

## **BLOOD TRANSFUSION - Author Guidelines**

## (Editorial standards for the preparation of manuscripts)

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## 1. SCOPE OF THE JOURNAL

Blood Transfusion (BT) is a bimonthly, peer-reviewed journal published in English founded in 1956 by the Italian Society of Transfusion Medicine and Immunohematology (Società Italiana di Medicina Trasfusionale e Immunoematologia, SIMTI). It is the official journal of SIMTI and the Spanish Society of Blood Transfusion and Cellular Therapy (Sociedad Española de Transfusión Sanguínea y Terapia Celular, SETS). The journal publishes original articles, reviews, editorials, commentaries, guidelines/recommendations, position papers, brief reports, case reports, and letters on topics related to transfusion medicine,

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immunohematology, immunogenetics, transplantation, hemostasis and thrombosis.



Our main areas of interest are as follows:

- Blood donation and donor recruitment
- Immunohematology
- Transfusion medicine
- Patient Blood Management
- Collection, production and storage of blood components
- Transfusion transmitted diseases
- Hemovigilance
- Therapeutic apheresis
- Cellular therapy and regenerative medicine
- Hematopoietic stem cell transplantation and cord blood banking
- Immunogenetics
- Hemostasis and thrombosis
- Hematology
- Organization and quality systems in transfusion medicine
- Legal and ethical aspects of transfusion medicine
- Therapies based on substances of human origin (SoHO)
- Other topics related to blood transfusion

**BT** follows the recommendations of the International Committee of Medical Journal Editors (ICMJE).

The Authors' opinions do not necessarily reflect those of SIMTI, SETS, or of BT's Editorial Board.

**BT** is a free online-access journal, as the Editorial Board and affiliated societies believe that scientific research should be openly and freely accessible to the entire scientific community.

### 2. GENERAL INFORMATION

Authors are encouraged to read the following Guidelines and to download the "Cover letter template".

All submissions must be made via **BT's** online platform (Open Journal Systems [OJS]).

Authors need to <u>register</u> or <u>log in</u> to begin the submission process.

Before making their submission, Authors must ensure that the following requirements have been met:

- the manuscript has not been previously published, nor is it under consideration elsewhere;
- the **BT** "Cover letter template" has been used to prepare the cover letter;
- any conflicts of interest have been disclosed;

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- the authorship statement form has been completed online by the corresponding Author (who has direct responsibility for the manuscript in agreement with all Authors): it is not the Editors' role to make authorship/contributorship decisions or to arbitrate conflicts related to authorship;
- all Authors have been made aware of the publication fee for accepted papers.

A detailed explanation of the submission process is provided below.

### 2.2 Cover letter template

Authors are encouraged to download and use the BT "Cover letter template".

Addressed to the Editor-in-Chief, the cover letter should explain how the paper fulfills the requirements of novelty (*i.e.*, how the findings enable the advancement of knowledge in the field), of impactfulness (*i.e.*, how the findings may be applied to the clinical setting) and of originality (the findings have not been previously published). Authors may suggest preferred (with no conflicts of interest regarding the submission) or unpreferred Reviewers. Moreover, in accordance with <u>ICMJE</u> Recommendations (updated January 2024, Section II §A.4), Authors should disclose any use of artificial intelligence (AI) tools in the preparation of the manuscript. On behalf of all the Authors, the corresponding Author declares that the manuscript and its submission to Blood Transfusion have been approved by all contributors.

### 2.3 Authorship Statement Form

The corresponding Author must complete the Authorship Statement Form during submission. The Author who submits a paper for publication is responsible for all other Authors agreeing to its submission and to its content.

## 2.4 Communication

Communication between the journal and the corresponding Author is managed via the OJS platform.

Authors will receive confirmation of manuscript receipt and can track the status of their submission on the website. Notifications regarding editorial decisions are also sent via OJS.

### 2.5 Publication Fees

**BT** is a free-access journal with no submission fees.

Accepted papers are subject to the following publication fees:

- Invited articles (Editorials, Commentaries, Reviews): Free of charge
- Original articles, uninvited articles (Guidelines, Reviews, Brief Reports, etc.): €820 (plus VAT, if applicable)
- Case reports: €625 (plus VAT, if applicable)
- New allele or antigen report: €123 (plus VAT, if applicable)
- Letters to the Editor: €82 (plus VAT, if applicable)
- For SIMTI members, publication is free if the corresponding Author is a regular SIMTI member.

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• The Editorial Office will contact the corresponding Author before the acceptance phase to arrange payment and proceed with copyediting.

### 2.6 Peer Review Process

The peer review process consists of two stages:

- First stage: The Editor-in-Chief or Section Editor evaluates the manuscript based on its novelty,
  originality, and relevance to BT's scope. Articles that do not meet these criteria or do not have
  sufficient priority are desk-rejected.
- **Second stage:** Articles that pass the initial evaluation are sent to external Reviewers. The Editor-in-Chief or Section Editor is responsible for the first editorial decision, which may result in acceptance, rejection, or a request for revisions.

The first editorial decision is generally reached in 8 weeks, and most manuscripts require revision before final acceptance. Authors must submit the revised manuscript **with highlighted changes** and with a point-by-point response to Reviewers' comments. The final decision on acceptability is made by the Editor-in-Chief, based on input from the Section Editor and Reviewers. Once accepted, the manuscript is sent for copy editing.

### 2.7 Copy Editing

At the Editor's discretion, the accepted paper may be reviewed by a native English-speaking editor. Galley proofs will be sent via OJS to the corresponding Author for corrections and final approval. Authors are required to carefully review the proofs and return them within 7 days. Substantial changes in the title, authorship, affiliations, content, corrected values, and references are not allowed without the approval of the Editor-in-Chief. If the proofs are not returned on time, the Editor's corrections will be final. Authors are responsible for any overlooked errors. The dates of submission and acceptance by the Section Editor and Editor-in-Chief will be noted on each publication.

A PDF copy of all published articles is available for free access in the *AHEAD-OF-PRINT* section in BT website. Paper reprints will be provided upon request by the Authors, and will incur additional charges.

## 3. MANUSCRIPT FORMAT

#### **General instructions**

**BT** publishes the types of articles defined below. When submitting your manuscript, follow the instructions relevant to the applicable article category.

Prepare a complete manuscript in Word and save it as .doc(x). Do not format the text with styles, borders, or shading; only use character styles such as italics, bold, underline, superscript, and subscript. Do not send the text in PDF format.

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Text should be arranged as follows:

### First page

- Title: the title (max 120 characters spaces included) should be specific to the study yet concise and should allow easy electronic retrieval of the article. It should be comprehensible to readers outside your field. Avoid specialist abbreviations if possible.
- o **Running title:** this should not exceed 60 characters including spaces.
- Authors: please list all the Authors, providing first names, surnames and affiliations (use numbers in superscript when more departments have been involved). List ORCID ID alongside respective Authors, when available. Do not add any degrees or titles (e.g. MD, PhD, Dr, Prof).
  - e.g.: Marco Rossi<sup>1</sup>, Giulio Bianchi<sup>1</sup>, Fabrizio Verdi<sup>2</sup>
- Affiliation(s): department, university or organization, city, state/province (if applicable), and country - for all Authors.
- Type of Article: categorize your article as one of the following types: Original article/Review
   article (meta-analysis)/Brief report/Commentary/Editorial/Letter to the Editor/Case
   report/Guideline-Recommendation.
- Keywords: provide up to 5 key words. Use terms from Medical Subject Headings (MeSH)
   from Index Medicus (<a href="https://meshb.nlm.nih.gov/search">https://meshb.nlm.nih.gov/search</a>); avoid commercial names.
- Corresponding Author: please enter information regarding the Corresponding Author to whom the galley proofs will be sent: name and surname, complete mailing address, telephone number, e-mail address.
- The **Abstract** of original articles and reviews should be clear, concise, and not exceed 300 words. For other manuscripts, a short description is necessary during the submission phase.
- The main body of the manuscript should be written with line spacing of 1.5: see specific instructions for the article categories in section 4 of the present guidelines.
  - o **Units of measurement** should be in the International System of Units (SI).
  - Mathematical terms, formulae, and abbreviations should conform to ICMJE standards (https://www.icmje.org/icmje-recommendations.pdf). Use standard abbreviations only, spelling out the term followed by the abbreviation in parentheses on first mention, except for standard units of measurement. Drugs should be referred to by their chemical names; commercial names should only be used when necessary, capitalized, and followed by the manufacturer's name, city, and country.

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- Acknowledgements, conflict of interest disclosures, and sources of funding (e.g., grants) should appear at the end of the manuscript before the references. If no conflict or funding exists, please specify.
- Authors' contributions: the individual contributions of Authors to the manuscript should be specified in this section.

# Tables and figures:

- Tables should be typewritten, numbered consecutively with Roman numerals, and not duplicate data presented in the text. Each table should have a brief title and be self-explanatory. Tables should supplement rather than repeat text information and be cited as (Table I, Table II, etc.). Include explanatory notes below the table and explain abbreviations in the table's footer. Tables should be placed at the end of the manuscript.
- Figures should be uploaded as separate files and not included in the text file. Cite figures in the text, numbered consecutively with Arabic numerals (e.g., Figure 1, Figure 2, etc.). Figure legends should be at the end of the text file, providing enough detail for the reader to understand without referring to the text. All symbols/acronyms in the figures must be explained. Remove any patient-identifying information. Preferably, send images in .TIFF or .JPEG formats, with a resolution of at least 300 dpi. You may also send high-resolution PDFs.
- References: each reference should include a digital object identifier (DOI), if available. If a DOI is not available, use the PMID number. Only strictly relevant references should be cited in the reference list, placed at the end of the manuscript. References should be numbered in the order they appear in the text and cited as superscripted numbers without parentheses (e.g., transfusion<sup>1</sup>). When citing multiple references, separate numbers with commas, without spaces (e.g., transfusion<sup>1,3,7</sup>). For consecutive numbers, use a hyphen (e.g., transfusion<sup>1-4</sup>).

Journal names should be abbreviated according to Index Medicus or PubMedCentral. Abbreviations can be found at <a href="https://www.ncbi.nlm.nih.gov/nlmcatalog/journals">https://www.ncbi.nlm.nih.gov/nlmcatalog/journals</a>.

List up to six authors. For references with more than six authors, list the first six followed by "et al." Personal communications, unpublished data, and manuscripts "submitted" or "in preparation" must be cited in the text, not in the reference list. Papers accepted for publication but not yet published can be included in the reference list with their DOI.

### Examples are provided below:

• Citation from a Journal article (with 6 or fewer than 6 authors: list all authors. If more, list the first 6 authors followed by et al.)

Lazarski CA [without punctuation marks after the initial(s) of the first name], Toner k, Keller MD, Luban N, Young PP, Bollard CM, et al. Flow-based analysis of cell division identifies highly active populations within

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plasma products during mixed lymphocyte cultures. Blood Transfus. 2021; 19(6): 456-466. doi: 10.2450/2021.0096-21.

Citation from a Journal article published online ahead of print. (with 6 or fewer than 6 authors: list all authors. If more, list the first 6 authors followed by et al.)

Bou-Fakhredin R [without punctuation marks after the initial(s) of the first name], Motta I, Cappellini MD.

Advancing the care of ß-thalassaemia patients with novel therapies. Blood Transfus. 2021; doi: 10.2450/2021.0265-21. [Ahead of print]

### • Citation from a Book

Issitt PD, Anstee DJ. (punctuation mark between authors and title) *Applied Blood Group Serology*. [title of the book in italics with the first letter of all words in capitals, except prepositions such as 'the', 'of', 'about' etc.) in capitals] 4<sup>th</sup> ed. Durham, NC: Montgomery Scientific Publications; 1998.

## • Citation of a Chapter in a book

Beatty PG. The molecular revolution in histocompatibility testing: relevance to blood and marrow transplantation. In: Garratty G, editor. *Application of Molecular Biology to Blood Transfusion*. Bethesda, MD: American Association of Blood Banks (or AABB); 1997. p. 51-72. [If there are six or more Editors, list only the first six and add "et al."].

# • Citation of an Editorial

Brando B. Viable lymphocytes in fresh frozen plasma as a potential source of graft-versus-host disease: risks and solutions [editorial]. Blood Transfus. 2021; 19(6): 445-447. doi: 10.2450/2021.0186-21.

### • Citation of an Abstract

Sevilla Navarro J. Aféresis en niños [abstract]. Blood Transfus. 2021; 19 (Suppl 2): PE-1.

### • Citation of a Paper Conference

Anderson JC. Current status of chorion villus biopsy. In: Tudenhope D, Chenoweth J, editors. Proceedings of the 4<sup>th</sup> Congress of the Australian Perinatal Society; 1986: Brisbane, Queensland: Australian Perinatal Society; 1987. p. 190-196.

• Citation of a Letter (with 6 or less than 6 authors: list all authors. If more, list the first 6 authors followed by et al.)

Trentino KM, Mace HS, Leahy MF, Sanfilippo FM, Farmer SL, Murray K. Appropriate red cell transfusions are often avoidable through Patient Blood Management [letter]. Blood Transfus. 2021; 19 (2): 177-178. doi: 10.2450/2020.0434-20.

### • Citation of Electronic material

A concept paper on pre-storage leukocyte reduction of transfusion blood components. Food and Drug Administration. Available at: http://www.fda-gov/ohrms/dockets/ac/00/backgrd/3620b2,doc, followed by "Accessed on dd/mm/yyyy" (the date when the paper was downloaded from the website).

### Homepage/Web site

eatright.org [Internet]. Chicago: Academy of Nutrition and Dietetics. Available from: https://www.eatright.org/. Followed by "Accessed on dd/mm/yyyy".

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## Part of a homepage/Web site

American Medical Association [Internet]. Chicago: The Association; c1995-2016 [cited 2016 Dec 27]. Office of International Medicine; [about 2 screens]. Available from: https://www.ama-assn.org/about/office-international-medicine. Followed by "Accessed on dd/mm/yyyy".

### • Database on the Internet

Who's Certified [Internet]. Evanston (IL): The American Board of Medical Specialists. c2000. Available from: https://www.abms.org/verify-certification/. Followed by "Accessed on dd/mm/yyyy".

## • Part of a database on the Internet

MeSH Browser [Internet]. Bethesda (MD): U.S. National Library of Medicine; 2002 - . Meta-analysis; [about 1 p.]. Available from: https://meshb.nlm.nih.gov/record/ui?ui=D017418 MeSH Unique ID: D017418. Followed by "Accessed on dd/mm/yyyyy".

## 4. TYPES OF ARTICLES - SUMMARY OF THEIR CHARACTERISTICS

This table captures the key manuscript requirements for each article type, adhering to the journal's guidelines for format, word count, and structure.

CATEGORY	Cover letter	First	Authors	Authors	Main text	Abstract	Graphical	Figures &	References	Online
		page	(Max)	(Social media	word	(words)	abstract	tables	(up to)	supplementary
				details: Twitter	limit		(Social media:	(up to)		content
				and Linkedin)			Twitter and			(figures & tables)
							Linkedin)			
ORIGINAL ARTICLE	M	М	NA	R	3,500	300	R	6	50	2
REVIEW	М	М	NA	R	4,500	300	R	8	100	2
COMMENTARY	М	M	NA	R	1,500	short description*	NA	3	20	NA
EDITORIAL	М	M	NA	R	1,500	short description*	NA	1	20	NA
BRIEF REPORT	М	M	NA	R	1,800	short description*	R	3	20	NA
CASE REPORT	М	М	NA	R	1,000	short description	R	2	12	NA
GUIDELINE/	М	М	NA	R	NA	R	R	8	100	NA
RECOMMENDATION/						(max 300)				
POSITION PAPER										
NEW ALLELE OR	М	М	5	R	600	short	NA	1	5	NA
ANTIGEN REPORT						description*				
LETTER**	М	M	5	R	500	short description*	NA	1	5	NA

M: MANDATORY – R: RECOMMENDED – NA: NOT APPLICABLE

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<sup>\*</sup>to be inserted in the abstract box during the submission phase

<sup>\*\*</sup> in those few cases in which the editorial decision is to "resubmit as letter", the structure of the letter can be derogated by the Editor-in-Chief



Here is a structured summary of manuscript requirements for each type of article:

## 4.1 Original Article

Word Limit: 3,500 words (excluding abstract, references, tables, and illustrations).

### • Structure:

- First page
- Abstract (max 300 words): Structured into Background, Material and methods, Results, and Discussion.
- Introduction
- Materials and methods
- Results
- o **Discussion**
- Conclusions
- Acknowledgements (if any)
- Funding and resources (if any)
- Authorship contributions
- Disclosure of conflicts of interest
- References (max 50)
- o Tables
- Figure legends
- Max Tables/Figures: 6.
- Supplementary Material: Up to 2 tables/figures, cited as "Online Supplementary Content Table S#/Figure S#."

### 4.2 Review

• Word Limit: 4,500 words (excluding abstract, references, tables, and illustrations).

### • Structure:

- o First page
- o Abstract (max 300 words): Should summarize the entire manuscript without citations.
- Main body (focus on scientific/clinical advances, critical discussion of data, influence on diagnostics/treatments).
- o References (max 100)
- Max Tables/Figures: 8.
- Supplementary Material: Up to 2 tables/figures, cited as "Online Supplementary Content Table S#/Figure S#."

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### 4.3 Commentary

- Word Limit: 1,500 words (excluding references).
- Structure:
  - o First page
  - o Free, opinion-based on recent papers or developments in the field.
- References: Max 20.
- Max Tables/Figures: 3.
- Abstract: Short description required during submission.

### 4.4 Editorial

- Word Limit: 1,500 words (excluding references).
- Structure:
  - o First page
  - o Free, commentary on specific articles published in the same issue.
- References: Max 20.
- Max Tables/Figures: 1.
- **Abstract**: Short description required during submission.

# 4.5 Brief Report

- Word Limit: 1,800 words (excluding references).
- Structure:
  - First page
  - Introduction
  - Materials and methods
  - Results
  - Discussion
  - o Conclusion
  - Acknowledgements (if any)
  - Authorship contributions
  - Disclosure of conflicts of interest
  - References (max 20)
  - o Tables
  - Figure legends
- Max Tables/Figures: 3.
- **Abstract**: Short description required during submission.

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### 4.6 Case Report

• Word Limit: 1,000 words (excluding references).

#### Structure:

- o First page
- Introduction
- Case report with results
- o Discussion
- Acknowledgements (if any)
- o Authorship contributions
- Disclosure of conflicts of interest
- References (max 12)
- Tables
- Figure legends
- Max Tables/Figures: 2.
- Abstract: Short description required during submission.

# 4.7 Guideline/Recommendation/Position Paper

- Structure:
  - First page
  - o Authors must explain the methodology used for creating the guideline/recommendation.
- References: Max 100.

# 4.8 New allele or antigen report

- o **Text:** word limit 600 words (excluding references).
- Authors: No more than five Authors.
- o **Abstract**: Short description required during submission.

## Structure:

- o First page
- Free text (including Introduction Methods Results Ethnicity; prevalence or allele frequency - Conclusions)
- o Disclosure of conflicts of interest
- o References (max 5)
- o Table or Figure: 1

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#### 4.9 Letter to the Editor

#### Structure:

First page

Text: word limit 500 words (excluding references).

Max Tables/Figures: 1.

References: Max 5.

Authors: No more than five Authors.

• **Abstract**: Short description required during submission.

#### 5. COPYRIGHT NOTICE

Authorship statement form - Authorship responsibility

(1) All Authors participated sufficiently in the intellectual content, analysis of data (if applicable) and writing of the article, as defined by the criteria for authorship by the International Committee of Medical Journal Editors (http://www.icmje.org/). (2) The corresponding Author certifies that the definitive version of the manuscript has been approved by all co-Authors, as well as, by the Director of the Institute or Department where the work has been carried out. (3) All persons who have made substantial contributions to the work reported in this manuscript (e.g., data collection, writing or editing assistance) but who do not fulfil the authorship criteria are named along with their specific contributions as an acknowledgement in the manuscript. The corresponding Author certifies that all persons named in the acknowledgement section have provided written permission to be named. (4) All Authors have reviewed the final version of the article and approve it for publication. (5) Authors must state that the article submitted has not been previously published, and is not under consideration or accepted for publication (in whole or in part) elsewhere nor have the Authors assigned any right or interest in the article to any third party. (6) Written permission has been obtained from the Authors prior to submission to reproduce any material with copyright elsewhere. (7) Authors must specify that consent has been obtained from patients taking part in the investigations or, in the case of paediatric patients, from the parent/s or guardian/s and that they have obtained written releases from patients whose names or photographs are submitted as part of the article. (8) For reports containing original data, the corresponding Author should have full access to all the data in the study and takes full responsibility for the integrity of the data and the accuracy of data analysis. (9) Any manuscript concerned with human subjects, medical records, or human tissue that is submitted to "Blood Transfusion" should comply with the principles stated in the Declaration of Helsinki "Ethical Principles for Medical Research Involving 'Human Subjects", adopted by the 18th World Medical Assembly, Helsinki, Finland, June 1964, and as amended most recently by the 64th World Medical Assembly, Fortaleza, Brazil, October 2013. If the study involves human or animal subjects or records of human patients, ethical approval MUST have been obtained. The corresponding Author must state whether ethical approval was given, by whom and provide the relevant Judgement's reference number. The manuscript should contain a statement that the work has been approved by the appropriate Ethical Committee related to the institution(s) in which the work was performed, and that subjects gave their informed consent to the work. "Blood Transfusion" requires institutional Ethics Committee approval for all human studies. For

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retrospective studies on patients' records either a statement of approval or a statement of exemption from the Committee is required. Ref N° of the Ethical Committee Approval must be indicated in the Authorship Statement Form. The study was approved by the Institutional Ethical Committee (the Name of the Institution must be indicated in the Authorship Statement Form) and this is clearly stated in the Methods section of the article. This statement should also be provided upon submission of the manuscript. Studies involving experiments with animals must state that their care was in accordance with institution guidelines and relevant national laws. (10) The article contains no libellous or unlawful statements, does not infringe the privacy of others, or contains material or instructions that might cause harm or injury. The corresponding Author shall indemnify and not hold the Editors and its agents and licensees liable for any damages, costs, and expenses (including reasonable attorney's fees and costs of settlement) resulting from any claim, action, or proceeding finally sustained or settled, inconsistent with the foregoing warranties and representations. Suspected plagiarism handled accordance with COPE flowcharts (11)is in the (http://publicationethics.org/resources/flowcharts).

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**Privacy policy statement.** Information pursuant to Article 13 of the European Data Protection Regulation no. 2016/679 (GDPR)

The personal data indicated above and provided by you will be processed as part of the registration operation on the site and publication of editorial content and will not be disclosed to third parties, with the exception of subjects who are responsible for managing the purpose. The data will be kept according to the criterion of necessity or until request for cancellation. The provision of data for this purpose is optional. However, in case of refusal to provide data or to allow their processing, it will not be possible to pursue the purposes described. The legal basis of the processing is the consent of the interested party.

The data controller is SIMTIPRO Srl with registered office in Milan Via Desiderio n. 21 cap 20131 (Italy).

In relation to the processing of data concerning you, you may contact the Data Controller to exercise your rights pursuant to articles 15 to 22 of the GDPR by writing to <a href="mailto:privacy@simtipro.it">privacy@simtipro.it</a>.

A complaint may be lodged in relation to the processing with the competent Authority:

Garante sulla Protezione dei Dati personali

E-mail: garante@gpdp.it.

**Financial disclosure.** All Authors must state any information that may be perceived as a potential *conflict of interest* as stated by the <u>ICMJE recommendations</u>. All Authors must disclose all their affiliations including any relevant personal or institutional financial involvement (employment by an industrial concern, consultancies, honoraria, speakers bureau,

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stock ownership or options, expert testimony, grants received or pending, membership on a standing advisory council or committee, a seat on the board of directors, or being publicly associated with a company or its products, royalties, donation of medical equipment, etc.), with any organization that to any Author's knowledge has a direct interest, particularly a financial interest, in the subject matter or materials discussed. This declaration will be treated by the Editor as confidential while the paper is under review, and will not be made known to Reviewers. Please indicate on the **Authorship Statement Form** whether or not you have or may have such a conflict of interest regarding the content of this article or the nature of it.

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