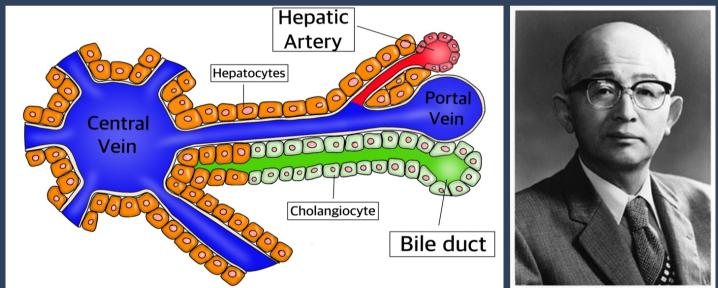


The Official Journal of the Inonu Liver Transplantation Institute

Journal of Inonu Liver Transplantation Institute



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About the Journal

Main Title: Journal of Inonu Liver Transplantation Institute is a peer-reviewed open-access e-only publication in the field of liver Serial Key Title: Journal of Inonu Liver Transplantation Institute transplantation publishing research articles on clinical, experimental liver Abbreviation: | Inonu Liver Transpl Inst transplantation, combined liver and other organ transplantation, and liver Serial Type: Journal diseases. The journal welcomes original research articles, reviews, meta-Editors-in-Chief: Sezai Yılmaz, MD, Prof. (sezai.yilmaz@inonu.edu.tr), analyses, case reports, and letters. Brian I. Carr, MD. Prof. (brianicarr@hotmail.com) Average Duration of the First Review Round: 2 months Publisher: Inonu University Liver Transplant Institute Type of Publications: Research Article, Review Article, Meta-Analyses, Bulgurlu, 44000 Battalgazi, Malatya, Turkiye Case Report, Letter to the Editor +90 (0422) 341 06 60 Language of Publication: English sezai.yilmaz@inonu.edu.tr Frequency: 3 issues per year Journal Description: Our journal is supported by Inonu Liver Fee or Charges: This journal assesses NO submission fees, publication Transplantation Institute officially, and is a blind peer-reviewed free fees (article processing charges), or page charges. open-access journal, published three issue in a year (April, August, Paper Submission: Click here in order to submit your paper. https://jag. December). journalagent.com/jilti/ Format: Electronic version E-ISSN 2980-2059. (online) License: Journal of Inonu Liver Transplantation Institute is licensed under Start Year: 2022 a Creative Commons Attribution 4.0 International License. Aim and Scope: The Journal of Inonu Liver Transplantation Institute



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Aim and Scope

Aim

The Journal of Inonu Liver Transplantation Institute is a peer-reviewed open-access e-only publication in the field of liver transplantation publishing research articles on clinical, experimental liver transplantation, combined liver and other organ transplantation, and liver diseases. The journal welcomes original research articles, reviews, meta-analyses, case reports, and letters.

Overview

Journal of Inonu Liver Transplant Institute has been founded and established by Inonu Liver Transplant Institute in order to form a source of high-quality research in diseases and therapy of the liver and biliary tract. Both clinicians and basic science researchers are the target population of our journal.

Scope

Hepatobiliary disorders are a complex spectrum of diseases, usually requiring a multi-disciplinary approach that involves interventional radiologists, hepatologists, oncologists, hepatobiliary-transplant surgeons and translational researchers. The Journal of Inonu Liver Transplant Institute (JILTI) is internationally peer reviewed and provides a source for articles on prevention, diagnosis and cutting-edge therapy of hepatobiliary diseases and cancers which also includes liver transplantation, complex hepatobiliary surgical procedures, medical and immune therapies. In accordance with our aims, basic and translational research as applied to these diseases have utmost importance for our journal.

Keywords: Hepatobiliary diseases and cancers, liver surgery, liver transplantation, advanced therapy of hepatobiliary diseases, basic and translational research on hepatobiliary diseases.



Ethical Responsibilities and Policies

Fee - Charges

The Journal of Inonu Liver Transplantation Institute (The Journal) assesses NO submission fee, publication fee (article processing charges - APC), or page charges.

Publication Ethics

The Journal applies standards throughout the publication process to further our goal of sharing highquality, objective, reliable, and useful information. We implement these processes to ensure appropriate support for our authors and their institutions, as well as our readers. It is crucial that all of the stakeholders in the process (authors, readers and researchers, publishers, reviewers, and editors) comply with ethical principles.

The Journal is an open access publication and follows the guidelines and policies published by the Committee on Publication Ethics (COPE) (https://publicationethics.org). We expect all participants to observe the ethical responsibilities presented below.

Author's Responsibilities

- Studies submitted for publication must be original works of the author. References to other studies must be cited and/or quoted completely and accurately;
- Only those who provide a substantial intellectual contribution to the content of the work may be cited as an author. Other contributors may be recognized with acknowledgements at the conclusion of the article;
- Competing interests or relationships that may constitute a conflict of interest must be declared and explained in all studies submitted for publication;
- Authors must be able to provide documentation showing that they have the right to use the data
 analyzed, the necessary permissions related to the research, and any appropriate consent;
- Raw data used in the article must be available and may be requested from the author(s) within the framework of the evaluation process;
- In the event the author(s) notice an error at any point in the publication process or after publication, they have the obligation to inform the journal editor or publisher and cooperate in appropriate corrective action;
- Authors may not submit their article for publication to more than one journal simultaneously. Each
 application must be initiated following the completion of any previous effort. The Journal will not
 accept previously published articles;
- Changes in authorship designation (such as adding authors, changing the printed order of the authors, removing an author) once the evaluation process has begun will not be accepted in order to protect all parties involved.

Editor's Role and Responsibilities

General Duties

The editor is responsible for everything published in the journal. In the context of this responsibility, editors have the following duties and obligations:

- Endeavor to meet the needs of readers and authors;
- Maintain continuous development to improve the quality of the journal;
- Consistently work to ensure quality;
- Support freedom of thought;
- Ensure academic integrity;
- Prevent business needs from compromising intellectual and ethical standards;
- Demonstrate clarity and transparency with any necessary corrections or explanations.

Reader Relationship

The editor is to make publication decisions based on expectations of suitable and desirable material. Studies accepted for publication must be original contributions that benefit the reader, researcher, practitioner, and the literature. In addition, editors are obliged to take into account feedback from readers, researchers, and practitioners, and to provide an informative response. Readers will also be informed of any funding provided to support published research.

Author Relationship

- The decision to accept an article is to be based on the importance, original value, validity, and clarity of expression of the work, and the goals and objectives of the journal;
- Studies accepted for evaluation and publication will not be withdrawn unless serious problems are identified;
- The editor will not disregard positive reviewer comments unless there is a serious problem with the study;
- New editors will not change publishing decisions made by previous editor(s) unless there is a serious problem;
- A description of the submission and evaluation process is publicly available;
- Authors are provided with descriptive and informative feedback.

Reviewer Relationship

Reviewers are to be selected according to the subject of the study;

Information and guidance for the evaluation phase is provided;

Any conflicts of interest between authors and reviewers will be disclosed and managed appropriately; Reviewer identity is to be kept confidential to preserve a blind review process;

Reviewers are to evaluate the study using unbiased, scientific, and constructive comments. Unkind or unscientific commentary will not be permitted;

Reviewers will be evaluated using criteria such as timely response and quality of observations; The pool of reviewers is to be assessed and supplemented regularly to ensure a broad scope of expertise.

Editorial Board Relationship

The editor works with the members of the editorial board to ensure that they are familiar with journal policies and developments in regular meetings and announcements, and will provide training for new members and assistance to board members during their tenure in their role as a supporter of the journal.

- Editorial board members must be qualified and able to contribute to the journal;
- Members of the editorial board must evaluate studies impartially and independently;
 Editorial board members with the appropriate expertise will be given the opportunity to evaluate suitable articles;
- The editor will maintain regular contact with the editorial board and hold regular meetings regarding the development of editorial policies and other aspects of journal management.

Relations with the Owner of the Journal and the Publisher

The relationship between the editors and the publisher/journal owner is based on the principle of editorial independence and stipulated by contract.

Editorial and Blind Review Processes

The editor will apply the publicly defined publication policies created and enforced to ensure a timely and impartial evaluation process for all submissions.

Quality Assurance

The editor is responsible for confirming that the The Journal publishing policies and standards are upheld for all articles.

Protection of Personal Data

The editor is obliged to ensure the protection of personal data related to subjects or images included in published work. Explicit documented consent of the individuals referenced in the research is required before the study will be accepted. The editors is also responsible for protecting the individual data of authors, reviewers, and readers.

Ethics Committee, Human and Animal Rights

The editor is required to ensure that human and animal rights were protected in the studies submitted for publication.

Measures Against Potential Misconduct

The editor must take action against any allegations of possible misconduct. In addition to conducting a rigorous and objective investigation of complaints, the editor is expected to share the findings and conclusions.

Maintaining Academic Publication Integrity

The editor is expected to ensure that any errors, inconsistencies, or misleading statements are corrected quickly and appropriately acknowledged.

Protection of Intellectual Property Rights

The editor is obliged to protect intellectual property and to defend the rights of the journal and author(s). In addition, the editor is to take the necessary measures to prevent any violation of the intellectual property rights of others in journal publications.

Creativity and Openness

- Constructive criticism is to be encouraged;
- Authors will be given the opportunity to reply to criticism;
- Negative results will not be a reason for submission denial.

Complaints

Editors are to respond to all complaints in a timely and comprehensive manner.

Political and Commercial Concerns

Political or commercial factors will not affect editorial decisions.

Conflicts of Interest

The editor is required to ensure that any conflicts of interest between authors, reviewers, or other editors are disclosed and managed appropriately to provide an independent and impartial process.

Reviewer's Ethical Responsibilities

Peer review of research embodies the scientific method, subjecting the work to the rigorous scrutiny of knowledgeable colleagues. The rigor of the review process directly affects the quality of the literature; it provides confidence in an objective and independent evaluation of the published work. The Journal uses a double-blind review process. All comments and the evaluation are transmitted through the journal management system. Reviewers should:

- Only agree to evaluate studies related to their specialty;
- Return reviews within the designated timeframe;
- Evaluate with impartiality. Nationality, gender, religious beliefs, political beliefs, commercial concerns, or other considerations must not influence the evaluation;
- Refuse to review any work with a potential conflict of interest and inform the journal editor;
 Maintain confidentiality of all information. Only the final published version may be used for any purpose;
- Use thoughtful and constructive language. Hostile or derogatory comments are not acceptable;
- Report any potentially unethical behavior or content to kare@karepb.com via e-mail.



Information for the Authors

THE JOURNAL

The Journal of Inonu Liver Transplantation Institute (The Journal) is an international, scientific, open access periodical published in accordance with independent, unbiased, and double-blinded peer-review principles. The journal is the official publication of the Inonu Liver Transplantation Institute, and it is published in April, August and December, three times a year. The publication language of the journal is English.

The Journal aims to contribute to international literature by publishing high-quality manuscripts in the field of diseases and therapy of the liver and biliary tract. The journal's target audience includes academics and expert physicians working in transplantation surgery specialists.

REVIEW PROCESS

Manuscripts submitted to the Journal will undergo a double-blind peer-review process. Each submission will be reviewed by at least two external, independent peer reviewers who are experts in their field in order to ensure an unbiased evaluation process. The editorial board will invite an external and independent editor to manage the evaluation process of manuscripts submitted by editors or by the editorial board members of the journal. The editor-in-chief is the final authority in the decision-making process for all submissions.

Reviews are typically completed within one month of submission to the journal. Authors will be sent constructive reviewer comments intended to be useful. In general, the instructions, objections, and requests made by the reviewers should be followed. The revised manuscript should clearly and precisely indicate every step taken in accordance with the reviewers' notes. A list of responses and the corrections made to each comment should be provided.

AUTHORSHIP

Each individual listed as an author should fulfill the authorship criteria recommended by the International Committee of Medical Journal Editors (ICMJE - www.icmje.org). The ICMJE recommends that authorship be based on the following 4 criteria:

Substantial contributions to the conception or design of the work, or the acquisition, analysis, or interpretation of data for the work; AND

Drafting the work or revising it critically for important intellectual content; AND

Final approval of the version to be published; AND

Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for their own work, authors should have confidence in the integrity of the contributions of their co-authors and each author should be able to identify which co-authors are responsible for other parts of the work.

All of those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged on the title page of the manuscript.

The Journal requires that corresponding authors submit a signed and scanned version of the authorship contribution form (available for download through www.jilti.org) during the initial submission process in order to appropriately indicate and observe authorship rights and to prevent ghost or honorary authorship. If the editorial board suspects a case of "gift authorship," the submission will be rejected without further review. As part of the submission of the manuscript, the corresponding author should also send a short statement declaring that they accept all responsibility for authorship during the submission and review stages of the manuscript.

ORCID ID

The Open Researcher and Contributor ID (ORCID) number of each author must be submitted when creating an account for correspondence. To obtain an ORCID number, please visit https://orcid.org/

PLAGIARISM DETECTION

All submissions are screened using similarity detection software at least two times: on submission and after completing revisions. In the event of alleged or suspected research misconduct, e.g., plagiarism, citation manipulation, or data falsification/fabrication, the editorial board will follow and act in accordance with COPE guidelines. Plagiarism, including self-plagiarism, that is detected at any stage will result in rejection of the manuscript.

PUBLICATION FEE - CHARGES

This journal assesses no submission fees, publication fees, or page charges.

MANUSCRIPT PREPARATION

Manuscripts should be prepared in accordance with the ICMJE-Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (updated in December 2015 - http://www.icmje.org/icmje-recommendations.pdf). Authors are required to prepare manuscripts in accordance with the Consolidated Standards of Reporting Trials (CONSORT) guidelines for randomized research studies, the STrengthening the Reporting of OBservational studies in Epidemiology (STROBE) guidelines for observational original research studies, the Standards for Reporting Diagnostic Accuracy (STARD) guidelines, the Preferred Reporting ferms for Systematic Reviews and Meta-Analyses (PRISMA) guidelines, the Animal Research: Reporting of In Vivo Experiments (ARRIVE) guidelines for experimental animal studies, and the Transparent Reporting of Evaluations with Non-randomised Designs (TREND) guidelines for non-randomized behavioral and public health evaluations.

Manuscripts may only be submitted through the journal's online manuscript submission and evaluation system, http://jag.journalagent.com/jilti/ Manuscripts submitted via any other medium will not be evaluated.

Manuscripts will first be submitted to a technical evaluation process in which the editorial staff will ensure that the manuscript has been prepared and submitted in accordance with the journal's guidelines. Submissions that do not conform to the journal's guidelines will be returned to the author with requests for technical correction.

The quality and clarity of the language used in a manuscript is very important. The editors may request that authors have the manuscript professionally edited if the language of the submission does not conform to the journal standards. The Journal uses American English. Please submit text of a quality ready for publication. Information about language editing and copyediting services pre- and post-submission may contact Kare Publishing at kare@karepb.com. Please refer to specific formatting requirements noted in the submission checklist and elsewhere in this document.

MANUSCRIPT TYPES

Original Article: This is the most valued type of article, since it provides new information based on original research. The main text of an original article should be structured with Introduction, Methods, Results, Discussion, and Conclusion subheadings. Original articles are limited to 3500 words and 30 references.

Editorial comment: Editorial comments provide a brief critical commentary offered by reviewers with experience and standing in the topic of a research article previously published in the journal. The authors are selected and invited by the journal to provide the benefit of their expertise. The submission should not include an abstract, keywords, tables, figures, and images. The word count is limited to 1200 and 15 references may be included.

Review article: Two kinds of review are accepted for publication in the Journal: narrative review and systematic review. Reviews of relevant topics not recently discussed in this format that will be helpful to readers are welcomed.

Case report: There is limited space for case reports and therefore the journal selects reports of rare cases or conditions that reflect challenges in diagnosis and treatment, those offering new therapies or revealing knowledge not in the literature, or present something otherwise particularly interesting and educative. The abstract with structured of background, case and conclusion, is limited to 150 words and the report must include the subheadings of introduction, case report, and discussion, which includes a conclusion. A case report is limited to 1300 words and 15 references.

Image: Original, high-quality clinical or laboratory images will be considered for publication. If a photo of an identifiable patient is used, a consent form for its use must be completed and signed by the patient and enclosed with the submission. All printed information that might identify the patient or the authors' institution (including, but not limited to the hospital or patient name, date, or place) should be removed from images. The submission should have no more than 3 authors, the case description is limited to a maximum of 200 words, the discussion section may contain no more than 200 words, and only 3 references and 3 figures are permitted.

Letter to the editor: This type of manuscript discusses important observations, overlooked aspects, or details lacking in a previously published article. Noteworthy articles on subjects within the scope of the journal, particularly educative cases, may also be submitted in the form of a "Letter to the editor." No abstract, keywords, tables, figures, images, or other media should be included. The article that is the subject of commentary must be properly cited within the manuscript. The text should be unstructured and is limited to 500 words. No more than 5 references will be accepted.

Table 1. Limitations for each manuscript type.

Type of manuscript	Wordlimit	Abstract word limit	Referencelimit	Table limit	Figure limit
Original Article	3500	350 (Structured)	40	6	6
Review Article	5000	350	50	6	10
Meta analysis	5000	350	50	6	10
Caser Report	1500	200	20	No tables	5
Letter to the Editor	1000	No abstract	10	No tables	I.
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Title page: A separate title page should be submitted with all submissions and this page should include: The full title of the manuscript as well as a short title (running head) of no more than 50 characters Name, affiliation, ORCID ID number; and highest academic degree of the author(s) Funding and other material support

Name, address, phone number(s), fax number, and email address of the corresponding author Acknowledgment of the individuals who contributed to the preparation of the manuscript but who do not fulfill the authorship criteria

Manuscripts that have been presented orally or as a poster should include the name, date and place of the event

Abstract: An English-language abstract is required with all submissions except editorial comments, images, and letters to the editor. Systematic reviews and original articles should contain a structured abstract of maximum 250 words with the subheadings of objective, methods, results, and conclusion. Keywords: Each submission must be accompanied by a minimum of three and a maximum of six keywords for subject indexing included at the end of the abstract. The keywords should be listed in full without abbreviations. The keywords should be selected from the National Library of Medicine, Medi-

cal Subject Headings database (https://www.nlm.nih.gov/mesh/MBrowser.html). **Tables:** Tables should be uploaded as separate files and not embedded in the main text. They should be numbered consecutively in the order they are referred to within the main text. A descriptive title must be placed above the tables. Abbreviations used in the tables should be defined below the table with footnotes, even if they are defined within the main text. Tables should be created using the "insert table" command of the word processing software and they should be designed for easy reading. Data presented in tables should

not be a repetition of the data presented within the main text but should support the main text. **Figures and figure legends:** Figures, graphics, and photographs should be submitted as separate files in TIFF or JPEG format through the article submission system. The files should not be embedded in a Word document or the main document. When there are figure subunits, the subunits should not be



merged to form a single image. Each subunit should be submitted separately through the submission system. Images should not be labeled (a, b, c, etc.) to indicate figure subunits. Thick and thin arrows, arrowheads, stars, asterisks, and similar marks can be used on the images to support figure legend. Like the rest of the submission, the figures should be blind. Any information within the images that may identify an individual or institution should be blinded. The minimum resolution of each submitted figure should be 300 DPI. To prevent delays in the evaluation process, all submitted figures should be clear in resolution and large in size (minimum dimensions: 100×100 mm). Figure legends should be listed at the end of the main document.

All acronyms and abbreviations used in the manuscript should be defined at first use, both in the abstract and in the main text. The abbreviation should be provided in parentheses following the definition. Units should be prepared in accordance with the International System of Units (SI). When a drug, device, hardware, or software program, or other product is mentioned within the main text, the name of the product, the manufacturer/copyright holder of the product (not simply the vendor), and city and the country of the company (including the state, if in USA), should be provided in parentheses in the following format: "Discovery St PET/CT scanner (General Electric Co, Boston, MA, USA)"

All references, tables, and figures should be referred to within the main text, and they should be numbered consecutively in the order they are referred to within the main text.

Limitations, drawbacks, and shortcomings of original articles should be mentioned in the Discussion section before the conclusion paragraph.

References: The editorial team may request that the authors cite related recently published articles (preferably within the last 10 years) in their manuscripts, with the exception of historical papers.

If an ahead-of-print publication is cited, the digital object identifier (DOI) number should be provided. Authors are responsible for the accuracy of references. Journal titles should be abbreviated in accordance with the journal abbreviations in the Index Medicus /MEDLINE/ PubMed. When there are six or fewer authors, all authors should be listed. If there are seven or more authors, the first six should be listed followed by ''et al.'' In the main text of the manuscript, references should be cited using Arabic numerals in parentheses. The reference styles for different types of publications are presented in the following examples.

Journal article: van Erk MD, Dam-Vervloet AJ, de Boer FA, Boomsma MF, van Straaten H, Bosschaart N. How skin anatomy influences transcutaneous bilirubin determinations: an in vitro evaluation. Pediatr Res 2019;86:471-7.

Epub ahead-of-print article: Cai L, Yeh BM, Westphalen AC, Roberts JP, Wang ZJ. Adult living donor liver imaging. Diagn Interv Radiol 2016 Feb 24. doi: 10.5152/dir.2016.15323. [Epub ahead-of-print].

Manuscript published in electronic format: Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis (serial online) 1995 Jan-Mar (cited 1996 June 5): 1(1): (24 screens). Available from: URL: http://www.cdc.gov/ncidodIEID/cid.htm.

Book section: Suh KN, Keystone JS. Malaria and babesiosis. Gorbach SL, Barlett JG, Blacklow NR, editors. Infectious Diseases. Philadelphia: Lippincott Williams; 2004.p.2290-308.

Books with a single author: Sweetman SC. Martindale the Complete Drug Reference. 34th ed. London: Pharmaceutical Press; 2005.

Editor(s) as author: Huizing EH, de Groot JAM, editors. Functional reconstructive nasal surgery. Stuttgart-New York: Thieme; 2003.

Conference proceedings: Bengisson S. Sothemin BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sept 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. pp.1561-5.

Scientific or technical report: Cusick M, Chew EY, Hoogwerf B, Agrón E, Wu L, Lindley A, et al. Early Treatment Diabetic Retinopathy Study Research Group. Risk factors for renal replacement therapy in the Early Treatment Diabetic Retinopathy Study (ETDRS), Early Treatment Diabetic Retinopathy Study Kidney Int: 2004. Report No: 26.

REVISIONS

When submitting a revised version of a paper (include a clean copy and a highlighted copy), the author must submit a detailed response to the reviewers that replies to each issue raised by the reviewers and indicates where changes can be found (each reviewer's comment, followed by the author's reply and line number where changes have been made) as well as an annotated copy of the main document. Revised manuscripts must be submitted within 30 days from the date of the decision letter. If the revised version of the manuscript is not submitted within the allocated time, the revision option may be withdrawn. If the submitting author(s) believe that additional time is required, they should request this extension within the initial 30-day period.

Accepted manuscripts are copy edited for grammar, punctuation, format, and clarity. Once the publication process of a manuscript is completed, it is published online on the journal's webpage as an ahead-of-print publication before it is included in the scheduled issue. A PDF proof of the manuscript is sent to the corresponding author and their publication approval is requested within 2 days of receipt of the proof.

PUBLICATION PROCESS

Accepted manuscripts will be made available and citable online as rapidly as possible. The stages of publication are as follows;

Uncorrected publication: A PDF of the final, accepted (but unedited and uncorrected) paper will be published online on the journal web page under the "Accepted Articles" section. A DOI will be assigned to the article at this stage.

Ahead-of-print publication: After copy editing, typesetting, and review of the resulting proof, the final corrected version will be added online in the "Ahead-of-Print" section.

Final publication: The final corrected version will appear in an issue of the journal and added to the journal website. To ensure rapid publication, we ask authors to provide your publication approval during the proofreading process as quickly as possible, and return corrections within 48 hours of receiving the proof.

SUBMISSION CHECKLIST

Please use this list and the following explanations to prepare your manuscript and perform a final check before submission to ensure a timely review.

Formatting of text

- Text should be written in 12-point Times New Roman font
- Main headings and subheadings should be in 12-point and bold font
- Type a single space at the end of each sentence
- Do not use bold face for emphasis within the text
- Numbers one to ten are written out in words unless they are used as a unit of measurement, except in figures and tables
- Use a single hard return to separate paragraphs. Do not use tabs or indents to start a paragraph
 Do not use software options for hyphenation, headers, or footers
- Use page numbering
- Use page numberir
- Use line numbers Use US English

Ensure that the following items are present:

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- Title page including:
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- Article title
- Running title
- All author names and affiliations
- One author has been designated as the corresponding author with contact details
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- Acknowledge
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- Abstract
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- References (ensure written according to journal rules)
- Figures and tables
- Numbered according to text citation
- Descriptive legends/titles and abbreviations
- Ensure all figure and table citations in the text match the files provided
- Figures: to be submitted separately.
- Tables: to be submitted separately

Ensure that the following forms have been properly completed and submitted:

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- Check the statistical analysis
- Use the US English spell check and grammar check software functions
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