

Information for Authors

The *International Journal of Epidemiology* is essential for readers wishing to keep up to date with epidemiological advances and developments throughout the world.

It encourages communication among those engaged in the research, teaching and application of epidemiology of both communicable and non-communicable disease, including research into health services and medical care.

The *International Journal of Epidemiology* also covers new methods – epidemiological and statistical – for the analysis of data used by those who practise social and preventive medicine.

Contents

- [Editorial policies](#)
 - [Pre-submission service](#)
 - [Author self-archiving, pre-print, and public access policy](#)
 - [Open access and licensing](#)
 - [Offprints](#)
- [IJE forms](#)
- [Manuscript preparation](#)
- [Submitting an article to the IJE](#)
- [The publication process](#)
- [Supplements](#)
- [Types of articles published by the IJE](#)

Editorial policies

- All submissions must be in the English language.
- Articles are accepted for publication on the condition that they are contributed solely to the *International Journal of Epidemiology*.
- The editors cannot enter into correspondence about papers considered unsuitable for publication and their decision is final.
- Neither the editors nor the publishers accept responsibility for the views and statements of authors expressed in their contributions.
- By submitting an article for publication, you confirm that you are the corresponding/submitting author and that Oxford University Press ('OUP') may retain your email address to communicate with you about the article. You agree to notify OUP immediately if your details change. If your article is accepted for publication, OUP will contact you using the email address you have used in the registration process.
- It is a condition of publication in the Journal that authors grant an exclusive licence to the International Epidemiological Association. This ensures that requests from third parties to reproduce articles are handled efficiently and consistently and will also allow the article to be

as widely disseminated as possible. As part of the licence agreement, authors may use their own material in other publications provided that the Journal is acknowledged as the original place of publication and Oxford University Press as the Publisher.

Pre-submission service

The *International Journal of Epidemiology* is not staffed to provide a pre-submission service. You will need to submit your manuscript to find out whether the editors are interested in publishing it.

Author self-archiving, pre-print, and public access policy

Authors retain the right to make an Author's Original Version (preprint) available through various channels, and the editors will consider papers that have been posted on bioRxiv, medRxiv and other preprint servers before submission. For further information see our [Online Licensing, Copyright and Permissions policies](#).

If accepted, the authors are required to update the status of any preprint, including your published paper's DOI, as described on our [Author Self-Archiving Policy](#) page.

Open access and licensing

All articles published in the *International Journal of Epidemiology* are free to view from 12 months after they are published.

IJE offers the option of publishing under either a standard licence or an open access licence. Please note that some funders require open access publication as a condition of funding. If you are unsure whether you are required to publish open access, please do clarify any such requirements with your funder or institution.

Should you wish to publish your article open access, you should select your choice of open access licence in our online system after your article has been accepted for publication. You will need to pay an open access charge to publish under an open access licence.

[Details of the open access licences and open access charges.](#)

OUP has a growing number of Read and Publish agreements with institutions and consortia which provide funding for open access publishing. This means authors from participating institutions can publish open access, and the institution may pay the charge. [Find out if your institution is participating.](#)

Offprints

Offprints may be purchased using the Oxford Journals Author Services site by using the link sent to you after your paper is accepted. Orders from the UK will be subject to a 20% VAT charge. For orders from elsewhere in the EU, you or your institution should account for VAT by way of a reverse charge. Please provide Author Services with your or your institution's VAT number.

[Back to Contents](#)

***IJE* forms**

Authorship Form

A scanned copy of the [Authorship form](#) (click to download) signed by the corresponding author on behalf of all authors must be submitted via the online manuscript submission system when you first submit your article.

It is the responsibility of the corresponding author to ensure that all authors listed on a paper meet the authorship criteria agreed by the International Committee of Medical Journal Editors (ICMJE), and that no one who meets these criteria is omitted. The ICMJE criteria are described in detail on the *IJE* Authorship Form.

You will be unable to complete your submission if the Authorship Form is not included. Failure to submit a properly completed Authorship Form will lead to delays in the processing of the manuscript.

Conflict of Interest Form

A [Conflict of Interest \(COI\) form](#) (click to download) must be submitted via the online manuscript submission system when you first submit your article. The form must be completed and signed by the corresponding author on behalf of all authors. On page 2 of the form, please complete *only one* of Section I or Section II, as appropriate.

It is the responsibility of the corresponding author to ensure that all authors have declared any potential conflicts of interest and that they adhere to the conflict of interest policy described on the COI form.

You will be unable to complete your submission if the COI form is not included. Failure to submit a properly completed COI form will lead to delays in the processing of the manuscript. A form must be submitted even if there is no conflict of interest.

A *conflict of interest statement* must also be included in the manuscript after any 'Funding' and 'Acknowledgements' sections and should summarize all aspects of any conflicts of interest declared by authors on the COI form. If there is no conflict of interest, authors must state 'Conflict of Interest: None declared'.

Licence to Publish Form

The Licence to Publish Form is only required when a paper is accepted for publication. Please note that the journal now encourages authors to complete their copyright licence to publish form online, and a link to the form will be sent to authors by Oxford Journals Author Services at the relevant time.

[Back to Contents](#)

Manuscript preparation

Papers must be submitted in good, grammatical English. If English is not your first language, you may wish to have your paper edited by an English-language editor before submitting.

Initial presentation

- Please check the specific instructions for the type of article you are submitting for full details of word limits and required article structure.
- The main document of an article should be submitted as an editable Word document (not as a pdf file*) and designated ‘Main document’ when uploaded.
- The main document may contain all tables and figures at submission, or these may be provided separately as ‘Table’ and ‘Figure’ files (note that you must be able to supply high-resolution versions of your figures if your paper is later accepted).
- Headings and titles of tables and figures should be presented in sentence case (i.e., capitalise only the first word and any proper nouns).
- Manuscripts should be double spaced with margins of 2.5cm.
- The main document should include a title page with author names and affiliations.
- The word count should be included on the title page.
- All pages should be numbered.
- Footnotes are not permissible in the text of a paper.
- UK, not US English, should be used, and jargon should be avoided.
- References should be formatted according to [IJE style](#).

Supplementary material for online-only publication only should be submitted separately. It may comprise one or more files and each should be designated ‘Supplementary file (for online publication only)’ when uploaded.

* If your manuscript was created with LaTeX, please submit it as a PDF file initially. Either word processor or original LaTeX files will need to be supplied should your article proceed to acceptance.

Presentation for accepted papers

If accepted, papers must be presented as several files as follows:

- The main document of an article should be submitted as an editable word processor document (not as a pdf file) and should contain the text (including title page, abstract and references) only.* This file should be designated ‘Main document’ when uploaded.
- Tables should be provided as a separate editable word processor document (not as a pdf file) and designated ‘Table’ when uploaded.

- Each figure should be provided as a separate high-resolution file in an image format (such as tiff, eps or jpg) and designated 'Figure' when uploaded.
- Supplementary material for online publication only may comprise one or more files and each should be designated 'Supplementary file (for online publication only)' when uploaded.

* If your manuscript was created with LaTeX, you must provide either word processor or original LaTeX files if your article proceeds to acceptance.

General instructions

The following general instructions for manuscript preparation should be followed in conjunction with the specific [requirements for the type of article](#) being submitted.

Quick links to:

[Title](#); [Author list](#); [How to list consortia and working groups](#); [Availability of data and materials](#); [Abbreviations/acronyms](#); [Numbers and units](#); [Describing significance](#); [Special notes for statistical papers](#); [Tables](#); [Figures](#); [Footnotes to tables and figures](#); [Copyright permission](#); [Declarations](#); [Ethics approval](#); [Author contributions](#); [Data availability](#); [Supplementary data](#); [Funding](#); [Acknowledgements](#); [Conflict of interest](#); [References](#); [Citing preprints](#); [Citing data sources](#); [Appendices](#); [Supplementary material](#)

Title

Titles should be short and specific. Subtitles may be used to amplify the main title.

Author list

The *IJE* follows the recommendations of the International Committee of Medical Journal Editors (ICMJE). To comply with [ICMJE recommendations](#), all the authors must meet *all* of the following four conditions:

- substantial contribution to conception and design, acquisition of data, or analysis and interpretation of data;
- drafting the article or revising it critically for important intellectual content;
- final approval of the version to be published; and
- agreement to be accountable for all aspects of the work thereby ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All authors must be added to the author section within ScholarOne on submission of a paper. The corresponding author should ensure that the details added to ScholarOne for each author are correct. If a co-author is already listed in the system, but with incorrect or out-of-date details, the corresponding author should advise the relevant co-author(s) to correct these errors in their user accounts.

The contribution of each author and the identity of the author who will act as guarantor for the paper should be provided in the ‘Author contributions’ section (detailed instructions below).

The affiliations of each author must be given. If an author’s present affiliation is different from that under which the work was done, both should be given.

The name of the corresponding author should be marked with an asterisk (*) and both a postal and an email address should be provided in the “*Corresponding author” under the affiliations list. Only one corresponding author is permitted.

The *IJE* allows authors to appear as joint first or senior authors or as equal contributors. Such authors should be marked with a superscript symbol (e.g. †) and a footnote describing their contribution (e.g. ‘†Joint first authors’) should appear under the details for the corresponding author.

Note that the *IJE* will not publish studies that use data, infrastructure or personnel from any low- or middle-income country unless at least one researcher included in the author list is a national of that country.

[Back to General instructions](#)

How to list consortia and working groups

If a consortium or working group is involved, all members of the group who meet the full criteria and requirements for authorship, as described above, may be listed individually as authors. Alternatively, the official group or consortium name may appear at the end of the byline but must be accompanied by at least one named author who meets full authorship criteria. A single named author in the byline must be designated the Corresponding author and presented as described above. Affiliation details must be provided under the byline for named authors.

Remaining members of the group should be listed in a section headed “Notes” at the end of the text. For example:

Notes

The ABC Consortium: John B Smith (affiliation), Richard B Jones (affiliation), etc.

PubMed (but not PubMed Central) will list as collaborators the names of individual group members appearing in the Notes section when the group or consortium name is included in the author byline. PubMed will not list affiliations or other information from the Notes section. Please see the relevant [PubMed](#) rules for further information.

A consortium or working group may alternatively designate one or more individuals who meet full authorship criteria as authors writing “on behalf of” the group. In this case, the official group or consortium name should be included in the main author list after “on behalf of”, and remaining group members may be listed at the end of the text under ‘Notes’ as shown above. Note that PubMed Central will include a group or consortium name following “on behalf of” in the author byline, but PubMed will omit it.

If named authors are writing “on behalf of” a group or consortium, the names of individual group members appearing in the Notes section will not be listed as collaborators in either PubMed or PubMed Central.

[Back to General instructions](#)

Availability of data and materials

Where ethically feasible, the *International Journal of Epidemiology* strongly encourages authors to make all data and software code on which the conclusions of the paper rely available to readers. Authors are required to include a [Data Availability Statement](#) in their article.

We suggest that data be presented in the main manuscript or additional supplementary material, or deposited in a public repository whenever possible. Information on general repositories for all data types, and a list of recommended repositories by subject area, is available on the [Research Data Policy](#) page.

[Back to General instructions](#)

Abbreviations/acronyms

- The use of abbreviations should be kept to a minimum.
- Non-standard abbreviations should be avoided.
- All abbreviations should be spelled out in full with the abbreviation in parentheses the first time they appear in:
 - the Abstract;
 - the Key Messages or Key Features;
 - the text;
 - tables and figures (usually as footnotes); and
 - any supplementary material.
- Thereafter the abbreviation should be used.
- Abbreviations should be avoided in titles, table and figure titles, headings and sub-headings.
- Any abbreviation that appears in a table or figure must be spelled out in full in a footnote to that table or figure. This applies also to Supplementary tables and figures.

Numbers and units

- In the text, numbers from one to nine should be spelled out and numbers above nine given as Arabic numerals.
- Numbers followed by a unit should always be written as numerals.
- Numerals should not be used to start a sentence.

- Numerals up to 9999 should not be separated by spaces or commas, while those from 10 000 on should use a space as a separator.
- Per cent should be written as % throughout.
- All measures should be reported in SI units, followed, in the text, by traditional units in parentheses. There are two exceptions: blood pressure should be expressed in mmHg and haemoglobin as g/dL.
- Where age grouping is appropriate, ages should be grouped as mid-decade to mid-decade (i.e. in five-year age groups such as 35–44 or 35–39, 40–44, etc, but not in full decades such as 20–29, 30–39 or other groupings).

[Back to General instructions](#)

Describing significance

In the *IJE*, we actively discourage the use of the term ‘statistically significant’ or just ‘significant’ and such statements in method sections as ‘findings at $P < 0.05$ were considered significant’. Please provide effect estimates with confidence intervals and exact P values, and refrain from using the term ‘significant’ in either the results or discussion sections of papers.

Our justification of this position is given in: Sterne J, Davey-Smith G. Sifting the evidence — What’s wrong with significance tests? *BMJ* 2001; 322: 226-231. See also: Wasserstein RL, Lazar NA. The ASA’s statement on P-values: context, process, and purpose. *The American Statistician* 2016: DOI: 10.1080/00031305.2016.1154108.

Special notes for statistical papers

The correct preparation of statistical manuscripts is particularly important, and the precise nature and position of each symbol must be clear. In general, distinction should be made between:

- upper case and lower case letters
- ordinary and bold-faced letters
- certain Greek letters and similar Roman letters
- subscripts, superscripts and ‘ordinary’ symbols.

Please use a P (upper case, italics) to indicate a P value. Please use n (lower case, italics) to indicate number of subjects.

Statistical symbols are automatically set in italics and need not be underlined except to prevent ambiguity (e.g. when an isolated letter, such as a, occurs in the text). Symbols should not be used to start a sentence.

[Back to General instructions](#)

Tables

Tables should be:

- able to be interpreted independently of the text, with meaningful titles, legends and adequate footnotes.
- submitted in editable Word or Excel* format (not pdf);
 - numbered consecutively in Arabic numerals;
 - presented in a separate file or files from that of the main text;
 - able to be interpreted independently of the text, with meaningful titles and adequate footnotes.
- All abbreviations appearing in tables should be spelled out in the footnote.
- Each table should be cited at an appropriate place in the text.
- To ensure accurate reproduction of tables, please use separate table rows for each line of data (including sub-headings). Do not use paragraph returns to separate data items in tables.
- Vertical rules should not be used in tables.

* If tables are submitted in Excel format, please carefully check the pdf proof of the article before submitting the paper to ensure that tables (particularly any in landscape format) are not split across pages, as these are difficult for the editors and reviewers to follow.

[Back to General instructions](#)

Figures

- Figures should be able to be interpreted independently of the text, with meaningful titles, legends and adequate footnotes.
- All abbreviations appearing in figures should be spelled out in the footnote.
- Each figure should be submitted separately from the text in an image format such as eps or high-resolution tiff or jpg files (a minimum resolution of 300dpi).
- As figures are published in black and white in the print version of the Journal, please use distinctly different shades, different line types (dashed etc), bar/column types (hatched etc) and different symbols to allow the figure to be interpreted when printed in black and white.
- Please ensure that your electronic image files print clearly at a legible size and are of high quality for publication (We recommend a minimum of 150mm wide at 300dpi for a single-column figure in the print Journal, 300mm wide at 300dpi for full page width figures).
- For graphs, please provide axis labels of a legible size; note that graphics programs often produce large figures with tiny labels which will become illegible when the entire figure is resized for publication.
- Figures and illustrations should be numbered consecutively in Arabic numerals.
- Each figure should be cited at an appropriate place in the text).
- Please state your preferred option (i.e. agreement to pay £350/figure for colour in both print and online, or black and white in print and colour online only at no charge) in your cover

letter when submitting your article so the editors can determine whether the supplied images are satisfactory.

Footnotes to tables and figures

- Please use superscript a, b, c, d, etc. as footnote symbols.

[Back to General instructions](#)

Copyright permission

- Authors must obtain permission from the copyright holder to reproduce or adapt any previously published material (figures, tables, text, etc.) and be able to produce such permission on request. The permissions obtained should be detailed in your cover letter. Further advice is available on the Oxford Journals [Permissions](#) or [RightsLink](#) pages. For any questions about permissions, contact jnls.author.support@oup.com.
- If the publisher of previously published material for which you are seeking permission is a member of the International Association of Scientific, Technical and Medical Publishers (STM) — as is the case for most major publishers — permission can usually be granted free of charge via Rightslink. Please contact the editorial office (ije.editorial@sydney.edu.au) for advice on completing your Rightslink application. This is not intuitive and incorrect applications may cause delays and attract unnecessary fees.

[Back to General instructions](#)

Declarations

The following declarations, in the following order, should appear at the end of the text and before the References.

Ethics approval

Published research based on human subjects must include a declaration in relation to ethics approval. Please place, under the subheading “Ethics approval” at the end of your main text immediately before the Funding section, a statement that:

- provides the name of the local ethics committee that approved the study and the approval number; OR
- confirms that such approval is not needed and includes the reason why this is the case; AND/OR
- states how the study conforms to recognised standards such as the [Declaration of Helsinki](#).

[Further information on publication ethics.](#)

Author contributions

The contribution of each author and the identity of the author who will act as guarantor for the paper should be provided under the heading ‘Author contributions’. The Author contributions statement should be added to the declarations for up to 25 authors.

If there are more than 25 authors, the Author contributions statement should be provided as a Supplementary file designated ‘for online publication only’ and the text under the Author contributions heading in the paper should read: “Author contributions are available as a Supplementary file at *IJE* online.”

The Author contributions statement should be detailed. For example, “AB designed the Study. BC directed the study’s implementation. CD designed the analytical strategy and helped to interpret the findings. DE conducted the literature review and helped to prepare the Introduction and Methods sections of the text. EF drafted the Discussion.”

Data availability

The inclusion of a Data Availability statement is a requirement for articles published in the *International Journal of Epidemiology*. Data Availability statements provide a standardized format for readers to understand the availability of data underlying the research results described in the article. The statement may refer to original data generated in the course of the study or to third-party data analyzed in the article. The statement should describe and provide means of access, where possible, by linking to the data or providing the required unique identifier.

You can find more information and example Data Availability statements on the [Research Data Policy](#) page.

Supplementary data

Please add “Supplementary data are available at *IJE* online” under the heading “Supplementary data”.

Funding

The following rules should be followed:

- Any funding used while completing the submitted work should be detailed in a separate Funding section, placed before any Acknowledgements section at the end of the article. If no funding was received, add ‘Funding: None’.
- The sentence on funding should begin: ‘This work was supported by ...’.
- The full official name of the funding agency should be given; e.g. ‘the National Cancer Institute at the National Institutes of Health’ or simply ‘National Institutes of Health’, not ‘NCI’ (one of the 27 sub-institutions) or ‘NCI at NIH’. See the full [Research Information Network-approved list](#) for details of UK funding agencies. It is important to have this information correct because institution names are used to tag NIH-funded articles so that they are deposited at PubMed Central (PMC). Note that papers are only deposited in PMC once they have been published in an issue of the journal and not after they been published on Advance Access.

- Grant numbers should be complete and accurate and provided in brackets as follows: '[grant number ABX CDXXXXXX]'.
- Multiple grant numbers should be separated by a comma as follows: '[grant numbers ABX CDXXXXXX, EFX GHXXXXXX]'.
- Funding agencies should be separated by semicolons (plus 'and' before the last funding agency).
- Where individual authors need to be specified for certain sources of funding, the following text should be added after the relevant agency or grant number: 'to [author initials]'.
- Example:
- This work was supported by the National Institutes of Health [P50 CA098252 and CA118790 to R.B] and the Alcohol & Education Research Council [HFY GR667789].
- Crossref Funding Data Registry: To meet funding requirements, authors are required to name their funding sources, or state if there are none, during the submission process. For further information on this process or to find out more about the CHORUS initiative, please see the [CHORUS website](#).

Acknowledgements

This section is optional. It should include consultants or minor contributors involved in the work. It is good practice to ensure that any person named in the Acknowledgements has given consent to be named.

Conflict of interest

A conflict of interest statement must be included at the end of the declarations, immediately before the references and should summarize all aspects of any conflicts of interest declared by authors on the required conflict of interest form. If there is no conflict of interest, the statement, under the sub-heading 'Conflict of Interest', should read 'None declared'.

[Back to General instructions](#)

References

- Footnotes are permitted only in tables and figures. They may not be used in the main body of papers. Instead, authors should provide a list of references.
- References should be in Vancouver Style and be listed in the order that they appear in the text and numbered accordingly. These numbers should be inserted in the text in brackets or as superscript numbers whenever a reference is cited.
- The numbered list of references should appear at the end of the article.
- Author details in references should consist of the surnames and initials of all authors when there are six or fewer authors, or the surnames and initials of the first three authors followed by 'et al.' when there are seven or more.

- The author list for each journal reference should be followed by the title of the article, the name of the journal abbreviated in the same way as in PubMed, year, volume, and first and last page numbers, and punctuated as shown below:
- Surname AB, Surname BC. Article title. *Abbreviated journal title* 2000;**2**:100–03.
Examples:
Steck N, Junker C, Maessen M, Reisch T, Zwahlen M, Egger M. Suicide assisted by right-to-die associations: a population based cohort study. *Int J Epidemiol* 2014;**43**1:614–22.
Wilbur J, Marquez D, Fogg L et al. The relationship between physical activity and cognition in older Latinos. *J Gerontol B Psychol Soc Sci* 2012;**67**:525–34.
- Titles of books should be followed by the place of publication, the publisher, and the year, as shown below.
Example:
McMichael AJ. Planetary overload: global environmental change and the health of the human species. Cambridge: Cambridge University Press, 1993.
- ‘Unpublished Observations’, ‘Personal Communications’ and submitted manuscripts should not appear in the reference list. They may be cited in parentheses in the text. Manuscripts accepted for publication may be cited in the reference list as ‘In press’; publication details should added on the proof that the authors receive before publication if possible.
- References to websites or web pages should list author(s) (if there are identifiable individuals) or website title, web page title (if applicable), article title, year published, URL and date last accessed.
Examples:
Department for Communities and Local Government. The English Indices of Deprivation 2010. <https://www.gov.uk/government/statistics/english-indices-of-deprivation-2010> (December 2019, date last accessed).
Auguie B, Antonov A. gridExtra: Miscellaneous Functions for “Grid” Graphics. 2017. <https://CRAN.R-project.org/package=gridExtra> (12 December 2018, date last accessed).
Cracknell R. The Ageing Population. House of Commons Library Research. 2010. http://www.parliament.uk/documents/commons/lib/research/key_issues/Key-Issues-The-ageing-population2007.pdf (5 February 2019, date last accessed).

Citing preprints

Preprints must be cited in reference lists and must be identified by using the following formatting: Surname AB, Surname BC. Article title. Preprint service (e.g. bioRxiv, medRxiv), doi:XXXXX, publication date (e.g. 2 July 2017), preprint: not peer reviewed.

Citing data sources

The *International Journal of Epidemiology* supports the [Force 11 Data Citation Principles](#) and requires that all publicly available datasets be fully referenced in the reference list with an accession number or unique identifier such as a digital object identifier (DOI). Data citations should include the minimum information recommended by DataCite: authors, title, publisher (repository name), identifier.

Example Data Citation

- [dataset]* de Cellès, Matthieu Domenech et al. (2018), Data from: Characterizing and comparing the seasonality of influenza-like illnesses and invasive pneumococcal diseases using seasonal waveforms, Dryad, Dataset, <https://doi.org/10.5061/dryad.tg5qb>

*The inclusion of the [dataset] tag at the beginning of the citation helps us to correctly identify and tag the citation. This tag will be removed from the citation published in the reference list.

[Back to General instructions](#)

Appendices

- Please do not submit appendices for publication in print.
- Material essential to the understanding of a paper should be incorporated in the text, or placed in a box that would occupy no more than 1 journal page.
- If placed in a box, please ensure that this box:
 - has a meaningful explanatory title; and
 - is referred to in the main manuscript.
- Additional non-essential material should instead be provided as [Supplementary material](#), for online publication only.

Supplementary material

- Material that is not essential for inclusion in the full text of the manuscript but that would nevertheless benefit the reader can be made available by the publisher as supplementary online-only content, linked to the online manuscript.
- Supplementary material should not be essential to understanding the conclusions of the paper.
- Supplementary material might include more detailed methods, extended datasets/data analysis, additional tables and additional figures (which would be published as presented, including in colour).
- Please number Supplementary tables, figures and boxes with an S prefix (e.g. Supplementary Table S1, Supplementary Figure S1, Supplementary Box S1) and ensure that the Supplementary material is referred to in the main manuscript where necessary.
- All supplementary material must be provided in suitable electronic formats. Permitted formats are: pdf, MS Word (.doc/docx), html, rtf, MS Excel (.xls/xlsx), csv, mp3, mpeg).
- Supplementary material will be published as provided by authors and will not be edited.
- Please provide short titles for each individual file — these will be used to create links to the files from the index page.
- All material to be considered as Supplementary material must be submitted at the same time as the main manuscript for peer review. It cannot be altered or replaced after the paper has been accepted for publication.

- Please spell out at first mention and consistently in footnotes to tables and figures any abbreviations that appear in Supplementary material.

[Back to General instructions](#)

Submitting an article to the *IJE*

All manuscripts, including commissioned material and Letters to the Editor, must be submitted online via the ScholarOne manuscript submission website.

Once you have prepared your manuscript according to the instructions outlined here, please visit the [submission](#) website. You will need to create an account if you do not have one already.

Further technical guidance on submitting your manuscript online via ScholarOne is available at the [Submission Online](#) page.

[Back to Contents](#)

The publication process

Copy editing

All accepted manuscripts (excluding supplementary material) are subject to copy editing to apply journal style and correct minor errors. For papers that require extensive English-language editing, it is the author's responsibility to arrange this before the paper can be accepted.

Proofs

The corresponding author will receive a pdf proof of the accepted and copy edited article. Proof correction must not be used as an opportunity to revise the paper. Any essential changes should take up the same amount of space if possible. Alterations, other than corrections of printer's errors, are expensive and may be charged to authors. Corrections should be returned within 3 days to guarantee inclusion.

It is particularly important to check reference and author lists at the proof stage, as this is the final opportunity to catch errors before publication. It is the corresponding author's responsibility to ensure that all authors' names are spelled and presented correctly. Any errors that are not identified at the proof stage are very difficult to correct subsequently, particularly in third-party databases, such as PubMed.

The editors reserve the right to make grammatical and other changes at any stage before publication. These are sometimes necessary so that the paper conforms to the general style of the Journal.

[Back to Contents](#)

Supplements

The *IJE* publishes collections of articles on the same topic in sponsored supplements from time to time. Supplement articles must be of the same standard as articles published in the Journal and they are subject to the *IJE*'s usual editorial and peer-review processes.

To decide whether to approve a supplement, the Editor-in-Chief requires a list of planned manuscripts, including abstracts or detailed outlines, as well as the names and details of each manuscript author, including any competing interests. The submitting authors may also recommend a guest editor.

If approved by the Editor-in-Chief, Oxford University Press will provide a quote and a contract.

The *IJE* Editor-in-Chief may choose to have supplements edited in-house or appoint one or more guest editors. The guest editor(s) may assist in commissioning supplement material. Any competing interests of the guest editor(s) must be fully declared to the Editor-in-Chief.

It is possible that not all the papers submitted for a supplement will be accepted for publication. Decisions about which manuscripts to include in a supplement, after the peer-review process, will be made by the Editor-in-Chief in consultation with the guest editor(s).

For further information, please see [OUP's Sponsored Supplements](#) website and contact the [editorial office](#) if you wish to propose a supplement.

[Back to Contents](#)