it is not under peer review or 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.

The publisher will check all manuscripts for plagiarism.

Before submission, the sections Ethical Responsibilities of Authors and Compliance with Ethical Standards should have been carefully considered and the required relevant paragraphs added to manuscript. Authors must provide ethics approval information within the submission system, which generates ethics statements to be included in the submission. The generated ethics statements will be included in the reviewer file.

## 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. Please be aware that some publishers do not grant electronic rights for free and that Frontiers or IJPH 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.

## Submission process

Please prepare your submission files following the advice below. We prefer editable text files for texts and tables (Word), and require a PDF copy as well. All files must be author blinded.

Please note that you have to upload all required submission items (author blinded) for the first submission and replace these with the revised files (author blinded) from the first revision onward. Failing to submit the most recent and mandatory files and information will cause unnecessary delays in the peer review and production process.

Editors and reviewers are obliged to handle your manuscript confidentially.

Ensure that the submitted files are author blinded and that the manuscript title is identical in the online data and within the submission files.

### **Author information should not be included in any submitted files but only in the online data to be completed during the submission process:**

- Corresponding author name, affiliation and email address
- Co-authors (if any - names and affiliation)
- Order of authors

## Author list

The authorship should be clarified thoroughly before submission. Please follow the standard guidelines (e.g. International Committee of Medical Journal Editors , <http://www.icmje.org/>).

Changes of the list of authors or order of authors should be avoided once the manuscript is submitted.

## Submission of a new manuscript

Submission requires the following files (mandatory and author blinded):

- Source file (Doc/DocX, or Latex) of the manuscript
- PDF file of the manuscript
- Figure files in Tif/TIFF or JPG if manuscript includes figures

The submission requires the following fields to be completed:

- Uploading required manuscript files (author blinded)
- Completing the manuscript information tile:
  - Article title
  - Keywords (at least 5, up to 8)
  - Structured Abstract (if Article Type requires it)
- All authors (in online data only)
- Author contribution statement

- Statements (note: these statements are provided in the submission system and the author is required to click on a checkbox or answer a few simple questions to generate a statement):
  - Payment agreement acknowledgement
  - Conflict of Interest statement
  - Ethics statements
  - Data Availability

## Submission of a revised version

Requires the following files (mandatory):

- A document with point-by point responses to all reviewer and editor comments.
- Revised manuscript file with tracked changes (preferably in Word) and a PDF without tracked changes:
- Updating any fields that have changed with the revision
- **All files must remain author blinded**

## Title page

The submission of a title page is not required.

## Abstract

After the title, please provide an Abstract for Original articles (180 words max.) and Reviews (180 words max.). Abstracts should be structured into:

- Objectives (stating context and the purpose of the study-why was it done?)
- Methods (describing how the study was performed and the statistical tests used, sample size, data source, etc.)
- Results (main findings)
- Conclusions (potential implications, international relevance)
- Key words (5 to 8 keywords which can be used for indexing purposes. The keywords have to also be provided during the online submission.)

Abbreviations should be explained at first appearance in the Abstract.

Hints&Kinks, Editorials and Commentaries require no Abstract.

## Acknowledgements

Acknowledgements of people, grants, funds, etc. are optional. Please omit author names and affiliations from the Acknowledgements. The names of the funding organizations should be written in full (not abbreviated).

## Suggesting / excluding reviewers

Authors are asked to suggest three suitable reviewers and/or request the exclusion of certain individuals during the submission of their manuscripts. When suggesting reviewers,

authors should make sure they are totally independent and not connected to the work or authors in any way. It is strongly recommended to suggest a mix of reviewers from different countries and different institutions. When suggesting reviewers, the Corresponding Author must provide an institutional email address for each suggested reviewer, or, if this is not possible to include, other means of verifying the identity such as a link to a personal homepage, a link to the publication record or a researcher or author ID. Please note that the Journal may not use the suggestions, but suggestions are appreciated and may help facilitate the peer review process.

## Manuscript text body

### Text formatting

The blinded manuscript version should be free from any information that allows the reviewers to identify the authors. Such information may include funding information, self-references and conflict of interest statements.

- Use a regular plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic line numbering functions to include continuous line numbers.
- Use the automatic page numbering function to number 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.
- Apart from the first word of the article title, headings, captions of figures and tables and text sentences should begin with lower case letters. Exceptions are names and fixed expressions.
- No bold or underlined characters may be used throughout the text (except bold type for headings).
- Do not use footnotes and endnotes throughout the text. Footnotes are permitted only for tables.
- Please do not add any appendices to the text body but submit these as separate files (Electronic Supplementary Material).
- Submit your file in docx format preferably (Word 2007 or higher) or doc format (older Word versions).

### Structure and headings

Manuscript text file should include the title of the article. For the text body of Original articles and Reviews please use the following main headings Introduction / Methods / Results/ Discussion /References. Please do not modify the names of these headings, and highlight them by using large bold fonts. All other headings should be formatted as subheadings of these main headings. For example, Limitations or Conclusions should appear as sub-headings of the Discussion. Please do not use more than three levels of displayed headings and do not number headings.



- The Introduction presents the actual state of knowledge, the problems dealt with, objectives, and hypotheses.
- Methods presents material, methods, and the population studied
- Results presents the core results of the analysis
- Discussion should explain what the results mean, present limitations and should end with clear conclusion.
- References
- Table and figure captions (if applicable)

Authors can structure freely the text of Hints&Kinks articles, Editorials, Commentaries and Letters to the Editor authors, except for the mandatory headings “Conflict of interest”, and “References”. These article types also do not require Abstracts.

### **Abbreviations**

Abbreviations should be defined at first mention in the text body and used consistently thereafter. Abbreviations should not be used in the title and in captions of figures and tables.

### **Footnotes**

Footnotes and endnotes are not allowed in the text body. However, footnotes (not endnotes) are allowed for tables and figures  
Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

### **References**

- All citations in the text, figures or tables must be in the reference list and vice-versa.
- The names of the first six authors followed by et al. and the DOI (when available) should be provided.
- The reference list should only include articles that are published or accepted.
- Unpublished data, submitted manuscripts or personal communications should be cited within the text only, for the article types that allow such inclusions.
- For accepted but unpublished works use "in press" instead of page numbers.
- Data sets that have been deposited to an online repository should be included in the reference list. Include the version and unique identifier when available.
- Personal communications should be documented by a letter of permission.
- Website URLs should be included as footnotes.
- Any inclusion of verbatim text must be contained in quotation marks and clearly reference the original source.
- Preprints can be cited as long as a DOI or archive URL is available, and the citation clearly mentions that the contribution is a preprint. If a peer-reviewed journal publication for the same preprint exists, the official journal publication is the preferred source.



## In-text Citations

- Please apply the Vancouver system for in-text citations.
- In-text citations should be numbered consecutively in order of appearance in the text—identified by Arabic numerals in the parenthesis.

## Reference List

- **ARTICLE IN A PRINT JOURNAL**  
Sondheimer N, Lindquist S. Rnq1: an epigenetic modifier of protein function in yeast. *Mol Cell* (2000) 5:163-72.
- **ARTICLE IN AN ONLINE JOURNAL**  
Tahimic CGT, Wang Y, Bikle DD. Anabolic effects of IGF-1 signaling on the skeleton. *Front Endocrinol* (2013) 4:6. doi: 10.3389/fendo.2013.00006
- **ARTICLE OR CHAPTER IN A BOOK**  
Sorenson PW, Caprio JC. "Chemoreception,". In: Evans DH, editor. *The Physiology of Fishes*. Boca Raton, FL: CRC Press (1998). p. 375-405.
- **BOOK**  
Cowan WM, Jessell TM, Zipursky SL. *Molecular and Cellular Approaches to Neural Development*. New York: Oxford University Press (1997). 345 p.
- **ABSTRACT**  
Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, editor. *Genetic Programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3–5; Kinsdale, Ireland*. Berlin: Springer (2002). p. 182–91.
- **WEBSITE**  
World Health Organization. E. coli (2018). <https://www.who.int/news-room/fact-sheets/detail/e-coli> [Accessed March 15, 2018].
- **PATENT**  
Pagedas AC, inventor; Ancel Surgical R&D Inc., assignee. Flexible Endoscopic Grasping and Cutting Device and Positioning Tool Assembly. United States patent US 20020103498 (2002).
- **DATA**  
Perdiguero P, Venturas M, Cervera MT, Gil L, Collada C. Data from: Massive sequencing of Ulms minor's transcriptome provides new molecular tools for a genus under the constant threat of Dutch elm disease. Dryad Digital Repository. (2015) <http://dx.doi.org/10.5061/dryad.ps837>
- **THESES AND DISSERTATIONS**

Smith, J. (2008) Post-structuralist discourse relative to phenomenological pursuits in the deconstructivist arena. [dissertation/master's thesis]. [Chicago (IL)]: University of Chicago

- PREPRINT

Smith, J. Title of the document. Preprint repository name [Preprint] (2008). Available at: <https://persistent-url> (Accessed March 15, 2018).

## Figures and tables

Please ensure that the number of figures and tables match with the captions in the text body. Figures and tables should be submitted individually as directed in the submission platform, in the same order as they are referred to in the manuscript; the figures will then be automatically embedded at the end of the submitted manuscript. Please do not provide author names to make sure the material is blinded for reviewers. Kindly ensure that each figure is mentioned in the text and in numerical order. Please do not insert figures and tables in the main text of the manuscript, only use place holders. You may add figures and tables at the end of the manuscript file.

## Tables

- Authors should not publish tables with raw data with the manuscript. They need to condense them to the most relevant information. Please avoid lengthy tables covering more than 1 page for the manuscript. Long tables and raw data can be submitted as Electronic Supplementary Material (author blinded).
- Use a regular font with size 8.5-10 pt.
- Limit the number of columns to 10-12 max., depending on their width.
- Do not use shading and colours in 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 caption. Table captions should be placed after References section in the manuscript text.
- Tables and table captions should not be presented within the text body. Instead, a placeholder should be added to the text body in an appropriate location, e.g. "insert table 1 here".
- Abbreviations in tables should be explained in footnotes
- 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.
- Levels of significance should be provided with all digits (e.g.  $p < 0.001$ , not  $p < .001$ ), and the same number of digits should be used for all p-values
- Tables can be provided at the very end of the manuscript file, after the list of table and figure captions, or they can be submitted as a submission item (in one file)
- Tables in online appendices (Electronic supplementary material) should be numbered separately

## Table captions

Captions to tables should make the tables fully self-explanatory. The name of the study (if applicable, not abbreviated), the country or region, and years of the study should be added at the end of each caption.

In captions, please do not use any abbreviations, even if they have already been explained in the manuscript text body or elsewhere

Table captions begin with the term **Table** in bold type, followed by the table 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.

All words of the caption apart from the first one in a sentence should begin with lower case letters. Exceptions are names and fixed expressions.

Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

Tables should be included within the manuscript. The submission system does not accept tables as separate files.

## Figures

- All figures should be submitted as files (author blinded). The figure caption is not required in the file.
- IJPH requires figures to be submitted individually, in the same order as they are referred to in the manuscript; the figures will then be automatically embedded at the end of the submitted manuscript. Kindly ensure that each figure is mentioned in the text and in numerical order.
- For figures with more than one panel, panels should be clearly indicated using labels (A), (B), (C), (D), etc. However, do not embed the part labels over any part of the image, these labels will be replaced during typesetting according to IJPH's journal style. For graphs, there must be a self-explanatory label (including units) along each axis.
- For LaTeX files, figures should be included in the provided PDF. In case of acceptance, our Production Office might require high-resolution files of the figures included in the manuscript in EPS, JPEG or TIF/TIFF format.
- In order to be able to upload more than one figure at a time, save the figures (labeled in order of appearance in the manuscript) in a zip file and upload them as 'Supplementary Material Presentation.'
- Please note that figures not in accordance with the guidelines will cause substantial delay during the production process.
- Levels of significance should be provided with all digits (e.g.  $p < 0.001$ , not  $p < .001$ )
- All abbreviations in figures should be explained in a legend or footnote to the figure.
- Y- and X-axes of figures should bear labels

## Captions

Captions should be preceded by the appropriate label, for example "Figure 1." Figure captions should be placed at the end of the manuscript. Figure panels are referred to by bold capital letters in brackets: (A), (B), (C), (D), etc.

At the end of each caption should appear the study name (if any; in full, not abbreviated), the country or region, and year(s) of the study.

Do not use abbreviations in the caption of figures. Abbreviations in figure legends should be explained in a footnote to the figure.

#### Image Size and Resolution Requirements

Figures should be prepared with the PDF layout in mind. Individual figures should not be longer than one page and with a width that corresponds to 1 column (85 mm) or 2 columns (180 mm).

All images must have a resolution of 300 dpi at final size. Check the resolution of your figure by enlarging it to 150%. If the image appears blurry, jagged or has a stair-stepped effect, the resolution is too low.

The text should be legible and of high quality. The smallest visible text should be no less than 8 points in height when viewed at actual size.

Solid lines should not be broken up. Any lines in the graphic should be no smaller than 2 points wide.

Please note that saving a figure directly as an image file (JPEG, TIF) can greatly affect the resolution of your image. To avoid this, one option is to export the file as PDF, then convert into TIFF or EPS using a graphics software.

#### Format and Color Image Mode

The following formats are accepted: TIF/TIFF (.tif/.tiff), JPEG (.jpg), and EPS (.eps) (upon acceptance).

Images must be submitted in the color mode RGB.

#### Chemical Structures

Chemical structures should be prepared using ChemDraw or a similar program. If working with ChemDraw please use our publisher's [ChemDraw template](#). If working with another program please follow the guidelines given below:

Drawing settings: chain angle, 120° bond spacing, 18% width; fixed length, 14.4 pt; bold width, 2.0 pt; line width, 0.6 pt; margin width, 1.6 pt; hash spacing, 2.5 pt. Scale 100% Atom Label settings: font, Arial; size, 8 pt.

Assign all chemical compounds a bold, Arabic numeral in the order in which the compounds are presented in the manuscript text.

#### Table Requirements and Style Guidelines

Tables should be inserted at the end of the manuscript in an editable format. If you use a word processor, build your table in Word. If you use a LaTeX processor, build your table in LaTeX. An empty line should be left before and after the table.

Table captions must be placed immediately before the table. Captions should be preceded by the appropriate label, for example "Table 1." Please use only a single paragraph for the caption.

Kindly ensure that each table is mentioned in the text and in numerical order.

Please note that large tables covering several pages cannot be included in the final PDF for formatting reasons. These tables will be published as supplementary material.

Please note that tables which are not according to the guidelines will cause substantial delay during the production process.

### Accessibility

IJPH encourages authors to make the figures and visual elements of their articles accessible for the visually impaired. An effective use of color can help people with low visual acuity, or color blindness, understand all the content of an article.

These guidelines are easy to implement and are in accordance with the W3C Web Content Accessibility Guidelines (WCAG 2.1), the standard for web accessibility best practices.

#### A. Ensure sufficient contrast between text and its background

People who have low visual acuity or color blindness could find it difficult to read text with low contrast background color. Try using colors that provide maximum contrast.

WC3 recommends the following contrast ratio levels:

Level AA, contrast ratio of at least 4.5:1

Level AAA, contrast ratio of at least 7:1

You can verify the contrast ratio of your palette with these online ratio checkers:

[WebAIM](#)

[Color Safe](#)

#### B. Avoid using red or green indicators

More than 99% of color-blind people have a red-green color vision deficiency.

#### C. Avoid using only color to communicate information

Elements with complex information like charts and graphs can be hard to read when only color is used to distinguish the data. Try to use other visual aspects to communicate information, such as shape, labels, and size. Incorporating patterns into the shape fills also make differences clearer.

## 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.

During submission, the submitting author will be required to answer questions regarding the manuscript and research, as well as provide information and consent for all authors. Below is a checklist detailing the information that will be required:

- Conflict of interest (mandatory for all article types)
- Funding (if applicable)

- Ethical approval (including record number) (if applicable)
- Informed consent (if applicable)
- Research involving Human Participants and/or Animals (if applicable)

The corresponding author should be prepared to collect documentation of compliance with ethical standards and send if requested during peer review or after publication. The Editors reserve the right to reject manuscripts that do not comply with the above-mentioned guidelines. The author will be held responsible for false statements or failure to fulfil the above-mentioned guidelines.

## 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 (please 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.

Conflicts of interest should be stated upon submission of an article in the submission system.

The corresponding author will include a summary statement **in the submission system**, that discloses any potential conflict of interest.

See below examples of disclosures:

**Funding:** This study was funded by X (grant number X).

For commercial funding, the role of the funder must be declared. We recommend the following statements:

“The authors declare that this study received funding from XXXXXXXX. The funder had the following involvement with the study: XXXXXXXX”.

“The authors declare that this study received funding from XXXXXXXX. The funder was not involved in the study design, collection, analysis, interpretation of data, the writing of this article or the decision to submit it for publication”.

**Conflict of interest:** Author A has received research grants from Company A. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of committee Z.

If no conflict exists, the authors should will be able to select the following: *The authors declare that the research was conducted in the absence of any commercial or financial relationships that could be construed as a potential conflict of interest.*

## Research involving human participants

### Statement of human 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.

If a study was granted exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption and the reasons for the exemption).

Authors must - in all situations as described above - include the name of the ethics committee and the reference number where appropriate.

See blow examples:

**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 (include name of committee + reference number) and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards.”

### Ethical approval of studies using pre-existing data



Data should be anonymized and irreversibly de-identified to protect patient, health care professional and/or hospital privacy. For studies using pre-existing and de-identified data, formal approval from the ethics committee is not required.

## Informed consent

All individuals have individual rights that are not to be infringed. Individual participants in studies have, for example, the right to decide what happens to the (identifiable) personal data gathered, 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) gave 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 be included: “Additional informed consent was obtained from all individual participants for whom identifying information is included in this article.”

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