

Quick Reference for Author Guidelines

To avoid delays in the review process, please consult this Quick Reference list of information:

- All word limits are firm and include Abstract, References, tables, author statements, and captions (i.e., anything typeset, and therefore anything other than Supplementary Files). Figures do not contribute to the word count; however, figures and tables should not total significantly more than three typeset pages.
- The article elements (some of which are optional, as indicated in the detailed section on structure in the full Author Guidelines) should appear in order of title, abstract, keywords, main text (with tables included after the paragraph containing the first in-text callout of each table), supplemental files list, data availability statement, ethics and consent statement, acknowledgments, funding information, competing interests, authors' contributions statement, and references, followed by figure captions.
- Submit your manuscript in Word or other editable format.
- Do not embed figures in your manuscript.
- Place the captions in a list following the References.
- Place tables in text where and how you would like them to appear.
- Call out all figures, tables, and supplemental files within the manuscript.
- Upload figures. Upload each figure individually and without captions. Title in the metadata according to the convention, Figure 1, Figure 2, etc. These can be in any of our allowable figure formats (but **NOT** Word or PDF). In addition, upload a single document (this can be almost any format, including Word or PDF) that contains all figures along with captions, titled in the metadata Figure File for Review, to make it easier for reviewers to review your figures.
- Include in your cover letter information such as requests for waivers, recommendations for reviewers, or requests for double rather than single blinding.
- You may use up to three heading levels, not including title, which must be simple and clearly identifiable. **A First-Level Heading Should Be Title Capped and Bold, Per This Example. A second-level heading should be sentence capped, italicized, and bold, per this example. A third-level heading should appear sentence capped and italicized, per this example.**
- Use Harvard style references, with the exception of in-text citations. Do not use commas to separate name/date; use semicolons.
- Spell out all acronyms and abbreviations on first occurrence.
- Please use the line numbers function to assist the editors and reviewers in their work.
- Do not use footnotes. Use Notes at the end - between the author statements and the References
- Do not use section numbers.
- Only the manuscript should be uploaded to the text section. All other material should be uploaded as a Supplementary File. This includes supplemental files, figures, the figure file for review, notes to reviewers, etc.

- Your co-authors' ORCID numbers can be uploaded during submission by clicking to edit the metadata.
- Authors should refer to the publisher's guidelines on [acceptable use of artificial intelligence \(AI\) tools](#). All submissions must comply with these guidelines.