Instructions to authors

Revised November 9th 2015

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Before submitting your manuscript to eCM Journal it is essential that you please:

1. **Check whether the subject matter is within the scope of the journal.** The abstract (max. 250 words) should be well-prepared, showing the clinical relevance of the work. Editors reserve the right to return work deemed incremental, or covered well enough in existing literature, at any stage of the review process.

- **Read all of the instructions below carefully and follow them**, or your work may be unsubmitted at any stage of the review or production process.

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General – Manuscript style – eCM Scope

General

- **Submission Fee**: Due to rising external costs of running the eCM journal, the eCM journal council has decided to install a one-time, non-refundable $100 submission fee to cover part of these costs. Authors are required to **make payment** prior to submitting. On completion of payment, submitting authors will receive a 10 Digit Worldpay Transaction ID number, which will be required as part of the submission proces on ScholarOne. The Worldpay Transaction ID must be quoted in the letter of submission. **Pay Here.**

- eCM is an exclusively on-line journal. **Submission of all manuscripts must be made in digital format**, through the eCM submission and review web site, at:

  http://mc.manuscriptcentral.com/ecm

- eCM publishes original research of general interest, original research of interest to specialists, review and tutorial papers, within the **scope** as defined at the end of this document.

  - A **review paper** is defined as including an extended literature review and complete bibliography (including authors' own work), and **can also emphasise authors' new unpublished findings** and – in an extended discussion – places the topic in its proper perspective. A review can also be based on a complete bibliography of an author's own work over several years, discussed in relation to the work of others.

  - A **tutorial paper** contains an organised comprehensive review of all relevant published material, such as for a teaching lecture.

- o **Letters to the Editor** can be sent directly to ecm at aofoundation.org
  They will be hosted on the same page as the manuscript being discussed, but will not be listed in Pubmed. Submitted Letters will be reviewed by the Editor in Chief and the Scientific Editor of the paper in question. Only Letters of a high standard will be published.

- The official language of eCM Journal is **UK English**. US English is acceptable. A mixture of both forms of English is not acceptable.

  - o Should authors wish their paper to be published in US English then the following instruction **must** be included at the beginning of the final manuscript – below the main title – "**Please publish in US English**", otherwise the paper will be edited to read in UK English.

  - o If English is not your native tongue, we strongly recommend that you acquire assistance from a professional scientific editing service (best is if they are experienced, native English (US or UK) speaking academics) to edit the manuscript before it is submitted, since scripts with a **poor standard of English** will be returned or unsubmitted.

- The **potential clinical relevance** of the work must be mentioned briefly at the end of the *Abstract*, and in more detail in the *Discussion*.

- Work describing only incremental steps in research or technical notes (as decided by the Scientific Editors) will not be sent out for review.

- **Papers should be as concise as possible**. The following limits are recommended:
  - o review papers, approx. 8,000 words (not including tables, references etc.)
  - o research papers, 6,000 words (not including tables, references etc.).

- **Manuscripts should not normally have more than 6 authors**. Where necessary, a case can be presented for having more than 6 listed authors.

- **Letter of Submission - Compulsory for Submission**
  - o This letter must contain declarations:
    - of any potential conflicts of interest
    - of support from any commercial sources
    - that the manuscript is exclusively submitted to eCM
    - that all the research meets ethical guidelines
    - that the manuscript has been read and approved by all named authors
    - what each author has contributed to a minimum of two of the four major parts of the submitted work (1. Planning, 2. Data collection, 3. Data analysis, 4. Manuscript preparation and editing)
    - that there are no "Gift Authorships"
    - that the authors have given due consideration to the protection of intellectual property associated with the work.

  - o The letter of submission must contain the Worldpay Transaction ID to confirm payment of the submission fee.

  - o The letter of submission **must** be signed by all authors. The letter of Submission should contain a sentence where the authors report any conflicts of interest. OR: The letter of Submission should contain a sentence where the authors report the absence of conflicts of interest. This sentence will be placed (by the pre-production editor) in the Acknowledgements section in the final version of the paper.

  - o Use the letter of submission template,
    eCM_Letter of Submission

    which **MUST** be filled in and submitted **with the paper submission (signed by ALL authors).** Failure to do this will result in the paper being unsubmitted (being sent back to the corresponding author).

- All authors of published papers in eCM should be available to review manuscripts for the journal. The rationale behind this is that your peers have volunteered their time to bring your work to publication; hence, we expect you also to review newly submitted manuscripts in your field of expertise.

- **Reviewing and processing**
  - Each abstract is checked for scope by the Editor-in-Chief, who then decides whether the manuscript will be assigned to a Scientific Editor (SE) or returned because it is either not within the **journal scope** or only represents an incremental step in research. After assignment to an appropriate SE, the manuscript is managed by that SE – who may also decide whether the paper should be sent for review or not. If the SE concludes that the manuscript is not suitable for publication in eCM then he/she will request that the Editor-in-Chief unsubmits the manuscript. This decision can also be made based on both the **scope of eCM journal** or whether the work provides a significant advance to its field. If the manuscript is acceptable to the SE, based upon those criteria, several reviewers are chosen by the SE (sometimes including 1 or 2 suggested by the authors) and the manuscript enters the automatically controlled review process.

  - A copy of each reviewer's report is sent to the SE, who will then make an overall recommendation, informed by the reviews, to the Editor-in-Chief , who then contacts the authors on behalf of the journal.

  - Possible decisions are:
    - **Accept** (this means no changes are necessary and the paper will enter the pre-production phase);
    - **Minor Revision** (minor text changes which only require a final check from the Scientific Editor before entering the accept decision);
    - **Major Revision** (requires major re-work, sometimes including additional experiments and a full re-review of the work after submission of changes);
    - **Reject & Resubmit** (Requires full new experiments to test the hypothesis);
    - **Reject** (cannot be resubmitted to eCM).

  - In addition to reviewing the paper as critically as for any other respected journal, we also require relevant questions – such as might arise at a conference – to be presented to the author(s). Questions which bring out additional information, or which challenge the authors' approach, findings or conclusions, are particularly welcomed. While some of these questions may be attended to by appropriate text changes to the final version of the manuscript, most questions with the authors' replies will be published at the end of the paper as a "*Discussion with Reviewers*" section. The reviewers will be identified by name <u>unless they have requested specifically that it be withheld.</u>
    The SE will check the final manuscript to verify that the reviewers' comments and questions have been satisfied.

  - Accepted manuscripts will then enter the pre-production and production process where details in the text, including references and figures are checked before a final page-proof version is produced in pdf format. This pdf proof is then sent, by e-mail, to the corresponding author for final checking. **Only correction of minor errors and typographical mistakes are allowed at this stage**. A reminder e-mail will be sent if no response is received within 7 days. **If no response is received after 10 working days the paper will be published as it stands**. Minor typographical corrections may also be possible after publication, at the editor's discretion.

  - **Resubmissions**.
    When resubmitting a revised manuscript, you MUST respond to ALL the comments made by the reviewer(s) with a point by point rebuttal in a separate document. You should also list and comment on any changes made to the original manuscript. In order to expedite the processing of the revised manuscript, please be as specific as possible in your response to the reviewer(s). You will be unable to make your revisions on the originally submitted version of the manuscript. Instead, revise your manuscript within the document by either <u>using the track changes mode in MS</u>

Word, or by highlighting changes in **bold and red**. The onus is on the author(s) to make the changes as obvious as possible and easy for the reviewers to re-review the manuscript and assess the changes.

IMPORTANT: Your original files are available to you when you upload your revised manuscript. Please delete any redundant original files before completing the resubmission.

Please note for decisions other than Minor Revision, resubmitting your manuscript **does not guarantee eventual acceptance**, and that your resubmission will be subject to a full re-review by the already selected reviewer(s), or – **at our discretion** – by newly selected reviewers before a decision is rendered. New problems with the manuscript, that will then need addressing, might also be detected during the re-review process. Our aim is to ensure that the high standards of eCM Journal are maintained.

- **Volume numbers**
  - Volume numbers commenced with number 1, in 2001. This volume contains all the papers published between January 1 and 30 June 2001. Volume 2 corresponds to July to December 2001 etc. Each volume is open-ended and available on the eCM website (www.ecmjournal.org) from the beginning of the publication period. Papers are added, as they become available for publication, until the end of the volume period. Page numbering starts at the beginning of each volume. Each volume will be fronted by its own Web page, containing a hyperlinked full contents list and links to any additional files – such as videos.

  - From time to time, special supplements are also published, usually containing conference abstracts etc. and are to be found in the "Supplements" section of the journal website. These will be numbered consecutively, with 'Suppl' following the volume number. The volume number used will be the one appropriate to the time of publication e.g.: Vol.1 Suppl.1; Vol.1 Suppl.2 …etc. The supplements are not peer reviewed by the journal. Their content is controlled by the conference organisers.

- **Publication**
  - Guidance is given below as to the page arrangement required for manuscript submission. Whenever possible, papers should be submitted in *Microsoft Word* format (any version - the later the better). Other formats may also be used (e.g. *WordPerfect* or Rich Text Format). The final version for publication will be prepared using professional publishing software and exported to Portable Document File format (*.pdf). This is the format in which it will appear in the electronic journal. There are no practical limitations concerning text figures – monochrome or colour are equally acceptable. **Please note, however, that eCM Journal does not publish supplementary figures – all figures must be included in the main text figure sequence.** Short video sequences may also be offered for inclusion as appendices to the paper – please consult the Production Editor in such cases.

  - Each paper will have its own Web page with the paper title, authors, and address listed. An abstract and list of key words will be included. From this page the reader will then be able to download a *.pdf file of the paper. Adobe Acrobat 9.0 or later will be needed to display the paper. No paper version of the journal will be printed. Readers may print out copies (i.e. "reprints") of the *.pdf files for their own use. Authors may distribute the *.pdf file of their own paper, freely as e-mail attachments or on disk, though we prefer – as a not for profit journal that has not charged you to submit or publish – that you refer the interested party to your paper on the true open access eCM Journal website.

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Manuscript style
N.B. In all cases full postal and e-mail address of the main author must be included on the manuscript (a work email and private email may be added). All communication between the editors and authors will be by e-mail to the corresponding author. If the submitted manuscript does not conform to the instructions given below, it will be returned and not reviewed.

1. **General**
2. **Title/Headline**
3. **Authors and affiliations list**
4. **Running Title**
5. **Abstract**
6. **Key Words**
7. **Corresponding Author details**
8. **Introduction**
9. **Materials and Methods**
10. **Results**
11. **Discussion**
12. **Conclusions**
13. **Acknowledgements**
14. **References**
15. **Discussion with reviewers**
16. **Detailed specification on style** (text, headings, equations, symbols, abbreviations, tables, units, statistical tests, figures).

1. **General**: It is important that the submitted manuscript should be formatted as a double-spaced plain Microsoft Word format document, or similar, using Times New Roman font. **No attempt should be made to arrange the text into columns, sections <u>or apply any other formatting</u> – other than superscript, subscript, bold, italic and indents. Please do not include any embedded styles.**

2. **Title/Headline**: The title should contain no more than twenty words (including subtitle, if any). Do not use abbreviations in the title. **Lower case should be used and no capitalisation of first letters of individual words applied.**

3. **Authors list (should not normally include more than 6 authors):** Use initials, followed by a period, and last names of all authors separated by commas. Do not add titles (e.g. Prof. Dr. PhD etc.). Different affiliations should be marked by superscript numbers (1,2 etc,) immediately **following** the author name. The corresponding author should be designated by an asterisk (*). **There can only be one corresponding author**. Two authors (but not more than two) can share "first authorship" or "last authorship" (to be indicated by the symbol §).
Affiliations list: Each affiliation should include the department, institution, city and country, preceded by the appropriate number in superscript (1,2 etc,).

4. **Running Title**: An informative running title, of no more than 50 characters, must be provided. Times New Roman *italic* font should be used.

5. **Abstract**: The abstract is extremely important and the decision as to whether the manuscript will be sent out for reviews, or not, will be based upon it. **N.B. A poor abstract which does not concisely cover the paper contents will mean the manuscript will not be sent for review.** The abstract should be **no more than 250 words**. It should contain the purpose of the work, the main methods used, as well as the main results and conclusions, but not in separate sections. It must not contain phrases like "will be described", "will be discussed", "are presented", etc. Abbreviations may be used in the abstract but must be defined in parentheses the first time they are used, e.g. "...transmission electron microscopy (TEM) was used to....". References should not be included in the abstract. The clinical relevance of the work must also be mentioned within the abstract. The past tense should normally be used in this section.

6. **Key Words**: Provide up to 10 key words or phrases, separated by commas (,). Do not use abbreviations in the key words.

7. **Corresponding Author details (N.B. only one)**: Full name, full mailing address, telephone number(s), fax number (optional), as well as e-mail address must be included.

8. **Introduction**: This must be a clear and concise statement of the purpose of the paper and the relationship of this paper to what is already in the literature on that subject (along with relevant references). Please respect the relevance of all material to the *Introduction*, *Materials and Methods*, *Results* and *Discussion* and avoid unnecessary repetition. Normally, reference to published work is done in the present tense.

9. **Materials & Methods**: All eCM reviewers are asked a simple question. Is the M&M section described well enough to allow repetition of the work? If the answer is no the paper is sent back and rejected. **This section must have complete information** (even if already published) for all areas of the study so that others could duplicate the work. This section should carefully describe the methods and materials used including sample size and statistical approaches. Sequence and source of unique constructs etc should be made available to other scientists to allow repetition. Please provide the manufacturer name, city, country and product code (or URL) of all non-generic products used in paper. The role of any outside organisation in the collection of data, its analysis and interpretation must be described in the Methods section of the text. When animal studies are submitted, Animal Ethics Committee permissions <u>must</u> be mentioned. When using human material from a hospital, the ethics permission must be mentioned. If patient consent forms were used, these must be mentioned. Normally, materials and methods used are described using the past tense.
   Note: The use of pooled human donor cells should be avoided. When unavoidable, their use needs to be justified convincingly within the manuscript (and within the cover letter).
   N.B. For review papers, this section might not be applicable.

10. **Results** : This section should succinctly state the results without any lengthy discussion or interpretation of individual data. Conclusions should NOT be stated in the *Results* section. Tabular data should not repeat that already shown in graphical format. Normally, results obtained are described using the *past tense*, reference to specific figures, and tables is done using the *present tense*.

    eCM offers the possibility to host Omics data (e.g. genomic sequences) on the same webpage as the manuscript. Please mention your file type and size in the comments section and letter of submission.

11. **Discussion** : The *Discussion* should summarise but not repeat the *Results* and should distinguish between logical explanations of the results reported and extrapolations or hypotheses drawn from the results and show how each result advances the overall conclusions of the study. The *Discussion* should show the relationship of the results to what is already in the literature (along with relevant references). <u>If the study only produces an incremental step in what is known, the paper will not be published by eCM journal</u>. Respect the relevance of all material to the *Introduction*, *Materials & Methods*, *Results* and *Discussion* and avoid unnecessary repetition. **The *Discussion* must show the potential clinical relevance of the work.** The final part of the *Discussion* should refer back to the

rationale for the study (findings into the context of the reason for the study as outlined in the Introduction) and explain how the findings have advanced the area. Normally, results obtained are referred to using the *past tense*, interpretation or reference to published work is given using the *present tense*.

12. **Conclusions** : Where possible and reasonable, some conclusion should be made about the wider implications of the study findings, but the conclusion must respect the results presented and not be exaggerated.

13. **Acknowledgements** : Authors should acknowledge in the manuscript all support for the work, including funding, equipment and drugs. Authors should also acknowledge technical support or anyone who has contributed but has not been listed as an author. The *Pre-Production editor* will add your conflict of interest statements to this section which you provided with the signed letter of submission.

14. **References**

- **Download detailed reference style check list**

- Include all references relevant to the paper. References can be made only to readily available published work and to papers in press (where papers have not yet appeared on printed paper, but have been made available electronically with a Digital Object Identifier (DOI) number, then the DOI number must be quoted). Unpublished results, submitted manuscripts, conference abstracts and personal communications must not be included in the reference list, but can be acknowledged in the text (in parentheses). **Important**: All references cited in the paper, and the names (spellings) and years in the text must match those in the reference list. **In the text use the following style:** Jones (1989) or (Jones, 1989) or Jones and Smith (1988). If there are three or more authors, use the form Jones et al. (1993) (use italics for et al.). If more than one paper is published by the same author(s) in the same year, use the form Jones (1986a; 1986b etc.).

- Reference may be made to Web sites. **These must be listed separately**, in a list entitled *'Web References'*, following the usual *'References'* list. Web references in the list should be numbered in the order in which they appear in the text. Web references should be referred to in the text as '(Web ref. 1)','(Web ref. 2)' etc. Details of each Web reference should include the FULL Uniform Resource Locator (URL), followed by the date accessed in square brackets i.e. [dd-mm-yyyy].

   o **The 'References' list** (N.B. not numbered) must be organised in alphabetical order by the first author's last name. For several references with the same first author, the following order must be used: [a] one-author references, ordered by year {e.g., Jones (1989); Jones (1991)}; [b] two-author references, ordered first according to second author's last name, then ordered by year {Jones and Brown (1990); Jones and Smith (1988)}; and [c] three (and more)-author references, ordered by year {Jones et al. (1983); Jones et al. (1993a); Jones et al. (1993b)}.

   o Begin each reference on a separate line; first line indented using a single tab.

   o For papers in journals; last names and initials of all authors (not "*et al.*"), year (in parentheses), full title of paper, name of publication (use only standard **Index Medicus** abbreviations), volume number (in bold, followed by a colon), and first and last pages (separated by a dash) must be provided. **Do not use any punctuation** (nor "and" or "&" preceding last author's name), except for commas between authors' names, a period/full-stop at the end of the title, a colon following the volume-number, a single space before the first page number and a period/full-stop following the last page number (separated from the first page number by a hyphen, not an en-dash). e.g.
      Jaguar S, Jensen TL, Lesser-More A, Crapp T (2011) The effects of bone defects on the ability of small animals to walk. Unpub Res 50: 137-142.

   o **Please ensure all references have any abbreviations in uppercase letters, e.g. "DNA" not "dna".**

- For a book, include name(s) and initials of author(s) year, title of book (in upper and lower case), name and city of publisher, page-range or chapter cited; do not refer to an entire book!

- For a multi-author book or proceedings , in addition, the names of editor(s), name and city of publisher or alternatively full availability information, as well as the page-range must be included. Abstracts should be clearly identified as such.

- For internal or contract reports, Master's and Doctoral Theses relevant inclusive pages, full availability information, with identification numbers and complete address must be provided.

- **Output styles for *Endnote*, *Reference Manager* and *Zotero*.**N.B. eCM Journal is not responsible for content downloaded from other sites.
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15. **Discussion with Reviewers** (added following review process): The '*Discussion with Reviewers*' (DWR) section is an important part of eCM journal manuscripts and should be prepared with great care. Improper, careless or non-responsive answers will require revision and will thus delay publication. No length limit is imposed on DWR, therefore please provide complete but concise answers. The DWR section will be placed immediately following the *References*. Consider *'Discussion with Reviewers'* to be a major heading. Leave one line of space and start with the first question. Deal with each of the reviewers' questions separately. Identify (by giving last name and initial(s) of the reviewer) who is asking this particular question. If the Reviewer has withheld his/her name, put Reviewer I, II etc instead. Extra figures and references can be included, when necessary. References that have already been included in the paper reference list should be cited as follows (Jones, 2003, text reference). References that not have been cited previously, should be cited as follows (Johnson, 2003, additional reference). At the end of the *Discussion with Reviewers*, make a list of "*Additional References*" (main heading) and follow the same format instructions as for the "*References*" list.

16. **Further important detailed specification on style — applicable to all sections**.

Text - Headings - Equations - Symbols and abbreviations - Tables - Units - Statistical tests - Figures (incl. Legends)

- **Text**: All text must be in *Times New Roman* font. Each paragraph should be clearly indented. Sentences should be separated by single spaces only. Greek and other symbols should be entered using the standard *Microsoft Word* **Insert Symbol** tool that uses the *Times New Roman* font. **Symbol font should NOT be used.**

- **Headings**: Do not number headings. **Major headings** should be typed in bold upper and lower case and centred. **Subheadings**: print bold and place flush with the left margin of the text on a separate line. *Sub-subheadings*: print italic and place flush with the left margin of the text on a separate line. All headings must conform to these categories.

- **Equations**: Each equation must be centred on a separate line, consecutively numbered. Equation numbers, in parentheses, should be flush with the right margin. If the work is submitted as a *Microsoft Word* document the equation should be prepared using *'Microsoft Equation Editor'*. Otherwise, the equations should be prepared as jpg or tiff files at 400 dpi or higher.

- **Symbols and abbreviations**: Define each abbreviation in parentheses the first time it is used (even if it has already been defined in the *Abstract*). For more than 10 symbols include a separate table in the text defining symbols (with units, as applicable).

o **Tables**: **Tables MUST be provided as individual <u>separate</u> files in *Microsoft Word* Table format**. Tables should be numbered and referred to sequentially in the text. Each Table should have a short descriptive heading, on the same line as the Table number. Additional details, explanation of symbols, etc., should be placed at the bottom of the Table. All text contained in the table(s) should be in Times New Roman font. Tables must fit into either one column (8cm wide), or two columns, i.e. 17cm wide). Each table **MUST** fit onto a single A4 page, when a 9pt font size is used for the included text. Where a table needs to be larger than that which will fit onto a single A4 page, then the table **must** be split into the required number of tables and labelled appropriately (e.g. Table 1a, 1b.. etc.) and provided as separate *Microsoft Word* files. All letters and numbers in tables should be at least 9pt size. Tables should not be supplied as bitmap images (e.g. jpg or tiff files), as the reproduction quality is rarely found to be acceptable. The style for the use of units must be consistent with that described below, under Units.

o **Units**: Only standard *International System of Units* (SI) and accepted Non-SI units should be used (for guidance see: http://www.bipm.org/utils/common/pdf/si_brochure_8_en.pdf). The correct SI unit for litres, 'L' should always be used. There should always be a space between the number and the unit (e.g. 10 mL), including temperature (e.g. 10 °C) and percentage (e.g. 10 %), but not degree angle (e.g. 45° angle). Standard abbreviations for time units (s, min, h, d) should always be used – the forms 'sec', 'mins' and 'hrs' are **not** acceptable. Please note that 'weeks', 'months' and 'years' should **not** be abbreviated.

o **Statistical tests**: These should be clearly defined and statistical significance should be shown in both figures and tables by superscripts of a, b, c, rather than *, ¶, # or other non-sequential symbols. Statistical terms (*e.g. t, P, p, n* etc.) should always be italicised.

o **Figures: Please note that eCM Journal generally does <u>not accept</u> <u>supplementary data figures</u> for publication– all figures must be included in the main figure sequence. i.e., extra figures, included in the 'Discussion with Reviewers' section, should have consecutive numbers following the figure numbers in the paper itself. The only exceptions are Omics data files and video files that are made available from the paper's web page. In addition, all uncropped, original gel images (western, PCR, etc) must be uploaded as supplementary figures for review purposes only:** Number each figure (including line drawings) and refer to each figure in sequence in the text (no exception to this rule is allowed, even if several figures are mounted to form a plate). Multiple illustrations within each figure must be designated (lower case) (**a**), (**b**), (**c**) etc. and referred to as such in the figure legend. Such multiple illustration figures should be supplied already assembled as a single *.jpg file that will fit onto a single A4 page at a minimum resolution of 400 dpi. **Each figure must have a comprehensive legend, all supplied as a list at the end of main text document**. Each figure should also be labelled with the appropriate figure number at the top (this will be removed during the final production phase), for clear recognition during the review process. Letters, labels and numbers must be at least 2 mm when printed in their final size onto an A4 page. The style for the use of units must be consistent with that described above, under **Units**.

All figures **must** be supplied in the form of ***.jpg files** and named fig_1, fig_2.. etc., as high resolution (at minimum 400 dpi – in their final size, with no white (or any) border – as printed on an A4 page). *.tif images are not usually acceptable since they might cause the *.pdfs to be unmanageable for review. **Figures produced in Microsoft PowerPoint must be converted into high resolution *.jpg format**. <u>Do NOT send them as *PowerPoint*</u> files. Where figures are derived from programs such as <u>Microsoft Excel</u> files they must be saved as *.jpg files and not included in the form of embedded objects in a *Microsoft Word* file. **No Figures should be embedded in the manuscript main *Microsoft Word* file.**

▪ **Legend** : Each figure must have a separate legend; the legend should include: **Fig. x**. (in bold), followed by the caption text. The text should provide a comprehensive description of the figure(s) and scale-line dimension(s), if it is not already included in the image.

- Use arrows or letters of sufficient size to point out features in figures. Use white lettering on dark backgrounds and vice versa. Labelling **must** be incorporated in the *.jpg files BEFORE saving. **<u>Do NOT send labelled figures as *Microsoft Word* or *PowerPoint* files.</u>**

- **Magnification marker/scale** - **This MUST be included on all image figures**: Use a line (scale bar) representing 10 µm, 1 µm, 100 nm, etc. to indicate magnification, identify the line size either on the image or in the legend. The scale bar must be large enough (width and length) to be easily seen in the final A4 size *.pdf page. **Magnification should NOT be indicated as 'X ....' in the legend, as this has no useful meaning.**

- **Stereopairs**: Use 7.5 cm wide photographs, if already mounted, the space between photos on the final size (printed on A4) should be 12 mm. Red/green and red/cyan (please specify) anaglyphs are preferred, if possible.

- **Graphs**: Graphs should start the y axis at 0 or show a clear scale break in those cases where starting at 0 would be difficult. The numerals on graph scales should be sufficiently large and clear enough and spaced to allow the data to be interpreted and the nature of the scale, e.g. linear or logarithmic, readily appreciated. The scale numerals should be easily readable, even when printed at the reduced size that figures will usually be printed, i.e. column width. All graphs **must** be converted to *.jpg format of sufficient resolution (400dpi on A4 page).

eCM Scope

eCM provides an interdisciplinary forum for publication of preclinical research in the musculoskeletal field (Trauma, Maxillofacial (including dental), Spine and Orthopaedics) and the cells and materials used in the replacement, repair or regeneration of these tissues.

For the details, which we highly recommend you read before paper submission see the eCM Scope