Submission guidelines

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Instructions for Authors

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**Manuscript Submission**

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Title Page

**Title Page**

Please make sure your title page contains the following information.

**Title**

The title should be concise and informative.

**Author information**

* The name(s) of the author(s)
* The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
* A clear indication and an active e-mail address of the corresponding author
* If available, the 16-digit ORCID of the author(s)

If address information is provided with the affiliation(s) it will also be published.

For authors that are (temporarily) unaffiliated we will only capture their city and country of residence, not their e-mail address unless specifically requested.

**Abstract**

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

*For life science journals only (when applicable)*

* Trial registration number and date of registration for prospectively registered trials
* Trial registration number and date of registration, followed by “retrospectively registered”, for retrospectively registered trials

**Keywords**

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

**Statements and Declarations**

The following statements should be included under the heading "Statements and Declarations" for inclusion in the published paper. Please note that submissions that do not include relevant declarations will be returned as incomplete.

* **Competing Interests:** Authors are required to disclose financial or non-financial interests that are directly or indirectly related to the work submitted for publication. Please refer to “Competing Interests and Funding” below for more information on how to complete this section.

Please see the relevant sections in the submission guidelines for further information as well as various examples of wording. Please revise/customize the sample statements according to your own needs.

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Text

**Text Formatting**

Manuscripts should be submitted in Word.

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

Manuscripts with mathematical content can also be submitted in LaTeX. We recommend using [Springer Nature’s LaTeX template](https://www.springernature.com/gp/authors/campaigns/latex-author-support).

**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 on the title page. The names of funding organizations should be written in full.

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References

**Citation**

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

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

Authors are encouraged to follow official APA version 7 guidelines on the number of authors included in reference list entries (i.e., include all authors up to 20; for larger groups, give the first 19 names followed by an ellipsis and the final author’s name). However, if authors shorten the author group by using et al., this will be retained.

**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.

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

Journal names and book titles should be *italicized*.

If available, please always include DOIs as full DOI links in your reference list (e.g. “https://doi.org/abc”).

* Journal article Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, *8*(3), 207–217. https://doi.org/10.1037/ppm0000185
* Article by DOI Hong, I., Knox, S., Pryor, L., Mroz, T. M., Graham, J., Shields, M. F., & Reistetter, T. A. (2020). Is referral to home health rehabilitation following inpatient rehabilitation facility associated with 90-day hospital readmission for adult patients with stroke? *American Journal of Physical Medicine & Rehabilitation*. Advance online publication. https://doi.org/10.1097/PHM.0000000000001435
* Book Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.
* Book chapter Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.
* Online document Fagan, J. (2019, March 25). *Nursing clinical brain*. OER Commons. Retrieved January 7, 2020, from https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view

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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.

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Artwork and Illustrations Guidelines

**Electronic Figure Submission**

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

**Line Art**



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

**Halftone Art**



* Definition: Photographs, drawings, or paintings with fine shading, etc.
* If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
* Halftones should have a minimum resolution of 300 dpi.

**Combination Art**



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

**Color Art**

* Color art is free of charge for online publication.
* If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
* If the figures will be printed in black and white, do not refer to color in the captions.
* Color illustrations should be submitted as RGB (8 bits per channel).

**Figure Lettering**

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

**Figure Numbering**

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

**Figure Captions**

* Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
* Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
* No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
* Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
* Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

**Figure Placement and Size**

* Figures should be submitted separately from the text, if possible.
* When preparing your figures, size figures to fit in the column width.
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* For small-sized journals, the figures should be 119 mm wide and not higher than 195 mm.

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

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

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**Submission**

* Supply all supplementary material in standard file formats.
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* High resolution (streamable quality) videos can be submitted up to a maximum of 25GB; low resolution videos should not be larger than 5GB.

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

**Text and Presentations**

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

**Spreadsheets**

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

**Specialized Formats**

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

**Collecting Multiple Files**

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

**Numbering**

* If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.
* Refer to the supplementary files as “Online Resource”, e.g., "... as shown in the animation (Online Resource 3)", “... additional data are given in Online Resource 4”.
* Name the files consecutively, e.g. “ESM\_3.mpg”, “ESM\_4.pdf”.

**Captions**

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

**Processing of supplementary files**

* Supplementary Information (SI) will be published as received from the author without any conversion, editing, or reformatting.

**Accessibility**

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

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

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