Instruction for Authors

Thank you for your interest in submitting your work to the *Annals of Research Hospitals* (ARH; Ann Res Hosp; Online ISSN: 2523-0743). Please consult the following instructions to help you prepare your manuscript, and feel free to contact us with any questions. To ensure fast peer review and publication, manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review. We are looking forward to your submission.

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1. ABOUT THE JOURNAL
The *Annals of Research Hospitals* (ARH; Ann Res Hosp; Online ISSN: 2523-0743) is an open-access, peer-reviewed online journal with a focus on innovative development in research hospitals, including but not limited to biomedical science, translational medicine, life sciences, humanities and information technology. Based on this new concept of “Research Hospital”, the goal of this journal is to become a forum for hospital managing staff, researchers and clinicians etc., to share research findings and clinical solutions, to identify new translational enterprises, and to shape future directions for basic research and clinical practice in the field of developing and managing research hospitals.

2. MANUSCRIPT CATEGORIES
   (1) ORIGINAL ARTICLE
   Word limit: 5,000 words maximum including abstract but excluding references, tables and figures.
   Abstract: 450 words maximum, with sub-headers (Background, Methods, Results and Conclusions).
   References: No maximum.
   Figures/tables: No maximum, but 8 figures should be sufficient.
   Description: Such an article is to present original basic science or clinical research findings. Original article should normally be in the format of Introduction, Methods, Results, Discussion and Conclusion. Original articles should entail a section describing the contribution of each author to the manuscript. See “Author Contributions” in the section “Structure of the Manuscript” for details. Meta-analysis will be categorized into this type.
   * When concerning experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national). Furthermore, authors also need to confirm that the patient has given their consent for the publication. The editorial office may request copies of the informed consent
documentation at any time. We recommend the following wording used for the consent section as: “Written informed consent was obtained from the patient for publication of this article and any accompanying images. A copy of the written consent is available for review by the Editors-in-Chief of this journal.”

* When concerning experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

(2) REVIEW ARTICLE
Word limit: 6,000 words maximum including abstract but excluding references, tables and figures.
Abstract: 450 words maximum, unstructured (no use of sub-headers).
References: No maximum
Figures/tables: Minimum 1 figure or table.
Description: Reviews are comprehensive analyses of specific topics. Both solicited and unsolicited review articles will undergo peer review prior to acceptance. Review articles should entail a section describing the contribution of each author to the manuscript. See “Author contributions” in the section “Structure of the Manuscript” for details.

(3) BRIEF REPORT
Word limit: 2,500 words maximum including abstract but excluding references, tables and figures.
Abstract: 250 words, unstructured (no use of sub-headers).
References: 35 maximum.
Figures/tables: 8 maximum.
Description: Manuscripts containing pertinent and interesting observations and reports on new observations or studies that do not warrant publication as a full research article will be considered for the brief report. These submissions will undergo full peer review. The text should be arranged as Abstract, Introduction, Patient selection and workup, Pre-operative preparation, Equipment preference card, Procedure, Role of team members, Post-operative management, Tips, Tricks and Pitfalls and Conclusion.

(4) CASE REPORT
Word limit: 2,500 words maximum excluding references, tables and figures.
Abstract: 300 words maximum, unstructured (no use of sub-headers).
References: 20 maximum.
Figures/tables: 8 maximum.
Description: New observations of diseases, clinical findings or novel/unique treatment outcomes practitioners covering all fields. The text should be arranged as follows: Introduction, Case Report, Discussion or Introduction, Patient selection and workup, Pre-operative preparation, Equipment preference card, Procedure, Role of team members, Post-operative management, Tips, Tricks and Pitfalls, Discussion. The authors should provide a statement at the end of the main text to confirm that the patient has given their consent for the Case reports to be published. The editorial office may request copies of the informed consent documentation at any time. We recommend the following wording is used for the consent section: “Written informed consent was obtained from the patient for publication of this Case Report and any accompanying images. A copy of the written consent is available for review by the Editor-in-Chief of this journal.”

If the patient has passed away, informed consent for publication must be sought from the next of kin of the patient. If the patient is a minor, or unable to provide consent, informed consent must be sought from the parents or legal guardians of the patient. In these cases, the statement in the ‘Consent’ section of the manuscript should be amended accordingly. Only cases of exceptional interest and novelty are considered. For manuscripts that do not qualify, Editors may ask authors to shorten manuscripts and rewrite as other article types.

(5) CLINICAL GUIDELINE
Word limit: 6,000 words maximum including abstract but excluding references, tables and figures
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(6) EDITORIAL
Authors: 5 maximum.
Word Limit: 2,500 words maximum excluding references, tables and figures.
Abstract: Not required.
References: 25 maximum.
Figures/Tables: 2 maximum.
Description: Editorials are written by recognized leader(s) in the field. Editorials are generally solicited by the (Deputy) Editor(s)-in-Chief.

(7) EDITORIAL COMMENTARY
Authors: 5 maximum.
Abstract: Not required.
Word limit: 2,500 words maximum excluding references, tables and figures.
References: 25 maximum, including the article discussed.
Figures/Tables: 2 maximum.
Description: Commentary, upon Editor’s invitation, discusses a paper or report or event within the past few months or so, or in the near future. It should set the problems addressed by the paper/report/event in the wider context of the field.

(8) LETTER TO THE EDITOR
Word limit: 1,000 words maximum excluding references, tables and figures.
Abstract: Not required.
References: 10 maximum.
Figures/Tables: Only 1 table or figure.
Description: Letter to the Editor on content published in ARH or on other topics of interest to our readers is welcomed. The journal might invite replies from the authors of the original publication, or pass on letters to these authors.

(9) TECHNICAL NOTE
Word limit: 2,500 words including abstract but excluding references, tables and figures.
Abstract: 250 words maximum, unstructured (no use of sub-headers).
References: 35 maximum.
Figures/Tables: 10 maximum.
Description: Technical notes articles should present a new experimental or improved method, test or procedure. The method described may either be completely new, or may offer a better version of an existing method. The article must describe a demonstrable advance on what is currently available. The method needs to have been well tested and ideally, but not necessarily, used in a way that proves its value.

3. STRUCTURE OF THE MANUSCRIPT
Document structure. The text should be prepared using Microsoft Word processing software (.doc or .docx) and structured in the following order:
(i) title page, (ii) abstract and key words, (iii) text, (iv) acknowledgments, (v) footnote, (vi) references, (vii) supplementary material, (viii) figure legends, (ix) tables (each table complete with title and footnotes) and (x) figures.

The text should be keyed double-spaced throughout. A clearly readable font should be used (e.g. Arial, Calibri, Times New Roman, Verdana). Font size should be 10 or 12. Pages should be numbered. Language should be English. Spelling can be British or American, but consistent throughout. Any abbreviations should be defined on first usage in the text. Terms that are mentioned less than 3 or 4 times in the text should not be abbreviated.

Title page
The first page of each manuscript should include:
1) A brief and descriptive title of the article (no abbreviations allowed);
2) The full first name and last name of the author(s) (but no qualifications), and the name and location of the establishment where the work was carried out (in English);
3) The name, address, telephone and/or fax numbers and the e-mail address of the corresponding author;
4) The contribution made by each author should be briefly stated in the Authors’ Contributions section see in the section “Structure of the Manuscript” for details;
5) Conflicts of Interest appearing as a “Footnote”; for more details, see “Authors’ responsibility and conflict of interest” below;
6) Acknowledgments, where all sources of funding for the work should be included in this section.

Abstract
The Abstract should conform to the requirements noted in the “Manuscript Categories” section above. It should not contain any abbreviations, reference citations, table or figure.

Keywords
Following the Abstract, 3-5 keywords should be provided even if the manuscript type does not require an Abstract. Words should be taken from those recommended by the US
Main text
The text part should be arranged into short/sharp paragraphs, which are best suited for reading on-screen. ARH strongly discourages lengthy text descriptions. Authors are instead urged to use videos and figures to explain their points. Authors must use the following sub-headers to divide the sections of their Original Article manuscript: Introduction, Methods, Results, Discussion, Acknowledgment, Footnote, References, and when relevant, Supplementary Material. However, review, editorial, editorial commentary and others do not have those clear sections, they can be written in several sections with their own headers according to the topic.
If an article describes any procedure, technology or apparatus that is new, has not been used in the indication described, or is being used for a purpose for which it was not originally intended, it is the responsibility of the authors to ensure that all ethical committee, institutional review board, and/or governing body approval has been properly obtained. Such approval must be explicitly stated in the main text.

Author contributions
This section is only required for original article, review article, systematic review and meta-analysis article. It describes the contribution each author made to the manuscript. Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3. Please note that acquisition of funding, collection of data, language editing or general supervision of the research group alone does not constitute authorship. The Author contributions section should be completed as follow:
(I) Conception and design:
(II) Administrative support:
(III) Provision of study materials or patients:
(IV) Collection and assembly of data:
(V) Data analysis and interpretation:
(VI) Manuscript writing: All authors
(VII) Final approval of manuscript: All authors

Note: 1. VI and VII of all authors are obligatory while the rest information are case based; 2. Contributions section is not required when there is only one author.

Acknowledgments
Textual material that names the parties which the author wishes to thank or recognize for their assistance in, for example, producing the work, funding the work, inspiring the work, or assisting in the research on which the work is based.
All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. Examples of those who might be acknowledged include a person who provided purely technical help, writing or language editing assistance, or a department chairperson who provided only general support. Financial and material support should also be acknowledged. When there is no one to be acknowledged, authors should also indicate ‘Acknowledgements’ section as ‘None’.
ARH policy requires that all authors of all manuscripts sign a statement revealing: 1) Any financial interest in or arrangement with a company whose product was used in a study or is referred to in an article, 2) Any financial interest in or arrangement with a competing company, 3) Any other financial connections, direct or indirect, or other situations that might raise the question of bias in the work reported or the conclusions, implications or opinions stated including pertinent commercial, governmental, private or other sources of funding for the individual author(s) or for the affiliated department(s) or organization(s), personal relationships, or direct academic competition. Statements related to study design, such as providers of the drugs used in the study should be indicated in the Methods section of the article, and other financial interests which are not directly related to carrying out the study should be stated in the Acknowledgements.

Footnote
a. Conflicts of Interest: See section “Conflict of interest” for details.
b. Financial Disclose: Some variables, such as “measures of income inequality and degree of financial openness, are not included in our study because of the limited availability of good-quality data across countries over the sample period”.
When there is no financial disclose, authors should also indicate “Financial Disclose” section as “None”.
c. Ethical statement: the authors are 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. Please note that the above statement must be included in the footnote of the article as part of the Ethical Statement.

References
A list of references to the literature should be arranged sequentially following appearance in the text. Referenced articles should ideally be not older than 5 years. Personal communications, and unpublished data should not be included in the list of references, but can be mentioned in the text.

In the text, references should be cited using numbers in round brackets in which they appear consecutively [e.g., “cancer-related mortality (19)”; “denocarcinoma (29,30)”). If cited in tables or figure legends, number according to the first identification of the table or figure in the text. In the reference list, the Vancouver system of referencing should be used (examples are given below), but please cite the names of all authors when there are three or fewer; when more than three, list the first three followed by et al.

Do not use ibid. or op cit. Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g., Smith A, 2000, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list. Journal names should be abbreviated according to Index Medicus: http://www.ncbi.nlm.nih.gov/nlmcatalog/journals. Authors are responsible for the accuracy of the references.

To optimize hyperlinking of references to enable editors and reviewers to cross-reference online, the format and punctuation should be as given in the examples below:

Journals

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or

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Tables should be self-explanatory, supplementing but not duplicating the text. A brief title should be provided. Any abbreviations used in the Tables should be defined at the bottom. Each Table should be on a separate page.

Legends
Legends are required corresponding to each individual figure and video (do not repeat legend information in the text).

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All illustrations (line drawings and photographs) are classified as figures. Figures should be numbered consecutively in the order of reference in the text. Magnifications should be indicated using a scale bar on the illustration. If figures have been reproduced from another source, a letter/permission from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be submitted as supplemental materials.

Size: Figures should be sized to fit within the column (82 mm), intermediate (118 mm) or the full text width (173 mm).
Resolution: Figures must be supplied as high resolution saved as .eps or .tif. Halftone figures 300 dpi (dots per inch), Color figures 300 dpi saved as CMYK, figures containing text 400 dpi, Line figures 1,000 dpi.

Color figures: Files should be set up as CMYK (cyan, magenta, yellow, black) and not as RGB (red, green, blue) so that colors as they appear on screen will be a closer representation of how they will print in the Journal.

Line figures: Must be sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package.

Text sizing: in figures Lettering must be included and should be sized to be no larger than the journal text or 8
point (Should be readable after reduction – avoid large type or thick lines). Line width between 0.5 and 1 point.

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ARH will accept digital files in mp4, flash video (flv.), MPEG(MPEG video file), DVD video format, mov., avi., and mwv. formats or video on CD/DVD. Contributors are asked to be succinct, and the Editor-in-chief reserves the rights to require shorter video duration if necessary. Video files can be submitted with a manuscript online: http://arh.amegroups.com/pages/view/submit-multimedia-files.

Duration: Video files should be limited to 20 minutes.

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Appendix
The supplementary appendix should be paginated, with a table of contents, followed by the list of investigators (if there is one), text (such as methods), figures, tables, and then references. The supplementary appendix should not be included in the article’s reference list.
The appendix must be submitted in a Word file. The appendix will not be edited for style. It will be presented online as additional information provided by the authors. The published article will contain a statement that supplementary material exists online and will provide the reader with a URL and link. To reference the supplementary appendix in the text of the article, refer to it as in the following example:
“Many more regressions were run than can be included in the article. The interested reader can find them in a supplementary appendix online”.

Equations
Equations should be numbered sequentially with Arabic numerals; these should be ranged right in parentheses. All variables should appear in italics. Use the simplest possible form for all mathematical symbols.

4. STYLE OF THE MANUSCRIPT
Manuscripts must follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors’ revised ‘Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication’, as presented at: http://www.ICMJE.org/.

Author’s name: Each author’s given name should be followed by his/her family name. Capitalize each letter of the Family name. A hyphen could be used in Family name according to the rule in Author region Capitalize the first letter of those words/syllables that they hope to be abbreviated in their given name, otherwise, DO NOT capitalize the first letter and use a hyphen to connect it with its anterior word.

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Units: All measurements must be given in SI or SI-derived units. For more information about SI units, please go to the Bureau International des Poids et Mesures (BIPM) website at: http://www.bipm.fr.

Abbreviations: Must be used sparingly—only where they ease the reader’s task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.

Trade names: Drugs should be referred to by their generic names. If proprietary drugs have been used in the study, refer to these by their generic name, mentioning the proprietary name, and the name and location of the manufacturer, in parentheses.

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Authors must state that the protocol for the research project has been approved by a suitably constituted ethics committee of the institution within which the work was undertaken and that it conforms to the provisions of in accordance with the Helsinki Declaration as revised in 2013, available at: http://www.wma.net/en/30publications/10policies/b3/%20index.html. ARH retains the right to reject any manuscript on the basis of unethical conduct of either human or animal studies. All investigations on human subjects must include a statement that the subject gave informed consent. Patient anonymity should be preserved. Photographs need to be cropped sufficiently to prevent human subjects being recognized (or an eye bar should be used).

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Prospective cohort study: In a prospective cohort study, patients with known exposure to a risk factor are followed and then the outcomes (with or without disease; or, dead or alive) were identified.
Cross-sectional studies: Cross-sectional studies are performed to investigate the occurrence of a specific disease or the status quo of a clinical condition.
Basic or translational medical research using human specimens:
• Authors must state whether their studies had been approved by an institutional review board (IRB) (if yes, please provide the number of approval document). For a multi-center study, IRB approval must be obtained from each center.
• The authors must state whether all the subjects had signed the informed consent forms. For subjects under 18 years of age or those with limited capacity for civil conduct, the authors must state whether their caregivers had signed the informed consent forms.
• Also, the authors should state whether the study outcomes will affect the future management of the patients.

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system or social insurance systems, an informed consent form is not required; however, the authors still need to declare whether the patient’s personal data have been secured.

Review, perspective, editorial and editorial commentary:
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Case report and visualized surgery:
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• Informed consent must be obtained from the subjects or their caregivers.

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• Also, the authors should state whether the study outcomes will affect the future management of the patients.
• If the study has a prospective design: the authors must state whether all the subjects had signed the informed consent forms before enrollment. For subjects under 18 years of age or those with limited capacity for civil conduct, the authors must state whether their caregivers had signed the informed consent forms. However, for retrospective studies based on a hospital medical record system, no informed consent is required.

Nested case-control study: In a nested case-control study, the patients were followed up after the biological samples are obtained from the subjects, and then a subset of patients are chosen for the analysis.

If the study has a prospective design:
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• Also, the authors should state whether the study outcomes will affect the future management of the patients.
• The authors must state whether all the subjects have signed the informed consent forms before they enter the study, no matter whether they enter the final analysis. For subjects under 18 years of age or those with limited capacity for civil conduct, the authors must state whether their caregivers had signed the informed consent forms.

If the study is based on a previously available specimen bank, the authors must:
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• State whether all the subjects had signed the informed consent forms during the establishment of the bank (attached with the numbers of approval documents).

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• Also, it is important to state whether all the subjects had signed the informed consent forms in the previous studies.

For more information on statement of ethics, please feel free to consult our editorial staff.

8. INFORMED CONSENT

Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent is required for Case report, original/research articles and visualized surgery. The statement should be included in the footnote. It may be possible to publish without explicit consent if the report is important to public health (or is in some other way important); consent would be unusually burdensome to obtain; and a reasonable individual would be unlikely to object to publication (all three conditions must be met).

9. AUTHORS’ RESPONSIBILITY AND CONFLICT OF INTEREST

(1) Authors’ responsibility
We ask all authors to confirm that: 1) they have not previously published or have not submitted the same manuscript elsewhere, 2) they took a significant part in the work and approved the final version of the manuscript, 3)
they have complied with ethical standards, 4) they agree for AME publishing company, to get a license to publish the accepted article when the manuscript is accepted, and 5) they have obtained all necessary permissions to publish any figures or tables in the manuscript.

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ARH complies with the International Committee of Medical Journal Editors’ uniform requirements on Conflict of Interest statement.

Conflict of Interest exists when an author (or the author’s institution), reviewer, or editor has financial or personal relationships with other persons or organizations that inappropriately influence (bias) his or her actions. The existence of such relationships does not necessarily represent true conflict of interest. The potential for conflict of interest can exist whether or not an individual believes that the relationship affects their judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony, patents) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself (http://www.icmje.org/index.html).

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All participants in the peer-review and publication process—not only authors but also peer reviewers, editors, and editorial board members of journals—must consider their conflicts of interest when fulfilling their roles in the process of article review and publication and must disclose all relationships that could be viewed as potential conflicts of interest.

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Reviewers should be asked at the time they are asked to review a manuscript if they have conflicts of interest that could complicate their review. Reviewers must disclose to editors any conflicts of interest that could bias their opinions of the manuscript, and should recuse themselves from reviewing specific manuscripts if the potential for bias exists. Reviewers must not use knowledge of the work they’re reviewing before its publication to further their own interests.

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Editors who make final decisions about manuscripts should recuse themselves from editorial decisions if they have conflicts of interest or relationships that pose potential conflicts related to articles under consideration. Other editorial staff members who participate in editorial decisions must provide editors with a current description of their financial interests or other conflicts (as they might relate to editorial judgments) and recuse themselves from any decisions in which a conflict of interest exists. Editorial staff must not use information gained through working with manuscripts for private gain. Editors should publish regular disclosure statements about potential conflicts of interests related to the commitments of journal staff. Guest editors should follow these same procedures.

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Articles should be published with statements or supporting documents, declaring:

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• Sources of support for the work, including sponsor names along with explanations of the role of those sources if any in study design; collection, analysis, and interpretation of data; writing of the report; the decision to submit the report for publication; or a statement declaring that the supporting source had no such involvement; and
• Whether the authors had access to the study data, with an explanation of the nature and extent of access, including whether access is on-going.

To support the above statements, editors may request that authors of a study sponsored by a funder with a proprietary or financial interest in the outcome sign a statement, such as “I had full access to all of the data in this study and I take complete responsibility for the integrity of the data and the accuracy of the data analysis.”

If there is conflict of interest for the authors, authors must state conflict of interest based on the actual condition; if there is no conflict of interest, state conflict of interest section as the following format: The author has no conflicts of interest to declare or The authors have no conflicts of interest to declare.

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New users will find it user friendly, but if problems arise, there is a web link to the managing editor. Just contact us (arh@amegroups.com), and we will help solve the problem. Please make sure the publication ethics (http://arh.amegroups.com/pages/view/publication-ethics.) are followed strictly before your submission. Please note that change of author information (except for grammatical error) and retraction of manuscript are not allowed after the manuscript is accepted. Submit your manuscript via: http://arh.amegroups.com/author/submit

Complete the online submission form carefully and upload the following items as specified:

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2. Text (including title page, main text and tables (tables must be typed; tables should not be inserted as images) plus any embedded artwork - optional) combined into ONE word processor file (.doc) - upload as ‘Manuscript file’ (filename eg. text.doc).
3. Artwork: .jpg or .tif files prepared according to the aforementioned specifications. One file per figure - upload as ‘Image files’ (filename eg. Figure 1). Figures with composite parts A, B, C… should be mounted into one image/one electronic file.
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