

# Journal of Autism and Developmental Disabilities

Submission Guidelines

## Instructions for Authors

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### Editorial procedure

*Double-Blind Peer Review*

### MANUSCRIPT FORMAT

All JADD manuscripts should be submitted to Editorial Manager in 12-point Times New Roman with standard 1-inch borders around the margins. Please disregard the suggestion of 10-point font in the Text section below.

### APA Style

Text must be double-spaced; APA Publication Manual standards must be followed.

References should be double spaced.

As of January 20, 2011, the Journal has moved to a double-blind review process. Therefore, when submitting a new manuscript, DO NOT include any of your personal information (e.g., name, affiliation) anywhere within the manuscript. When you are ready to submit a manuscript to JADD, please be sure to upload these 3 separate files to the Editorial Manager site to ensure timely processing and review of your paper:

- A title page with the running head, manuscript title, and complete author information. Followed by (page break) the Abstract page with keywords and the corresponding author e-mail information.
- The blinded manuscript containing no author information (no name, no affiliation, and so forth).
- The Author Note

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## Types of papers

Articles, Commentaries Brief Reports, Letters to the Editor

- The preferred article length is 20-23 double-spaced manuscript pages long (not including title page, abstract, tables, figures, addendums, etc.) Manuscripts of 40 double-spaced pages (references, tables and figures counted as pages) have been published. The reviewers or the editor for your review will advise you if a longer submission must be shortened.

Special Issue Article: The Guest Editor may dictate the article length; maximum pages allowed will be based on the issue's page allotment.

- Commentary: Approximately 20-25 double-spaced pages maximum, with fewer references and tables/figures than a full-length article.
- A Brief Report: About 8 double-spaced pages with shorter references and fewer tables/figures. May not meet the demands of scientific rigor required of a JADD article – can be preliminary findings.

- A Letter to the Editor is 6 or less double spaced pages with shorter references, tables and figures.

Style sheet for Letter to the Editor:

- A title page with the running head, manuscript title, and complete author information including corresponding author e-mail information
- The blinded manuscript containing no author information (no name, no affiliation, and so forth):-

- 6 or less double spaced pages with shorter references, tables and figures

- Line 1: "Letter to the Editor"

- Line 3: begin title (note: for "Case Reports start with "Case Report: Title")

- Line 6: Text begins; references and tables, figure caption sheet, and figures may follow (page break between each and see format rules)

References should be double spaced.

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## **Review your manuscript for these elements**

### 1. Order of manuscript pages

Title Page with all Author Contact Information & Abstract with keywords and the corresponding author e-mail information.

Blinded Manuscript without contact information and blinded Abstract, and References

Appendix

Figure Caption Sheet

Figures

Tables

Author Note

## **Manuscript Submission**

### *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.

### *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.

#### *Online Submission*

Please follow the hyperlink "Submit manuscript" and upload all of your manuscript files following the instructions given on the screen.

#### *Source Files*

Please ensure you provide all relevant editable source files at every submission and revision. Failing to submit a complete set of editable source files will result in your article not being considered for review. For your manuscript text please always submit in common word processing formats such as .docx or LaTeX.

### **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)
- The e-mail address, telephone and fax numbers of the corresponding author

### **Abstract**

Please provide an abstract of 120 words or less. The abstract should not contain any undefined abbreviations or unspecified references.

### **Keywords**

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

### **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).

### *Headings*

Please use no more than three levels of displayed headings.

### *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.

## Body

- The body of the manuscript should begin on a separate page. The manuscript page header (if used) and page number should appear in the upper right corner. Type the title of the paper centered at the top of the page, add a hard return, and then begin the text using the format noted above. The body should contain:
  - Introduction (The introduction has no label.)
  - Methods (Center the heading. Use un-centered subheadings such as: Participants, Materials, Procedure.)
  - Results (Center the heading.)
  - Discussion (Center the heading.)

## Headings

Please use no more than three levels of displayed headings.

Level 1: Centered

Level 2: Centered Italicized

Level 3: Flush left, Italicized

## Footnotes

Center the label "Footnotes" at the top of a separate page. 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. Type all content footnotes and copyright permission footnotes together, double-spaced, and numbered consecutively in the order they appear in the article. Indent the first line of each footnote 5-7 spaces. The number of the footnote should correspond

to the number in the text. Superscript arabic numerals are used to indicate the text material being footnoted.

### **Terminology**

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

### **Scientific style**

- Generic names of drugs and pesticides are preferred; if trade names are used, the generic name should be given at first mention.
- 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**

#### *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>

## 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.

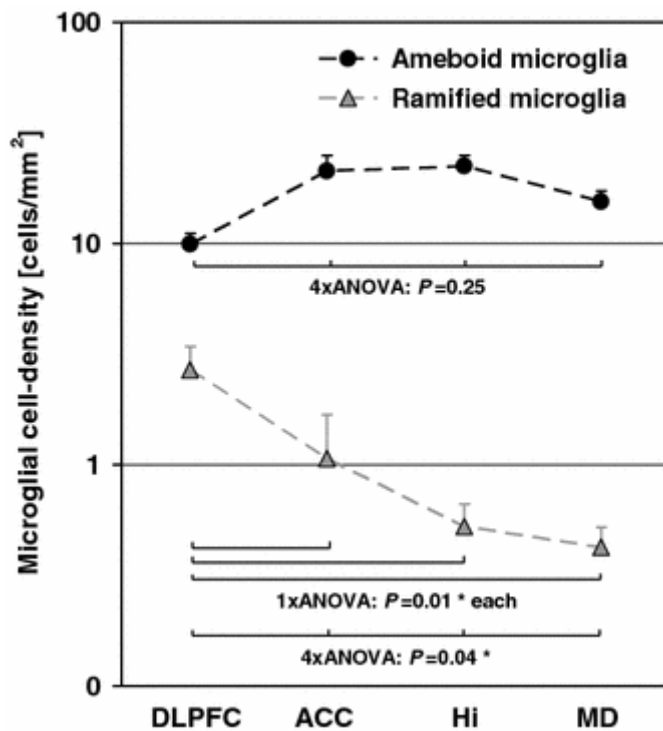
Each table should be inserted on a separate page at the back of the manuscript in the order noted above. A call-out for the correct placement of each table should be included in brackets within the text immediately after the phrase in which it is first mentioned. Copyright permission footnotes for tables are typed as a table note.

### **Artwork and Illustrations Guidelines**

#### *Electronic Figure Submission*

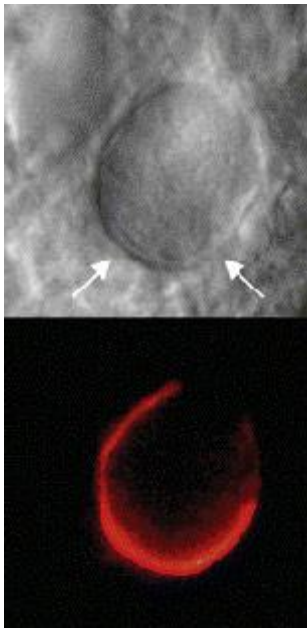
- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.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

## Line Art



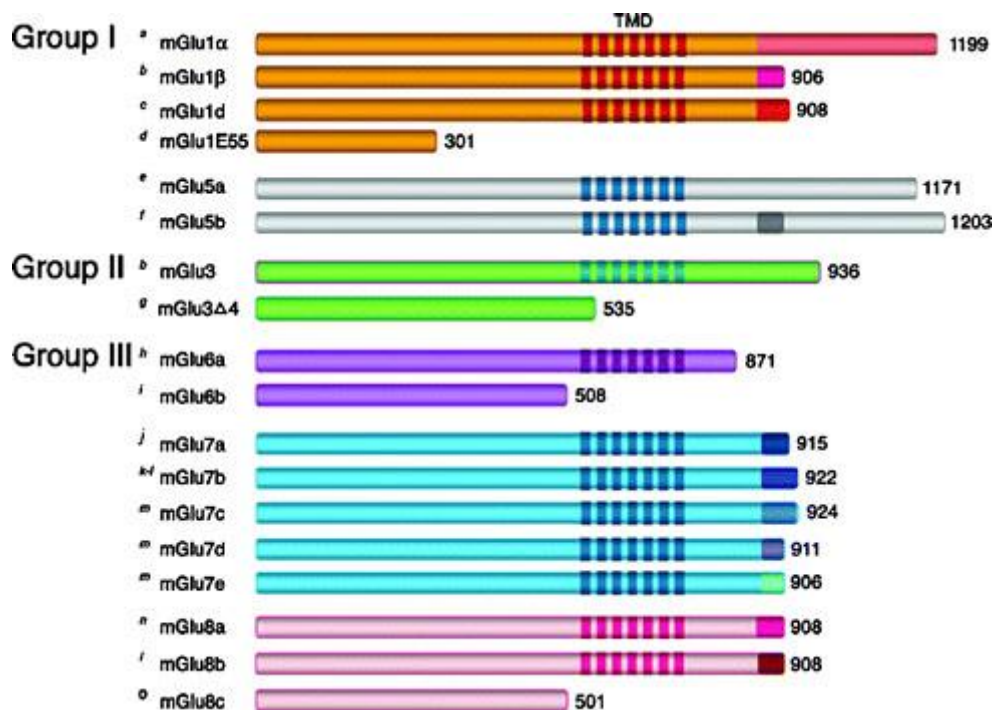
- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should 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.
- For large-sized journals the figures should be 84 mm (for double-column text areas), or 174 mm (for single-column text areas) wide and not higher than 234 mm.
- For small-sized journals, the figures should be 119 mm wide and not higher than 195 mm.

### *Permissions*

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free and that Springer 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.

### *Accessibility*

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

### **Figure caption sheet**

The figure caption sheet contains a list of only the captions for all figures used. Center the label "Figure Captions" in uppercase and lowercase letters at the top of the page. Begin each caption entry flush left, and type the word "Figure", followed by the appropriate number and a period, all in italics. In the text of the caption (not italicized), capitalize only the first word and any proper nouns. If the caption is more than one line, double-space between the lines, and type the second and subsequent lines flush left. Table notes: Copyright permission footnotes for figures are typed as part of the figure caption.

- Each figure should appear on a separate page. The page where the figure is found should have the figure number and the word "top"[ie, Figure 1 top] typed above the figure. Figures or illustrations (photographs, drawings, diagrams, and charts) are to be numbered in one consecutive series of arabic numerals. Figures may be embedded in the text of a Word or Wordperfect document. Electronic artwork submitted on disk may be in the TIFF, EPS or Powerpoint format (best is 1200 dpi for line and 300 dpi for half-tones and gray-scale art). Color art should be in the CYMK color space. Assistance will be provided by the system administrator if you do not have electronic files for figures; originals of artwork may be sent to the system administrator to be uploaded. \*\*\* After first mention in the body of the manuscript, a call-out for the correct placement of each figure should be included in brackets on a separate line within the text.

### **Supplementary Information (SI)**

Springer accepts electronic multimedia files (animations, movies, audio, etc.) and other supplementary files to be published online along with an article or a book chapter. This feature can add dimension to the author's article, as certain information cannot be printed or is more convenient in electronic form.

Before submitting research datasets as Supplementary Information, authors should read the journal's Research data policy. We encourage research data to be archived in data repositories wherever possible.

#### *Submission*

- Supply all supplementary material in standard file formats.
- Please include in each file the following information: article title, journal name, author names; affiliation and e-mail address of the corresponding author.
- To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.
- High resolution (streamable quality) videos can be submitted up to a maximum of 25GB; low resolution videos should not be larger than 5GB.

#### *Audio, Video, and Animations*

- Aspect ratio: 16:9 or 4:3
- Maximum file size: 25 GB for high resolution files; 5 GB for low resolution files
- 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)

## **Ethical Responsibilities of Authors**

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.



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 endeavour. Maintaining integrity of the research and its presentation is helped by following the rules of good scientific practice, which include\*:

- The manuscript should not be submitted to more than one journal for simultaneous consideration.
- The submitted work should be original and should not have been published elsewhere in any form or language (partially 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 concerns about text-recycling ('self-plagiarism').
- A single study should not be split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (i.e. 'salami-slicing/publishing').
- Concurrent or secondary publication is sometimes justifiable, provided certain conditions are met. Examples include: translations or a manuscript that is intended for a different group of readers.
- Results should be presented clearly, honestly, and without fabrication, falsification or inappropriate data manipulation (including image based manipulation). Authors should adhere to discipline-specific rules for acquiring, selecting and processing data.
- No data, text, or theories by others are presented as if they were the author's own ('plagiarism'). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks (to indicate words taken from another source) are used for verbatim copying of material, and permissions secured for material that is copyrighted.

**Important note: the journal may use software to screen for plagiarism.**

- Authors should make sure they have permissions for the use of software, questionnaires/(web) surveys and scales in their studies (if appropriate).
- Research articles and non-research articles (e.g. Opinion, Review, and Commentary articles) must cite appropriate and relevant literature in support of the claims made. Excessive and inappropriate self-citation

or coordinated efforts among several authors to collectively self-cite is strongly discouraged.

- Authors should avoid untrue statements about an entity (who can be an individual person or a company) or descriptions of their behavior or actions that could potentially be seen as personal attacks or allegations about that person.
- Research that may be misapplied to pose a threat to public health or national security should be clearly identified in the manuscript (e.g. dual use of research). Examples include creation of harmful consequences of biological agents or toxins, disruption of immunity of vaccines, unusual hazards in the use of chemicals, weaponization of research/technology (amongst others).
- Authors are strongly advised to ensure the author group, the Corresponding Author, and the order of authors are all correct at submission. Adding and/or deleting authors during the revision stages is generally not permitted, but in some cases may be warranted. Reasons for changes in authorship should be explained in detail. Please note that changes to authorship cannot be made after acceptance of a manuscript.

\*All of the above are guidelines and authors need to make sure to respect third parties rights such as copyright and/or moral rights.

Upon request authors should be prepared to send relevant documentation or data in order to verify the validity of the results presented. This could be in the form of raw data, samples, records, etc. Sensitive information in the form of confidential or proprietary data is excluded.

If there is suspicion of misbehavior or alleged fraud the Journal and/or Publisher will carry out an investigation following COPE guidelines. If, after investigation, there are valid concerns, the author(s) concerned will be contacted under their given e-mail address and given an opportunity to address the issue. Depending on the situation, this may result in the Journal's and/or Publisher's implementation of the following measures, including, but not limited to:

- If the manuscript 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:
  - an erratum/correction may be placed with the article
  - an expression of concern may be placed with the article
  - or in severe cases retraction of the article may occur.

The reason will be given in the published erratum/correction, expression of concern or retraction note. Please note that retraction means that the article is **maintained on the platform**, watermarked "retracted" and the explanation for the retraction is provided in a note linked to the watermarked article.

- The author's institution may be informed
- A notice of suspected transgression of ethical standards in the peer review system may be included as part of the author's and article's bibliographic record.

#### *Fundamental errors*

Authors have an obligation to correct mistakes once they discover a significant error or inaccuracy in their published article. The author(s) is/are requested to contact the journal and explain in what sense the error is impacting the article. A decision on how to correct the literature will depend on the nature of the error. This may be a correction or retraction. The retraction note should provide transparency which parts of the article are impacted by the error.

#### *Suggesting / excluding reviewers*

Authors are welcome to suggest suitable reviewers and/or request the exclusion of certain individuals when they submit their manuscripts. When suggesting reviewers, authors should make sure they are totally independent and not connected to the work 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 in the submission letter. Please note that the Journal may not use the suggestions, but suggestions are appreciated and may help facilitate the peer review process.

### **Authorship principles**

These guidelines describe authorship principles and good authorship practices to which prospective authors should adhere to.

#### *Authorship clarified*

The Journal and Publisher assume all authors agreed with the content and that all gave explicit consent to submit and that they obtained consent from the responsible authorities at the institute/organization where the work has been carried out, **before** the work is submitted.

The Publisher does not prescribe the kinds of contributions that warrant authorship. It is recommended that authors adhere to the guidelines for authorship that are applicable in their specific research field. In absence of specific guidelines it is recommended to adhere to the following guidelines\*:

All authors whose names appear on the submission

- 1) made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or the creation of new software used in the work;
- 2) drafted the work or revised it critically for important intellectual content;
- 3) approved the version to be published; and
- 4) agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

\* Based on/adapted from:

[ICMJE, Defining the Role of Authors and Contributors.](#)

[Transparency in authors' contributions and responsibilities to promote integrity in scientific publication, McNutt at all, PNAS February 27, 2018](#)

*Disclosures and declarations*

All authors are requested to include information regarding sources of funding, financial or non-financial interests, study-specific approval by the appropriate ethics committee for research involving humans and/or animals, informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals (as appropriate).

The decision whether such information should be included is not only dependent on the scope of the journal, but also the scope of the article. Work submitted for publication may have implications for public health or general welfare and in those cases it is the responsibility of all authors to include the appropriate disclosures and declarations.

*Data transparency*

All authors are requested to make sure that all data and materials as well as software application or custom code support their published claims and comply with field standards. Please note that journals may have individual policies on (sharing) research data in concordance with disciplinary norms and expectations.

*Role of the Corresponding Author*

**One author** is assigned as Corresponding Author and acts on behalf of all co-authors and ensures that questions related to the accuracy or integrity of any part of the work are appropriately addressed.

The Corresponding Author is responsible for the following requirements:

- ensuring that all listed authors have approved the manuscript before submission, including the names and order of authors;
- managing all communication between the Journal and all co-authors, before and after publication;\*

- providing transparency on re-use of material and mention any unpublished material (for example manuscripts in press) included in the manuscript in a cover letter to the Editor;
- making sure disclosures, declarations and transparency on data statements from all authors are included in the manuscript as appropriate (see above).

\* The requirement of managing all communication between the journal and all co-authors during submission and proofing may be delegated to a Contact or Submitting Author. In this case please make sure the Corresponding Author is clearly indicated in the manuscript.

#### *Author contributions*

In absence of specific instructions and in research fields where it is possible to describe discrete efforts, the Publisher recommends authors to include contribution statements in the work that specifies the contribution of every author in order to promote transparency. These contributions should be listed at the separate title page.

#### **Examples of such statement(s) are shown below:**

- Free text:

All authors contributed to the study conception and design. Material preparation, data collection and analysis were performed by [full name], [full name] and [full name]. The first draft of the manuscript was written by [full name] and all authors commented on previous versions of the manuscript. All authors read and approved the final manuscript.

#### [Example: CRediT taxonomy:](#)

- Conceptualization: [full name], ...; Methodology: [full name], ...; Formal analysis and investigation: [full name], ...; Writing - original draft preparation: [full name, ...]; Writing - review and editing: [full name], ...; Funding acquisition: [full name], ...; Resources: [full name], ...; Supervision: [full name],....

For **review articles** where discrete statements are less applicable a statement should be included who had the idea for the article, who performed the literature search and data analysis, and who drafted and/or critically revised the work.

For articles that are based primarily on the **student's dissertation or thesis**, it is recommended that the student is usually listed as principal author:

[A Graduate Student's Guide to Determining Authorship Credit and Authorship Order, APA Science Student Council 2006](#)

#### *Affiliation*

The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved, the current address may additionally be stated. Addresses will not be updated or changed after publication of the article.

#### *Changes to authorship*

Authors are strongly advised to ensure the correct author group, the Corresponding Author, and the order of authors at submission. Changes of authorship by adding or deleting authors, and/or changes in Corresponding Author, and/or changes in the sequence of authors are **not** accepted **after acceptance** of a manuscript.

- **Please note that author names will be published exactly as they appear on the accepted submission!**

Please make sure that the names of all authors are present and correctly spelled, and that addresses and affiliations are current.

Adding and/or deleting authors at revision stage are generally not permitted, but in some cases it may be warranted. Reasons for these changes in authorship should be explained. Approval of the change during revision is at the discretion of the Editor-in-Chief. Please note that journals may have individual policies on adding and/or deleting authors during revision stage.

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