

Bioanalysis Author Guidelines

This document outlines how to prepare articles for submission. We recommend you read these guidelines in full before submitting your article or making an article proposal.

Table of Contents

Journal aims & scope	3
Audience	3
At-a-glance article formatting checklist	4
Article types	5
Editorials	5
Letters to the Editor	5
Conference Report	5
Opinions	5
Commentaries	6
Original Research Articles	6
1. Primary research article	7
2. Preliminary communication	7
3. Methodology	8
4. Bioanalytical Challenge	8
Special Reports	8
Perspectives	9
Regulatory	9
White Paper	10
Reviews	10
Article sections	11

Title	11
Author(s) names & affiliations	11
Abstract	11
Structured abstract (for research articles).....	11
Abbreviations	11
Keywords.....	12
Body of the article.....	12
Future perspective	12
Executive summary	12
Financial disclosure/Acknowledgements.....	12
Ethical conduct of research.....	12
References	13
Key points.....	13
Journal articles	13
Book chapters	14
Meeting abstract.....	14
Websites	14
Guidance articles.....	14
Figures, tables & boxes	15
Supplementary information.....	15
Color figure charge.....	16
Chemical structures	16
Electronic files.....	16
Copyright.....	16
Units of measurement	17
Statistics	17
Pre-submission editing services.....	17
Submission	17
Peer review	18
Revision	18
In-house production	18
Accelerated Publication option.....	18
Editorial policies.....	18

Journal aims & scope

Reliable data obtained from selective, sensitive and reproducible analysis of xenobiotics and biotics in biological samples is a fundamental and crucial part of every successful drug development program. The same principles can also apply to many other areas of research such as forensic science, toxicology and sports doping testing.

The bioanalytical field incorporates sophisticated techniques linking sample preparation and advanced separations with MS and NMR detection systems, automation and robotics. Standards set by regulatory bodies regarding method development and validation increasingly define the boundaries between speed and quality.

Bioanalysis is a progressive discipline for which the future holds many exciting opportunities to further reduce sample volumes, analysis cost and environmental impact, as well as to improve sensitivity, specificity, accuracy, efficiency, assay throughput, data quality, data handling and processing.

The journal *Bioanalysis* focuses on the techniques and methods used for the detection or quantitative study of analytes in human or animal biological samples. *Bioanalysis* encourages the submission of articles describing forward-looking applications, including biosensors, microfluidics, miniaturized analytical devices, and new hyphenated and multi-dimensional techniques.

Bioanalysis delivers essential information in concise, at-a-glance article formats. Key advances in the field are reported and analyzed by international experts, providing an authoritative but accessible forum for the modern bioanalyst.

Principal themes include:

- Analyte extraction and sample preparation, including microsampling
- Chromatography and separation sciences
- MS, NMR and other key detection methods, including ligand binding assays
- Drug and metabolite assays
- Biomarker assays, diagnostic assays and test kits
- Method development and validation approaches
- Innovative bioanalytical methods and new instrumentation and equipment
- Laboratory automation and efficiency
- Regulatory and compliance issues
- Data processing and management

Audience

The content is uniquely targeted to those working on the bioanalysis of drugs, metabolites and endogenous substances in biological matrices. This is, primarily, bioanalysts working in pharmaceutical research and development in industry and academia, clinical laboratories, clinical toxicologists, forensic toxicologists and sports doping analysts. The articles will also have wide appeal to analytical chemists, pharmacologists, clinical chemists, and those involved with metabolomics studies.

At-a-glance article formatting checklist

	Word count range	Abstract	Keywords	Future Perspective	Executive Summary	Reference limit	Figures & Tables permitted	Supporting cover letter required
Editorial	1000–1500	✗	✓	✗	✗	20	✗	✗
Letter to the Editor	1500	✗	✗	✗	✗	20	✗	✗
Conference Report	1000–3000	✓	✓	✗	✗	20	✗	✗
Opinion	1000–1500	✗	✓	✗	✗	20	✗	✗
Commentary	1500–3000	✗	✓	✗	✗	20	✗	✗
Preliminary Communication	3000–5000	✓	✓	✓	✓	50	✓	✓
Methodology	3000–5000	✓	✓	✓	✓	50	✓	✓
Primary Research	5000–7000	✓	✓	✓	✓	150	✓	✓
Special Report	3000–5000	✓	✓	✓	✓	50	✓	✗
Bioanalytical Challenge	2000–3000	✓	✓	✓	✓	50	✓	✓
Perspective	4000–8000	✓	✓	✓	✓	150	✓	✗
Regulatory	2000–3000	✓	✓	✗	✗	50	✓ (Combined 4 max.)	✗
White Paper	4000–8000	✓	✓	✗	✗	50	✓ (Combined 4 max.)	✓
Review	4000–8000	✓	✓	✓	✓	150	✓	✗

Article types

Bioanalysis publishes a range of article types, descriptions of which are outlined below. Authors are encouraged to consult the '[At-a-glance article formatting checklist](#)' for details on word counts and other formatting requirements.

Editorials

Editorials are short articles that provide an insight into, or snapshot of issues of topical importance to the journal's target audience or researchers and other professionals. The intention is that the article should offer an expert perspective on a topic of recent interest. More detailed discussions can take the form of **Commentary** articles.

Word limit: 1000–1500 words (excluding keywords and references).

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title
- Author(s) names & affiliations
- Photo (headshot) of corresponding author (and up to one co-author) if desired
- Keywords
- Body of article
- References: limit of 20 references
- Financial disclosure/Acknowledgements
- **Please note:** No figures, tables or boxes are permitted in editorials

Letters to the Editor

Readers may submit letters to the Editor, commenting on an article published in the journal. Where appropriate, letters to the Editor will be sent to the author of the original article, who will have 28 days to provide a response. Acceptance of letters to the Editor for publication is at the discretion of the Editor and Editorial Board.

Word limit: 1500 words maximum (excluding references).

Conference Report

Conference reports aim to summarize the most important research presented at a recent relevant meeting or event. It is not usually feasible to attempt comprehensive coverage of the conference; authors should therefore focus on those presentations that are most topical, interesting or thought-provoking. Reports should be submitted within 8 weeks of the end of the conference.

Word limit: 1000–3000 words (excluding keywords and references).

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title
- Author(s) names & affiliations
- Abstract
- Body of article
- References: limit of 20 references
- Financial disclosure/Acknowledgements
- **Please note:** No figures, tables or boxes are permitted in conference reports.

Opinions

Opinion articles should typically be informed, agenda-setting and authoritative. If addressing a problem, they should also present coherent argued solutions. They can address issues relating to scientific research, or peripheral areas of debate affecting industry and academia of concern to the journal's scope.

Word limit: 1000–1500 words (excluding keywords and references).

Newlands Press Ltd, Unitec House, 2 Albert Place, London, N3 1QB, UK; T: +44 (0)20 8371 6090; F: +44 (0)20 8371 6089; www.future-science.com

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title
- Author(s) names & affiliations
- Photo (headshot) of corresponding author (and up to one co-author) if desired
- Keywords
- Body of article
- References: limit of 20 references
- Financial disclosure/Acknowledgements
- **Please note:** No figures, tables or boxes are permitted in opinions

Commentaries

Commentaries are short articles that are similar to Editorials, yet provide a more detailed discussion of a topic.

Word limit: 1500–3000 words (excluding keywords and references).

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title
- Author(s) names & affiliations
- Photo (headshot) of corresponding author (and up to one co-author) if desired
- Keywords
- Body of article
- References: limit of 20 references
- Financial disclosure/Acknowledgements
- **Please note:** No figures, tables or boxes are permitted in commentaries

Original Research Articles

Authors of original research **must** provide a supporting cover letter on submission briefly detailing:

- Relevance to the journal's audience;
- Where the novelty in the study lies;
- Direct and potential implications of the findings.

NB. *Bioanalysis* will consider studies presenting positive, negative or inconclusive data.

Experimental details:

Only where a novel experimental procedure has been employed full details must be provided, such that a skilled scientist would be able to reproduce the results presented. Details of routine or previously reported experimental procedures should be provided via references only.

Experimental procedures running to more than two A4 document pages should be placed in a supplementary information file.

Observational studies: where observational research has been carried out, authors should follow the recommendations of STROBE (<http://www.strobe-statement.org/>).

Data deposition: where data have been deposited in a public repository, authors should state at the end of the abstract the data set name, repository name and number.

Word limit: Dependent on article type. See below for more details.

Figure/table limit: there is a combined limit of 8 figures and tables. Any additional tables and figures must be submitted as supplementary information, which will be available online only.

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title
- Author(s) names & affiliations
- Structured abstract
- Keywords
- Introduction
 - Should only cite directly pertinent references
 - Should not include data of conclusions from the work being reported
- Materials & methods/Experimental
 - Where an organization was paid or otherwise contracted to help conduct the research (e.g., data collection and management), this should be detailed
 - Should include information indicating that the research was approved or exempted from the need for review by the responsible review committee (institutional or national). Where no formal ethics committee is available, a statement indicating that the research was conducted according to the principles of the Declaration of Helsinki should be included
 - Information on the selection and description of participants should define how authors measured race or ethnicity and justify their relevance
 - Should include information on where the reagents were sourced
- Results & Discussion
 - Numeric results should be given not only as derivatives (e.g. percentages) but also as the absolute numbers from which the derivatives were calculated
 - Statistical significance of results should be specified, if any
 - Authors should avoid claiming priority or alluding to work that has not been completed
- Conclusions
- Future perspective
- Executive Summary
- References
- Reference annotations
- Financial disclosure/Acknowledgements
- Ethical conduct of research

Three types of research article are accepted:

1. Primary research article

Research articles should present novel work that makes a significant impact within the scope of the journal, and which represents an important advancement in knowledge or understanding. Routine or incremental work is not suitable for full research papers. Research should be reported succinctly; the inclusion of detailed background discussion is to be avoided. Supporting data or further experimental details can be submitted as Supplementary Information. Adequate mention of safety issues/precautions should be included. If requested by the Editor or reviewers, authors should be able to provide additional relevant original data underpinning their research.

Word limit: 5000–8000 words (excluding abstract, keywords, executive summary and references).

Required sections: See above.

2. Preliminary communication

Preliminary communication articles are intended for short reports of studies that present promising improvements or developments on existing areas of research. The significance and potential implications of the developments must be explicit.

Word limit: 3000–5000 words (excluding abstract, keywords, executive summary and references).

Required sections: See above.

3. Methodology

Methodology articles should provide an overview of a new experimental or computational method, test or procedure. The method described may be either completely novel, or may offer a demonstrable improvement on an existing method. The significance and potential implications of the developments must be explicit.

Word limit: 3000–5000 words (excluding abstract, keywords, executive summary and references).

Required sections: See above.

4. Bioanalytical Challenge

Bioanalytical Challenge articles provide insights and solutions to specific laboratory issues. The challenge should be presented clearly in the introduction. The articles are focused on the practical laboratory aspects, and authors are encouraged to describe failures as well as successes.

Word limit: 2000–3000 words (excluding abstract, keywords, executive summary and references).

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title
- Author(s) names & affiliations
- Abstract
- Keywords
- Introduction
 - Should only cite directly pertinent references
 - Should not include data or conclusions from the work being reported
- Materials & methods/Experimental
 - Where an organization was paid or otherwise contracted to help conduct the research (e.g., data collection and management), this should be detailed
 - Should include information indicating that the research was approved or exempted from the need for review by the responsible review committee (institutional or national). Where no formal ethics committee is available, a statement indicating that the research was conducted according to the principles of the Declaration of Helsinki should be included
 - Information on the selection and description of participants should define how authors measured race or ethnicity and justify their relevance
- Results & Discussion
 - Numeric results should be given not only as derivatives (e.g. percentages) but also as the absolute numbers from which the derivatives were calculated
 - Statistical significance of results should be specified, if any
 - Authors should avoid claiming priority or alluding to work that has not been completed
- Conclusions and practical tips
- Future perspective
- Executive Summary
- References
- Reference annotations
- Financial disclosure/Acknowledgements
- Ethical conduct of research

Special Reports

Special reports are short review-style articles that highlight a particular niche area, be it a specific emerging field, novel hypotheses or method. Articles are categorized as Special Reports at the discretion of the Editorial team.

Word limit: 3000–5000 words (excluding abstract, keywords, executive summary and references).

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title
- Author(s) names & affiliations
- Abstract
- Keywords
- Body of article
 - Introduction
 - Main text
 - Conclusion
- Future perspective
- Executive summary
- References: limit of 50 references
- Reference annotations
- Financial disclosure/Acknowledgements
- There is a combined limit of 8 figures and tables. Any additional tables and figures must be submitted as supplementary information, which will be available online only.

Perspectives

Perspectives have the same basic structure and length as review articles; however, they should be more speculative and forward-looking, even visionary. They offer the author the opportunity to present criticism, address controversy or provide a personal angle on a significant issue. Authors of perspectives are encouraged to be opinionated, with all positions concisely and clearly argued and referenced. Referees will be briefed to review these articles for quality and relevance of argument only. They will not necessarily be expected to agree with the author's position.

Word limit: 4000–8000 words (excluding abstract, keywords, executive summary and references).

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title
- Author(s) names & affiliations
- Abstract
- Keywords
- Body of article
 - Introduction
 - Main text
 - Conclusion
- Future perspective
- Executive summary
- References: limit of 150 references (target of 80)
- Reference annotations
- Financial disclosure/Acknowledgements
- There is a combined limit of 8 figures and tables. Any additional tables and figures must be submitted as supplementary information, which will be available online only.

Regulatory

Regulatory articles highlight regulatory issues of importance to bioanalysts, and provide background information, issues and advice for implementing and following the regulations.

Word limit: 2000–3000 words (excluding keywords, abstract and references).

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title

- Author(s) names & affiliations
- Keywords
- Abstract
- Body of article
 - Introduction
 - Main text
 - Conclusion
- References: limit of 50 references
- Financial disclosure/Acknowledgements
- There is a combined limit of 4 figures and tables. Any additional tables and figures must be submitted as supplementary information, which will be available online only.

White Paper

White Papers are authoritative reports that bring together the opinions and current thinking of leading stakeholders or recognized experts. They may offer recommendations, outline proposals and aim to set out current 'consensuses' related to an issue. The issue under discussion should be of immediate importance to the advancement of the field. White Papers will be accepted at the discretion of the Editor.

Word limit: 4000–8000 words (excluding abstract, keywords and references).

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title
- Author(s) names & affiliations
- Abstract
- Keywords
- Body of article
- References: limit of 50 references
- Financial disclosure/Acknowledgements
- There is a combined limit of 4 figures and tables. Any additional tables and figures must be submitted as supplementary information, which will be available online only.

Reviews

Reviews aim to highlight recent significant advances in research, ongoing challenges and unmet needs; authors should be concise and critical in their appraisal of the subject matter, and strive for clarity. The focus should be on key, defining developments rather than providing a comprehensive literature survey. Reviews should provide balanced coverage of the field and not focus predominantly on the author's own research. Authors are encouraged to include their own perspective on current trends and future directions.

Word limit: 4000–8000 words (excluding abstract, keywords, executive summary and references).

Required sections: (for a more detailed description of these sections see [Article sections](#))

- Title
- Author(s) names & affiliations
- Abstract
- Keywords
- Body of article
 - Introduction
 - Main text
 - Conclusion
- Future perspective
- Executive summary

- References: limit of 150 references (target of 80)
- Reference annotations
- Financial disclosure/Acknowledgements
- There is a combined limit of 8 figures and tables. Any additional tables and figures must be submitted as supplementary information, which will be available online only.

Article sections

The following list provides notes on the key article sections; authors should consult the '[At-a-glance formatting checklist](#)' to determine which sections are required for their submission. Please ensure all of the following article sections are incorporated in a single Word document.

Title

Concisely and clearly conveys the scope/novelty of the article; not more than 120 characters.

Author(s) names & affiliations

Including full name, postal address, phone and fax numbers, and e-mail address. Note: we can only list one corresponding author.

Guidance on author sequence:

Author sequence is at the authors' discretion; however, Future Medicine journals suggest following the recommendations in GPP3 Appendix Table 2 (<http://www.ismpp.org/gpp3>), whereby authors are listed either in order of the level of their contribution, or alphabetically. The corresponding author should always be indicated.

Guidance on a change of affiliation during writing:

Where an author has changed their affiliation prior to the publication of an article, the affiliation should reflect where the major part of the work was completed. Current affiliation and contact information should be listed in an acknowledgement.

Abstract

Not more than 120 words; no references should be cited in the abstract. The abstract should highlight the importance of the field under discussion within the journal's scope, and clearly define the parameters of the article.

Structured abstract (for research articles)

Not more than 120 words, for all **research articles only**, the abstract must be structured into three sections:

- Background: Brief overview of the context, purpose and novelty of the study.
- Results/Methodology (as appropriate): A succinct summary of the experimental procedure and key findings;
- Conclusions: A summary of the main conclusions of the study and any implications for the field.

Abbreviations

- In the abstract all terms commonly abbreviated should be given in full with the abbreviation in parenthesis.
- In the main body of the article full terms should be given on the first use only, with abbreviations used thereafter.
- Only use an abbreviation for terms appearing 3 or more times in the text (including the first instance at which the abbreviation was defined).
- Please note: we do not require a separate list of abbreviations used in the manuscript.

Keywords

Required most article types: a selection of 5-10 words that encapsulate the scope of the article.

Body of the article

The article content should be arranged under relevant headings and subheadings to assist the reader.

Future perspective

A speculative viewpoint on how the field will evolve in 5–10 years' time.

Executive summary

Not more than 600 words. Bulleted summary points that illustrate the main conclusions made throughout the article. Where appropriate, relevant headings that correspond to those in the manuscript should be inserted.

Example:

Executive summary
<p>Background</p> <ul style="list-style-type: none"> To investigate PK/PD relations and the feasibility to implement therapeutic drug monitoring a LC-MS/MS method to quantify vemurafenib in dried blood spots (DBS) samples was developed. <p>Experimental</p> <ul style="list-style-type: none"> Whatman FTA DMPK-A cards were used for sample collection. This DBS method was validated according to the FDA and the latest EMA guidelines on method validation. <p>Results & discussion</p> <ul style="list-style-type: none"> DBS samples can be collected by finger prick, since the effect of blood volume and blood spreadability was within the acceptance criteria. The DBS concentrations of vemurafenib in DBS samples collected in the outpatient clinic were all within the validated range of the developed assay. <p>Conclusion</p> <ul style="list-style-type: none"> The assay is considered suitable to quantify vemurafenib in DBS samples.

Financial disclosure/Acknowledgements

Disclosure of any financial and/or material support that was received for the research or the creation of the work. Also disclosing any relationships any authors have (personal, academic or financial relationships that could influence their actions) or financial involvement with an organization or entity with a financial interest in or financial conflict with the subject matter or materials discussed in the manuscript. If writing assistance has been used in the creation of the manuscript, this should also be stated and any sources of funding for such assistance clearly identified.

Ethical conduct of research

For studies involving data relating to human or animal experimental investigations, authors should obtain appropriate institutional review board approval and state this within the article (for those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed). In addition, for investigations involving human subjects, authors should obtain informed consent from the participants involved and include an explanation of how this was obtained in the manuscript.

References

Key points

- Authors should focus on recent papers and papers older than 5 years should not be included except for an over-riding purpose.
- Primary literature references, and any patents or websites, should be numerically listed in the reference section in the order that they occur in the text (including any references that only appear in figures/tables/boxes).
- Information from manuscripts submitted but not accepted should be cited in the text as “unpublished observations” with written permission from the source.
- Avoid citing a “personal communication” unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in the text, with written permission from the source.
- References should be denoted numerically and in sequence in the text, using Arabic numerals placed in square brackets, i.e., [12].
- 6–8 references should be highlighted that are of particular significance to the subject under review as “* of interest” or “** of considerable interest”. Each of the chosen references should be annotated with a brief sentence explaining why the reference is considered to be of interest/particular interest.

Example:

18 Timmerman P, White S, Cobb Z, de Vries R, Thomas E, van Baar B. Update of the EBF recommendation for the use of DBS in regulated bioanalysis integrating the conclusions from the EBF DBS-microsampling consortium. *Bioanalysis* 5(17), 2129–2136 (2013).

•• This article sets a standard for dried blood spot method validation.

- Any references that are cited in figures/tables/boxes that do not appear in the text should also be numerically listed in the reference section in the order that the figure/table/box appears in the text.
- The Future Science Group Reference Manager and EndNote styles can be downloaded from our website at: <http://www.future-science.com/page/authors.jsp>

Journal articles

- Author’s names should appear without full stops in their initials
- List up to six authors’ names. If there are more than six authors, then quote the first three only followed by *et al.*
- A full stop follows authors’ names
- Article title given in full
- Journal name should be in italics and abbreviated to standard format
- Volume number, with the issue number in brackets (if available), followed by comma
- Page number range separated by a hyphen with no spaces, followed by the year in brackets, and then a full stop
- **Example:**
 - Fluhler E, Hayes R, Garofolo F *et al.* 2014 White Paper on recent issues in bioanalysis: a full immersion in bioanalysis (Part 1 – small molecules by LCMS). *Bioanalysis* 6(22), 3039–3049 (2014).

Book chapters

- Author's names should appear without full stops in their initials
- List up to six authors' names. If there are more than six authors, then quote the first three only followed by *et al.*
- A full stop follows authors' names
- Chapter title given in full and followed by full stop
- Book title preceded by 'In:'
- If a particular edition is referenced, put in brackets e.g. (2nd Edition)
- List Editors as for authors, followed by (Ed.) for single editor or (Eds) for multiple
- Publisher name followed by town/state and country they are based in
- Page number range separated by a hyphen with no spaces, followed by the year in brackets, and then a full stop
- **Example:**
 - Han J, Borchers CH. Chemical derivatization to enhance metabolomic analysis by LC/ESI-MS. In: *Advanced LC-MS Applications in Metabolomics*. Borchers CH, Han J, Parker C (Eds). Future Science Group, London, UK, 6–21 (2015).

Meeting abstract

- Author/speaker names should appear without full stops in their initials
- List up to six author/speaker names. If there are more than six, then quote the first three only followed by *et al.*
- A full stop follows author/speaker names
- Title of presentation followed by full stop
- Note either 'Presented at:' or 'Proceedings of'
- Town/state, country and date in full, followed by a full stop.
- **Example:**
 - Staack R. Protein quantification by LBA or LC-MS: key criteria for the definition of the bioanalytical strategy. Presented at: 7th *European Bioanalysis Forum Open Meeting*. Barcelona, Spain, 19–21 November 2014.

Websites

- If it is the homepage of a company or organization
 - List the name of the company or organization followed by a full stop
 - Include the URL of the website on a new line
 - Do not include 'http://' unless the address does not include 'www'
- If it is a particular webpage/document
 - Reference as much information as possible about the article (title, authors, date etc.)
 - Include the URL of the website on a new line
 - Do not include 'http://' unless the address does not include 'www'
- **Example (organization homepage):**
 - US FDA.
www.fda.gov
(Accessed 30 July 2015)

Guidance articles

- Title of guidance followed by full stop
- Organization name followed by town/state and country they are based in
- Year of publication in brackets, followed by a full stop
- **Examples:**

- *Guidance for Industry Bioanalytical Method Validation*. US Department of Health and Human Services, US FDA, Rockville, MD, USA (2001).
- *Guideline on bioanalytical method validation*. European Medicines Agency, London, UK (2011).

Figures, tables & boxes

Figures, tables and boxes are encouraged wherever relevant (see above section on [Article types](#) for details on which articles can include figures/tables/boxes). The author should include illustrations to condense and illustrate the information they wish to convey.

- *Bioanalysis* has combined limits of figures/ tables/boxes – authors should consult the '[At-a-glance formatting checklist](#)' for more details.
- If any of the figures or tables used in the manuscript requires permission from the original publisher, it is the author's responsibility to obtain this. More details on obtaining permissions can be found in the [copyright section](#) below.
 - If a figure/table/box has been reproduced please label as 'Reproduced with permission from [ref.]'.
 - If a figure/table/box has been adapted from the original, please label as 'Adapted with permission from [ref.]'.
- All figures, tables and boxes should be submitted in an **editable format**. Ideally these should be sent as Microsoft Word, Microsoft Excel or Adobe Illustrator files. If you are uncertain whether the format of your files is appropriate, please check with the Commissioning Editor.
- It is unnecessary to incorporate copies into the body of the manuscript; however, they should be included at the end of the document where possible.
- All figures/tables/boxes should be clearly referred to in the text (including supplementary information.)
- Any references that are cited in figures/tables/boxes that do not appear in the text should also be numerically listed in the reference section in the order that the figure/table/box appears in the text.

Figure legends and table/box titles

- Figures, tables and boxes should be numbered consecutively according to the order in which they have been first cited in the text.
- If a figure/table consists of more than one part (i.e. 1A, 1B), in addition to a general figure label, each part must have its own description.

Example:

- **Figure 2. Representative LC–MS/MS ion chromatograms of vemurafenib and of the internal standard.** Ion chromatograms from dried blood spot samples in blank samples of (A) vemurafenib and (B) the internal standard and (C) at LLOQ of vemurafenib (1 µg/ml) and (D) the internal standard (5 µg/ml).
- All abbreviations used within figures/tables/boxes should be defined in the legend/title.
- Legends/tables should describe the figure/table/box sufficiently such that it may be understood independently from the main text (300 words max.)

Supplementary information

Figure, tables and boxes larger than one A4 page will be included as online-only supplementary information. At the Editor's discretion data or experimental details can also be included.

Color figure charge

We have no page charges. However, Future Science Group has a charge for the printing of color figures (i.e. each color figure) in the print issue of the journal. This charge does not apply to the online (including PDF) version of articles, where all figures appear in color at no charge.

Chemical structures

If possible, please submit structures drawn in ISISDraw or ChemDraw format. However, chemical structures can be redrawn in-house. Please use the following conventions:

- Always indicate stereochemistry where necessary – use the wedge and hash bond convention for chiral centers and mark cis/trans bonds as such.
- Draw small peptides (up to five amino acids) in full; use amino acid abbreviations (Gly, Val, Leu, etc.) for larger peptides.

Electronic files

Please submit any other illustrations/schemes in an editable electronic format such as Illustrator, PowerPoint, Excel or as postscripted/encapsulated postscripted (.ps/.eps) files.

Photos should be provided at a resolution of 600 dpi, or as high as possible.

Copyright

If a figure, table or box has been published previously (even if you were the author), acknowledge the original source and submit written permission from the copyright holder to reproduce the material where necessary.

As the author of your manuscript, you are responsible for obtaining permissions to use material owned by others. Since the permission-seeking process can be remarkably time-consuming, it is wise to begin writing for permission as soon as possible.

Future Science Group is a signatory to the STM Permissions Guidelines produced by the International Association of Scientific, Medical and Technical Publishers (<http://www.stm-assoc.org/>). Permission is, or in the case of an express permission requirement should be, granted free of charge by signatory organizations, with respect to a particular journal article or book being prepared for publication, to:

- Use up to three figures (including tables) from a journal article or book chapter, but:
 - not more than five figures from a whole book or journal issue/edition;
 - not more than six figures from an annual journal volume; and
 - not more than three figures from works published by a single publisher for an article, and not more than three figures from works published by a single publisher for a book chapter (and in total not more than thirty figures from a single publisher for re-publication in a book, including a multi-volume book with different authors per chapter).
- Use single text extracts of less than 400 words from a journal article or book chapter, but not more than a total of 800 words from a whole book or journal issue/edition.

Permission to go beyond such limits may be sought although in such instances the permission grant may require permission fees. **Important** – although permission may be granted without charge, authors must ensure that appropriate permission has nevertheless been obtained. Co-signatories of the permissions agreement can be found on the following website: <http://www.stm-assoc.org/copyright-legal-affairs/permissions/permissions-guidelines/>

Newlands Press Ltd, Unitec House, 2 Albert Place, London, N3 1QB, UK; T: +44 (0)20 8371 6090; F: +44 (0)20 8371 6089; www.future-science.com

Newlands Press Ltd is part of the Future Science Group www.future-science-group.com

Please send us photocopies of letters or forms granting you permission for the use of copyrighted material so that we can see that any special requirements with regard to wording and placement of credits are fulfilled. Keep the originals for your files. If payment is required for use of the figure, this should be covered by the author.

Units of measurement

Measurements of length, height, weight and volume should be reported in metric units (meter, kilogram or liter) or their decimal multiples.

Temperatures should be in degrees Celsius.

Centrifuge speeds should be given in g rather than rpm.

Any other units should be reported using the International System of Units (SI) where possible.

Statistics

Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to judge its appropriateness for the study and to verify the reported results.

When possible, appropriate indicators of measurement error or uncertainty (such as confidence intervals or error bars) should be included.

Please define any statistical terms, abbreviations and symbols used.

Pre-submission editing services

Future Science Group partners with Enago to provide pre-submission editing services for our authors.

Editing services include:

- Language check
- Copyediting
- Substantive editing

For more information, please visit the website here: <http://futurescience.enago.com>

Submission

Please ensure that solicited manuscripts are submitted on or before the agreed deadline. If a manuscript requires authorization by your organization before submission, please remember to take this into account when working towards these deadlines.

First draft submission should be made via our [online submission system](#). Please ensure that you have prepared a complete text minus the title page, acknowledgements, and any running headers with author names, to allow blinded review, and have not compromised your anonymity in any uploaded Supporting Information files or additional files for review. Please also have a separate title page prepared containing authors details, acknowledgements and disclosures.

To help with the speed of processing of an article, authors should ensure that their article has been edited for language and grammar by a fluent English speaker prior to submission.

Peer review

Once the manuscript has been received in-house, it will be peer-reviewed (this usually takes around 4 weeks). Please provide a list of suitable peer reviewers with your initial submission.

Revision

After peer review is complete, time is allowed for any revisions (suggested by the referees/Editor) to be made. This period is approximately 2 weeks, but this subject to the nature of the revisions.

In-house production

Once a revised manuscript has been accepted for publication, it will undergo production in-house. This will involve type-setting, copy-editing, proof-reading and re-drawing of any graphics. Authors will receive proofs of the article to approve before going to print, and will be asked to sign a copyright transfer form (except in cases where this is not possible, i.e. government employees in some countries).

Please note that once the author receives the copy of their article for approval, our production department will need to hear from them within a tight deadline to ensure the issue is published on schedule. If you believe you may be away and unable to check the galley proofs at any point, please let the Commissioning Editor know.

Accelerated Publication option

Our fee-based Accelerated Publication option provides publication of accepted articles online ahead of the print issues, within 6 weeks of submission (subject to receiving a signed Accelerated Publication Agreement form on the day of submission, and acceptance following peer-review and article revisions). If you are interested in this option, please inform the relevant Editor once they have confirmed receipt of your first draft.

Accelerated Publication fees are **£190 per published journal page** (plus VAT, where applicable). A discount on the Accelerated Publication fee is available for authors choosing both the Open Access and Accelerated Publication options.

Editorial policies

Please see [here](#) for full details of our journal policies.