

Author Instructions of *Microbiome Research Reports*

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1. Submission Overview

Before you decide to publish with us, please read the following items carefully and make sure that you are well aware of [Editorial Policies](#) and the following requirements.

1.1 Topic Suitability

The topic of the manuscript must fit the scope of the journal. Please refer to [Aims and Scope](#) for more information.

1.2 Open Access and Copyright

The journal adopts [Gold Open Access](#) publishing model and distributes content under the [Creative Commons Attribution 4.0 International License](#). Copyright is retained by authors. Please make sure that you are well aware of these policies.

1.3 Publication Fees

Microbiome Research Reports (MRR) is an open access journal. When a paper is accepted for publication, authors are required to pay Article Processing Charges (APCs) to cover its editorial and production costs. The APC for each submission is \$1500. OAE subsidizes and helps authors publish their manuscripts totally free. For more details, please refer to OAE [Publication Fees](#).

1.4 Language Editing

All submissions are required to be presented clearly and cohesively in good English. Authors whose first language is not English are advised to have their manuscripts checked or edited by a native English speaker before submission to ensure the high quality of expression. A well-organized manuscript in good English would make the peer review even the whole editorial handling more smoothly and efficiently.

If needed, authors are recommended to consider the language editing services provided by OAE to ensure that the manuscript is written in correct scientific English before submission. An extra charge is required to enjoy this service.

Please visit https://www.oaepublish.com/index/author_services or contact English-Editing@oaepublish.com for more details.

1.5 Work Funded by the National Institutes of Health

If an accepted manuscript was funded by National Institutes of Health (NIH), the author may inform editors of the NIH funding number. The editors are able to deposit the paper to the [NIH Manuscript Submission System](#) on behalf of the author.

1.6 Financial Disclosure and Conflict of Interest

Please provide financial disclosure and any conflict of interest on the title page of manuscript.

2. Submission Preparation

2.1 Cover Letter

A cover letter is required to be submitted accompanying each manuscript. It should be concise and explain why the study is significant, why it fits the scope of the journal, and why it would be attractive to readers, *etc.*

Here is a guideline of a cover letter for authors' consideration:

In the first paragraph: include the title and type (e.g., Original Article, Review, *etc.*) of the manuscript, a brief on the background of the study, the question the author sought out to answer and why;

In the second paragraph: concisely explain what was done, the main findings and why they are significant;

In the third paragraph: indicate why the manuscript fits the [Aims and Scope](#) of the journal, and why it would be attractive to readers;

In the fourth paragraph: confirm that the manuscript has not been published elsewhere and not under consideration of any other journal. All authors have approved the manuscript and agreed on its submission to the journal. Journal's specific requirements have been met if any.

If the manuscript is contributed to a special issue, please also mention it in the cover letter.

If the manuscript was presented partly or entirely in a conference, the author should clearly state the background information of the event, including the conference name, time and place in the cover letter.

2.2 Types of Manuscripts

There is no restriction on the number of figures, tables and references, provided that the manuscript is concise and comprehensive. The journal publishes Original Article, Reviews, Meta-Analysis, Commentaries, *etc.* For more details about paper type, please refer to the following table.

Manuscript Type	Definition	Word Limit	Abstract	Keywords	Main Text Structure
Original Article	An Original Article describes detailed results from novel research. All findings are extensively discussed.	5000 max	Structured abstract including Aim,	3-8 keywords	The main content should include four sections:

			Methods, Results and Conclusion. No more than 250 words.		Introduction, Methods, Results and Discussion.
Review	A review article should provide readers with an in-depth understanding of a field by summarizing existing literature, and highlight key gaps and challenges to address future research.	10000 max	Unstructured abstract. No more than 250 words.	3-8 keywords	The main text may consist of several sections with unfixed section titles. We suggest that the author include an “Introduction” section at the beginning, several sections with unfixed titles in the middle part, and a “Conclusion” section in the end.
Short Report	A Short report is suitable for the presentation of research that extends previously published research, including the reporting of additional controls and confirmatory results in other settings, as well as negative results. Authors must clearly acknowledge any work upon which they are building, both published and unpublished.	2000 max	Structured abstract including Aim, Methods, Results and Conclusion. No more than 250 words.	3-8 keywords	The main content should include four sections: Introduction, Methods, Results and Discussion.
Meta-Analysis	A Meta-Analysis is a statistical analysis combining the results of multiple scientific studies. It is often an overview of clinical trials.	3000 max	Structured abstract including Aim, Methods, Results and Conclusion. No more than 250 words.	3-8 keywords	The main content should include four sections: Introduction, Methods, Results and Discussion.
Systematic	A Systematic Review collects and		Structured	3-8	The main

Review	critically analyzes multiple research studies, using methods selected before one or more research questions are formulated, and then finding and analyzing related studies and answering those questions in a structured methodology.	3500 max	abstract including Aim, Methods, Results and Conclusion. No more than 250 words.	keywords	content should include four sections: Introduction, Methods, Results and Discussion.
Technical Note	A Technical Note is a short article giving a brief description of a specific development, technique or procedure, or it may describe a modification of an existing technique, procedure or device applied in research.	2000 max	Unstructured abstract. No more than 250 words.	3-8 keywords	/
Commentary	A Commentary is to provide comments on a newly published article or an alternative viewpoint on a certain topic.	2500 max	Unstructured abstract. No more than 250 words.	3-8 keywords	/
Editorial	An Editorial is a short article describing news about the journal or opinions of senior editors or the publisher.	1200 max	None required.	None required	/
Letter to Editor	A Letter to Editor is usually an open post-publication review of a paper from its readers, often critical of some aspect of a published paper. Controversial papers often attract numerous Letters to Editor.	1500 max	Unstructured abstract (optional). No more than 250 words.	3-8 keywords (optional)	/
Opinion	An Opinion usually presents personal thoughts, beliefs, or feelings on a topic.	1500 max	Unstructured abstract (optional). No more than 250 words.	3-8 keywords	/
Perspective	A Perspective provides personal points of view on the state-of-the-art of a specific area of knowledge and its future prospects. Links to areas of intense current research focus can also be made. The emphasis should be on a personal assessment rather than a comprehensive, critical review.	2000 max	Unstructured abstract. No more than 150 words.	3-8 keywords	/

	However, comments should be put into the context of existing literature. Perspectives are usually invited by the Editors.				
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2.3 Manuscript Structure

Trials, observational studies, systematic reviews, meta-analyses and qualitative research should be described and reported according to standard guidelines, as presented by the [Equator Initiative](#), such as CONSORT, STROBE or PRISMA guidelines.

2.3.1 Front Matter

2.3.1.1 Title

The title of the manuscript should be concise, specific and relevant, with no more than 16 words if possible. When gene or protein names are included, the abbreviated name rather than full name should be used.

2.3.1.2 Authors and Affiliations

Authors' full names should be listed. The initials of middle names can be provided. Institutional addresses and email addresses for all authors should be listed. At least one author should be designated as corresponding author. In addition, corresponding authors are suggested to provide their [Open Researcher and Contributor ID](#) upon submission. Please note that any change to authorship is not allowed after manuscript acceptance.

2.3.1.3 Abstract

Original research, systematic reviews, and meta-analyses require structured abstracts. The abstract should provide the context or background for the study and should state the study's purpose, basic procedures (selection of study participants, settings, measurements, analytical methods), main findings (giving specific effect sizes and their statistical and clinical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations, note important limitations, and not overinterpret findings. Clinical trial abstracts should include items that the CONSORT group has identified as essential. It is not allowed to contain results which are not presented and substantiated in the manuscript, or exaggerate the main conclusions. Citations should not be included in the abstract.

2.3.1.4 Keywords

Three to eight keywords should be provided, which are specific to the article, yet reasonably common within the subject discipline.

2.3.2 Main Text

Manuscripts of different types are structured with different sections of content. Please refer to Types of Manuscripts to make sure which sections should be included in the manuscripts.

2.3.2.1 Introduction

Provide a context or background for the study (that is, the nature of the problem and its significance). State the specific purpose or research objective of, or hypothesis tested by, the study or observation. Cite only directly pertinent references, and do not include data or conclusions from the work being reported.

2.3.2.2 Methods

The guiding principle of the Methods section should be clarity about how and why a study was done in a particular way. The Methods section should aim to be sufficiently detailed such that others with access to the data would be able to reproduce the results. In general, the section should include only information that was available at the time the plan or protocol for the study was being written; all information obtained during the study belongs in the Results section. If an organization was paid or otherwise contracted to help conduct the research (examples include data collection and management), then this should be detailed in the methods. The Methods

section should include a statement indicating that the research was approved by an independent local, regional or national review body (e.g., ethics committee, institutional review board). If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the local, regional or national review body explicitly approved the doubtful aspects of the study.

2.3.2.2.1 Selection and Description of Participants

Clearly describe the selection of observational or experimental participants (healthy individuals or patients, including controls), including eligibility and exclusion criteria and a description of the source population. Because the relevance of such variables as age, sex, or ethnicity is not always known at the time of study design, researchers should aim for inclusion of representative populations into all study types and at a minimum provide descriptive data for these and other relevant demographic variables. Comment on how representative the study sample is of the larger population of interest.

Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and gender. If the study was done involving an exclusive population, for example in only one sex, authors should justify why. Authors should define how they determined race or ethnicity and justify their relevance. In the case where race or ethnicity was not collected, explain why it was not collected. Race and ethnicity are social and not biological constructs; authors should interpret results associated with race and ethnicity in that context. Authors should use neutral, precise, and respectful language to describe study participants and avoid the use of terminology that might stigmatize participants.

2.3.2.2.2 Technical Information

Specify the study's main and secondary objectives—usually identified as primary and secondary outcomes. Identify methods, equipment (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow others to reproduce the results. Give references to established methods, including statistical methods (see below); provide references and brief descriptions for methods that have been published but are not well-known; describe new or substantially modified methods, give the reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration. Identify appropriate scientific names and gene names.

2.3.2.2.3 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, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as P values, which fail to convey important information about effect size and precision of estimates. References for the design of the study and statistical methods should be to standard works when possible (with pages stated). Define statistical terms, abbreviations, and most symbols. Specify the statistical software package(s) and versions used. Distinguish prespecified from exploratory analyses, including subgroup analyses.

2.3.2.3 Results

Present your results in logical sequence in the text, tables, and figures, giving the main or most important findings first. Do not repeat all the data in the tables or figures in the text; emphasize or summarize only the most important observations. Provide data on all primary and secondary outcomes identified in the Methods Section. Extra or supplementary materials and technical details can be placed in an appendix where they will be accessible but will not interrupt the flow of the text, or they can be published solely in the electronic version of the journal.

Give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated. Restrict tables and figures to those needed to explain the argument of the paper and to assess supporting data. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Avoid nontechnical uses of technical terms in statistics, such as “random” (which implies a randomizing device), “normal,” “significant,” “correlations,” and “sample.”

Separate reporting of data by demographic variables, such as age and sex, facilitate pooling of data for subgroups across studies and should be routine, unless there are compelling reasons not to stratify reporting, which should be explained.

2.3.2.4 Discussion

It is useful to begin the discussion by briefly summarizing the main findings, and explore possible mechanisms or explanations for these findings. Emphasize the new and important aspects of your study and put your findings in the context of the totality of the relevant evidence. State any limitations of your study, and explore the implications of your findings for future research and for clinical practice or policy. Discuss the influence or association of variables, such as sex and/or gender, on your findings, where appropriate, and the limitations of the data. Do not repeat in detail data or other information given in other parts of the manuscript, such as in the Introduction or the Results section. Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data. In particular, distinguish between clinical and statistical significance, and avoid making statements on economic benefits and costs unless the manuscript includes the appropriate economic data and analyses. Avoid claiming priority or alluding to work that has not been completed. State new hypotheses when warranted, but label them clearly.

2.3.2.5 Conclusion

It should state clearly the main conclusions and include the explanation of their relevance or importance to the field.

2.3.3 Back Matter

2.3.3.1 Acknowledgments

Anyone who contributed towards the article but does not meet [the criteria](#) for authorship, including those who provided professional writing services or materials, should be acknowledged. Authors should obtain permission to acknowledge from all those mentioned in the Acknowledgments section. This section is not added if the author does not have anyone to acknowledge.

2.3.3.2 Authors' Contributions

Each author is expected to have made substantial contributions to the conception or design of the work, or the acquisition, analysis, or interpretation of data, or the creation of new software used in the work, or have drafted the work or substantively revised it.

Please use Surname and Initial of Forename to refer to an author's contribution. For example: made substantial contributions to conception and design of the study and performed data analysis and interpretation: Salas H, Castaneda WV; performed data acquisition, as well as provided administrative, technical, and material support: Castillo N, Young V.

If an article is single-authored, please include "The author contributed solely to the article." in this section.

2.3.3.3 Availability of Data and Materials

In order to maintain the integrity, transparency and reproducibility of research records, authors should include this section in their manuscripts, detailing where the data supporting their findings can be found. Data can be deposited into data repositories or published as supplementary information in the journal. Authors who cannot share their data should state that the data will not be shared and explain it. If a manuscript does not involve such issue, please state "Not applicable." in this section.

2.3.3.4 Financial Support and Sponsorship

All sources of funding for the study reported should be declared. The role of the funding body in the experiment design, collection, analysis and interpretation of data, and writing of the manuscript should be declared. Any relevant grant numbers and the link of funder's website should be provided if any. If the study is not involved with this issue, state "None." in this section.

2.3.3.5 Conflicts of Interest

Authors must declare any potential conflicts of interest that may be perceived as inappropriately influencing the representation or interpretation of reported research results. If there are no conflicts of interest, please state "All authors declared that there are no conflicts of interest." in this section. Some authors may be bound by confidentiality agreements. In such cases, in place of itemized disclosures, we will require authors to state "All authors declare that they are bound by confidentiality agreements that prevent them from disclosing their conflicts of interest in this work.". If authors are unsure whether conflicts of interest exist, please refer to the "Conflicts of Interest" of OAE [Editorial Policies](#) for a full explanation.

2.3.3.6 Ethical Approval and Consent to Participate

Research involving human subjects, human material or human data must be performed in accordance with the [Declaration of Helsinki](#) and approved by an appropriate ethics committee. An informed consent to participate in the study should also be obtained from participants, or their parents or legal guardians for children under 16. A statement detailing the name of the ethics committee (including the reference number where appropriate) and the informed consent obtained must appear in the manuscripts reporting such research.

Studies involving animals and cell lines must include a statement on ethical approval. More information is available at [Editorial Policies](#). If the manuscript does not involve such issue, please state "Not applicable." in this section.

2.3.3.7 Consent for Publication

Manuscripts containing individual details, images or videos, must obtain consent for publication from that person, or in the case of children, their parents or legal guardians. If the person has died, consent for publication must be obtained from the next of kin of the participant. Manuscripts must include a statement that a written informed consent for publication was obtained. Authors do not have to submit such content accompanying the manuscript. However, these documents must be available if requested. If the manuscript does not involve this issue, state "Not applicable." in this section.

2.3.3.8 Copyright

Authors retain copyright of their works through a [Creative Commons Attribution 4.0 International License](#) that clearly states how readers can copy, distribute, and use their attributed research, free of charge. A declaration "© The Author(s) 2024." will be added to each article. Authors are required to sign License to Publish before formal publication.

2.3.3.9 References

References should be numbered in order of appearance at the end of manuscripts. In the text, reference numbers should be placed in square brackets and the corresponding references are cited thereafter. Only the first five authors' names are required to be listed in the references, other authors' names should be omitted and replaced with "et al.". Abbreviations of the journals should be provided on the basis of [Index Medicus](#). Information from manuscripts accepted but not published should be cited in the text as "Unpublished material" with written permission from the source. The names of journals should be italicized.

References should be described as follows, depending on the types of works:

Types	Examples
Journal articles by individual authors	Weaver DL, Ashikaga T, Krag DN, Skelly JM, Anderson SJ, et al. Effect of occult metastases on survival in node-negative breast cancer. <i>N Engl J Med</i> 2011;364:412-21. [PMID: 21247310 DOI: 10.1056/NEJMoa1008108]
Organization as author	Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. <i>Hypertension</i> 2002;40:679-86. [PMID: 12411462]
Both personal authors and organization as author	Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. <i>J Urol</i> 2003;169(6):2257-61. [PMID: 12771764 DOI: 10.1097/01.ju.0000067940.76090.73]
Journal articles not in English	Zhang X, Xiong H, Ji TY, Zhang YH, Wang Y. Case report of anti-N-methyl-D-aspartate receptor encephalitis in child. <i>J Appl Clin Pediatr</i> 2012;27:1903-7. (in Chinese)
Journal articles ahead of print	Odibo AO. Falling stillbirth and neonatal mortality rates in twin gestation: not a reason for complacency. <i>BJOG</i> 2018; Epub ahead of print [PMID: 30461178 DOI: 10.1111/1471-0528.15541]
Books	Sherlock S, Dooley J. Diseases of the liver and biliary system. 9th ed. Oxford: Blackwell Sci Pub; 1993. pp. 258-96.
Book chapters	Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. pp. 93-113.

Online resource	FDA News Release. FDA approval brings first gene therapy to the United States. Available from: https://www.fda.gov/NewsEvents/Newsroom/PressAnnouncements/ucm574058.htm . [Last accessed on 30 Oct 2017]
Conference proceedings	Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.
Conference paper	Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. pp. 182-91.
Unpublished material	Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in Arabidopsis. <i>Proc Natl Acad Sci U S A</i> . Forthcoming 2002.

For other types of references, please refer to [U.S. National Library of Medicine](#).

The journal also recommends that authors prepare references with a bibliography software package, such as EndNote to avoid typing mistakes and duplicated references.

2.3.3.10 Supplementary Materials

Additional data and information can be uploaded as Supplementary Materials to accompany the manuscripts. The supplementary materials will also be available to the referees as part of the peer-review process. Any file format is acceptable, such as data sheet (word, excel, csv, cdx, fasta, pdf or zip files), presentation (powerpoint, pdf or zip files), image (cdx, eps, jpeg, pdf, png or tiff), table (word, excel, csv or pdf), audio (mp3, wav or wma) or video (avi, divx, flv, mov, mp4, mpeg, mpg or wmv). All information should be clearly presented. Supplementary materials should be cited in the main text in numeric order (e.g., Supplementary Figure 1, Supplementary Figure 2, Supplementary Table 1, Supplementary Table 2, etc.). The style of supplementary figures or tables complies with the same requirements on figures or tables in main text. Videos and audios should be prepared in English, and limited to a size of 500 MB.

2.4 Manuscript Format

2.4.1 File Format

Manuscript files can be in DOC and DOCX formats and should not be locked or protected.

2.4.2 Length

The word limit is specified in the item "Types of Manuscripts". There are no restrictions on number of figures or amount of supporting documents. Authors are encouraged to present and discuss their findings concisely.

2.4.3 Language

Manuscripts must be written in English.

2.4.4 Multimedia Files

The journal supports manuscripts with multimedia files. The requirements are listed as follows:

- Video or audio files are only acceptable in English. The presentation and introduction should be easy to understand. The frames should be clear, and the speech speed should be moderate.
- A brief overview of the video or audio files should be given in the manuscript text.
- The video or audio files should be limited to a size of up to 500 MB.
- Please use professional software to produce high-quality video files, to facilitate acceptance and publication along with the submitted article. Upload the videos in mp4, wmv, or rm format (preferably mp4) and audio files in mp3 or wav format.

2.4.5 Figures

- Figures should be cited in numeric order (e.g., Figure 1, Figure 2) and placed after the paragraph where it is first cited;
- Figures can be submitted in format of tiff, psd, AI or jpeg, with resolution of 300-600 dpi;
- Figure caption is placed under the Figure;
- Diagrams with describing words (including, flow chart, coordinate diagram, bar chart, line chart, and scatter diagram, etc.) should be editable in word, excel or powerpoint format. Non-English information should be avoided;
- Labels, numbers, letters, arrows, and symbols in figure should be clear, of uniform size, and contrast with the background;
- Symbols, arrows, numbers, or letters used to identify parts of the illustrations must be identified and explained in the legend;
- Internal scale (magnification) should be explained and the staining method in photomicrographs should be identified;
- All non-standard abbreviations should be explained in the legend;
- Permission for use of copyrighted materials from other sources, including re-published, adapted, modified, or partial figures and images from the internet, must be obtained. It is authors' responsibility to acquire the licenses, to follow any citation instruction requested by third-party rights holders, and cover any supplementary charges.

2.4.6 Tables

- Tables should be cited in numeric order and placed after the paragraph where it is first cited;
- The table caption should be placed above the table and labeled sequentially (e.g., Table 1, Table 2);
- Tables should be provided in editable form like DOC or DOCX format (picture is not allowed);
- Abbreviations and symbols used in table should be explained in footnote;
- Explanatory matter should also be placed in footnotes;
- Permission for use of copyrighted materials from other sources, including re-published, adapted, modified, or partial tables from the internet, must be obtained. It is authors' responsibility to acquire the licenses, to follow any citation instruction requested by third-party rights holders, and cover any supplementary charges.

2.4.7 Abbreviations

Abbreviations should be defined upon first appearance in the abstract, main text, and in figure or table captions and used consistently thereafter. Non-standard abbreviations are not allowed unless they appear at least three times in the text. Commonly-used abbreviations, such as DNA, RNA, ATP, etc., can be used directly without definition. Abbreviations in titles and keywords should be avoided, except for the ones which are widely used.

2.4.8 Italics

General italic words like *vs.*, *et al.*, *etc.*, *in vivo*, *in vitro*; *t* test, *F* test, *U* test; related coefficient as *r*, sample number as *n*, and probability as *P*; names of genes; names of bacteria and biology species in Latin.

2.4.9 Units

SI Units should be used. Imperial, US customary and other units should be converted to SI units whenever possible. There is a space between the number and the unit (i.e., 23 mL). Hour, minute, second should be written as h, min, s.

2.4.10 Numbers

Numbers appearing at the beginning of sentences should be expressed in English. When there are two or more numbers in a paragraph, they should be expressed as Arabic numerals; when there is only one number in a paragraph, number < 10 should be expressed in English and number > 10 should be expressed as Arabic numerals. 12345678 should be written as 12,345,678.

2.4.11 Equations

Equations should be editable and not appear in a picture format. Authors are advised to use either the Microsoft Equation Editor or the MathType for display and inline equations.

2.5 Submission Link

Submit an article via <https://oaemesas.com/MRR/>.

3. Research and Publication Ethics

3.1 Research Involving Human Subjects

All studies involving human subjects must be in accordance with the [Helsinki Declaration](#) and seek approval to conduct the study from an independent local, regional, or national review body (e.g., ethics committee, institutional review board, *etc.*). Such approval, including the names of the ethics committee, institutional review board, *etc.*, must be listed in a declaration statement of Ethical Approval and Consent to Participate in the manuscript. If the study is judged exempt from ethics approval, related information (e.g., name of the ethics committee granting the exemption and the reason for the exemption) must be listed. Further documentation on ethics should also be prepared, as editors may request more detailed information. Manuscripts with suspected ethical problems will be investigated according to [COPE Guidelines](#).

3.1.1 Consent to Participate

For all studies involving human subjects, informed consent to participate in the studies must be obtained from participants, or their parents or legal guardians for children under 16. Statements regarding consent to participate should be included in a declaration statement of Ethical Approval and Consent to Participate in the manuscript. If informed consent is not required, the name of the ethics committee granting the exemption and the reason for the exemption must be listed. If any ethical violation is found at any stage of publication, the issue will be investigated seriously based on [COPE Guidelines](#).

3.1.2 Consent for Publication

All articles published by OAE are freely available on the Internet. All manuscripts that include individual participants' data in any form (i.e., details, images, videos, *etc.*) will not be published without Consent for Publication obtained from that person(s), or for children, their parents or legal guardians. If the person has died, Consent for Publication must be obtained from the next of kin. Authors must add a declaration statement of Consent for Publication in the manuscript, specifying written informed consent for publication has been obtained.

3.1.3 Ethical Approval and Informed Consent for Retrospective/Database Studies

Researchers must confirm they have obtained ethical approval from ethical review boards to perform the study, as well as permission from the dataset owner to use the information in databases for the purposes of the research they are performing. If permission to use information from a database is not required (e.g., it is publicly available and unrestricted re-use is permitted under an open license), a statement explaining this must be included in the manuscript. For studies which ethics approval has been waived, authors must state clearly in the manuscript and provide brief details of the waive policy. The statement should include details of the policies under which the waive was granted.

Authors must keep data anonymized. If participants' details are not to be anonymized, authors must ensure that written informed consent, including consent for publication, was obtained from each participant, and consent statement must be included in the manuscript.

3.1.4 Ethical Approval and Informed Consent for Survey Studies

Researchers must ensure the participant's right to confidentiality has been considered, and they must inform all participants about the aims of the research and if there are any possible risks, and how the collecting data is being stored. The voluntary consent to participate of participants should be recorded and any legal requirements on data protection should be adhered to. Same with all research studies, ethics approval from IRB/local ethics committee for survey studies must be obtained before performing study. If ethics approval for certain survey study is not required, authors must include a statement to explain this clearly in the manuscript.

3.1.5. Trial Registration

OAE requires all authors to register all relevant clinical trials that are reported in manuscripts submitted. OAE follows the [World Health Organization \(WHO\)](#)'s definition of clinical trials: "A clinical trial is any research study that prospectively assigns human participants or

groups of humans to one or more health-related interventions to evaluate the effects on health outcomes. Interventions include but are not restricted to drugs, cells, other biological products, surgical procedures, radiologic procedures, devices, behavioral treatments, process-of-care changes, preventive care, *etc.*”.

In line with [International Committee of Medical Journal Editors](#) (ICMJE) recommendation, OAE requires the registration of clinical trials in a public trial registry at or before the time of first patient enrollment. OAE accepts publicly accessible registration in any registry that is a primary register of the [WHO International Clinical Trials Registry Platform](#) or in [ClinicalTrials.gov](#). The trial registration number should be listed at the end of the Abstract section.

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9.1. Initial check

9.1.1. Initial manuscript check

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