

Information for Authors

Cellular and Molecular Gastroenterology and Hepatology (CMGH) publishes cutting-edge digestive biology research that ranges from mechanisms of normal function to pathobiology and covers a broad spectrum of themes in gastroenterology, hepatology, and pancreatology. The journal reports the latest advances in cell biology, immunology, physiology, microbiology, genetics, and neurobiology of gastrointestinal, hepatobiliary, and pancreatic health and disease. *CMGH* publishes original papers, brief reports, reviews, editorials, commentaries, and letters to the editor. Manuscripts must be prepared in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” developed by the International Committee of Medical Journal Editors (<http://www.icmje.org>). *CMGH* is a member of the Committee on Publication Ethics (COPE) (<http://www.publicationethics.org.uk>).

CMGH is primarily interested in rigorous, hypothesis-driven, mechanistically novel studies that provide new insight into all aspects of gastrointestinal, hepatobiliary, and pancreatic biology. There is no requirement for work to have a disease or translational link, but studies with such implications are welcome. Most of the original research published in *CMGH* will take advantage of cell lines, animal models, or tissues or cells from patients. All work must be appropriately designed and powered.

A founding principle of *CMGH* is that the wide dissemination of outstanding research is critical to progress in digestive health and disease. Therefore, *CMGH* is a completely digital, open access journal, meaning that its content is easily and freely accessible from around the globe.

General Information

Ethical Standards and Policies

CMGH considers research/publication misconduct to be a serious breach of ethics and will take action as necessary to address such misconduct. Misconduct can include failure to disclose a significant conflict of interest, plagiarism, duplicate submission, data falsification, and inappropriate image manipulation. The journal has specific policies addressing each of these forms of misconduct; those policies are provided below.

Each author who submits a manuscript to *CMGH* must attest to several author statements in the manuscript management system, thereby affirming authorship responsibility, manuscript originality, Institutional Animal Care and Use Committee or Institutional Review Board approval (as appropriate), payment of author fees, role of study sponsor, financial disclosures, and funding sources. To be considered as an author of a paper, an individual must have been involved with each of the below activities:

- (1) conception and design of the study;
- (2) generation, collection, assembly, analysis and/or interpretation of data;
- (3) drafting or revision of the manuscript;
- (4) approval of the final version of the manuscript.

Conflict of Interest Policy

A. Potential Conflicts of Interest (COI)

The following are examples of COI that may occur for editors, authors (including invited authors), and reviewers. Interactions are considered pertinent if they occur at any time from the start of the research activity in a specific

program until such time that a submission is anticipated to be published or one year from submission date, whichever is longer.

a. *Editors*: Editors who make final decisions about manuscripts must have no personal, professional, or financial involvement in any of the issues they might judge. Examples of personal involvement with an author include former student, fellow, mentor, or relative. Examples of professional involvement include academic rivalry, being from the same institution or research group as the author, evaluating a manuscript submitted by a member of the board of editors, or collaborating (e.g., co-authoring research article or grant) with an author. Examples of financial involvement include employment, consultancies, honoraria, stock ownership or options, expert testimony, grants/patents received, and royalties with an entity (or competing entity) discussed in the manuscript.

b. *Authors*: COI for an author may arise if there exists a financial arrangement (e.g., employment, consultancies, honoraria, stock ownership or options, expert testimony, grants/patents received, and royalties) with a company whose product figures prominently in the submitted manuscript or with a company that makes a competing product.

c. *Reviewers*: COI for reviewers exist when they have had an ongoing collaboration, original publications, or grants with the authors within the previous two years, except when part of a multicenter group from a different site; are from the same institution as the authors; or have any financial arrangements (e.g., employment, consultancies, honoraria, stock ownership or options, expert testimony, grants/patents received, and royalties) with a company whose product figures prominently in the submitted manuscript or with a company that makes a competing product.

B. Process

Potential COI are to be disclosed at the beginning of the peer-review process.

a. *Editors*: An associate editor having COI with a submitted manuscript must recuse himself or herself from handling the manuscript and request that the manuscript be reassigned. The editor-in-chief having COI with a submitted manuscript must assign review to one of the associate editors or a guest editor for handling. A manuscript submitted by one of the members of the board of editors must be assigned to a guest editor.

b. *Authors*: The senior or corresponding author assumes full responsibility for supplying the following information on the title page at manuscript submission:

i. For each author, disclosure of any financial arrangement with any company whose product figures prominently in the submitted manuscript or that makes a competing product; or a statement for each author that there is no conflict to disclose.

ii. A disclosure of all funding sources supporting the work and all institutional or corporate affiliations.

iii. A list of individuals who provided writing assistance for the manuscript and the source of funds that supported this assistance.

In addition, at manuscript submission, each author must attest to several author statements in the manuscript management system, thereby affirming authorship responsibility, manuscript originality, payment of author fees, IRB/Animal Care Committee approval, role of study sponsor, financial disclosures, and funding sources. Based on the information provided, the editors will determine whether COI exists and decide to either a) reject the manuscript or b) publish the manuscript with the COI disclosed.

c. *Reviewers*: When invited, reviewers must decline to review a manuscript if a potential COI exists. After review, all reviewers must agree to and initial one of the following statements, which appear in the journals' manuscript tracking system:

i. I, the undersigned Reviewer, certify that I have not had an ongoing collaboration, original publication, or grant with the authors within the previous two years, except in the case of being a part of a multicenter group from a different site, nor am I from the same institution as the authors. I also certify that I do not have any financial arrangements (e.g., employment, consultancies, honoraria, stock ownership or options, expert testimony, grants/patents received, and royalties) with a company whose product figures prominently in the submitted manuscript or with a company that makes a competing product.

ii. I have listed any potential conflicts of interest in the Comments to Editors field.

If the reviewer discloses a potential COI after the review, the handling associate editor decides if the review should still be used to judge the manuscript.

C. Sanctions

Should an editor, author, or reviewer fail to disclose a potential COI and this is discovered after publication, the following sanctions may be applied according to the severity of the infraction.

a. Editors:

i. A letter of reprimand and warning as to future conduct from the editor, in the case of an associate editor, or from the Chair of the Publications Committee, in the case of the editor.

ii. Dismissal from the position.

b. Authors:

i. A letter from the editor of explanation and education where there appears to be a genuine misunderstanding of principles.

ii. A letter from the editor of reprimand and warning as to future conduct.

iii. A letter from the editor to the author's institution or funding body.

iv. Publication of a notice detailing the author's failure to disclose the COI.

v. Publication of an editorial detailing the full details of the misconduct.

vi. Refusal to accept future submissions from the author on a sliding scale of one-to-five years.

vii. Formal retraction or withdrawal of the paper from the scientific literature.

viii. Reporting the case to the Office of Research Integrity (ORI).

c. Reviewers:

i. A letter from the editor of explanation and education where there appears to be a genuine misunderstanding of principles.

ii. A letter from the editor of reprimand and warning as to future conduct.

iii. A letter from the editor to the reviewer's institution.

- iv. Refusal to allow the individual to review for the journal on a sliding scale of one-to-five years.

This policy was developed in accordance with the guidelines set forth by the Committee on Publication Ethics (COPE) and the International Committee of Medical Journal Editors (ICMJE).

Plagiarism, Duplicate Submission/Publication Policy

A. Definitions

- a. *Plagiarism*: Unreferenced use of published and unpublished ideas. It may occur at any stage of planning, research, writing, or publication and applies to print and electronic versions.
- b. *Duplicate Submission/Publication*: Occurs when two or more papers, without full cross-reference, share the same hypothesis, data, discussion points, or conclusions.

B. Sanctions

Should plagiarism or duplicate submission/publication be identified, the journal editors will apply the following sanctions according to the severity of the infraction. They will apply sanctions to individual authors depending on their type of involvement with the article, as provided at the time of submission on the title page.

- a. A letter of explanation from the journal editors to the authors where there appears to be a genuine misunderstanding of principles.
- b. A letter of reprimand from the journal editors as to future conduct.
- c. A formal letter from the journal editors to the author's institution, employer, or funding body.
- d. Publication of a notice or editorial in journal.
- e. Refusal to accept submissions from the author for a range of one-to-five years.
- f. Formal withdrawal or retraction of paper from the scientific literature.
- g. Journal editors report the case to Office of Research Integrity, which promotes integrity in biomedical and behavioral research supported by the U.S. Public Health Service; monitors institutional investigations of research misconduct; and facilitates the responsible conduct of research through educational, preventive, and regulatory activities.

This policy was developed in accordance with the guidelines set forth by the Committee on Publishing Ethics (COPE) and the International Committee of Medical Journal Editors (ICMJE).

Image Manipulation Policy

A. Definition^{*}

Image manipulation is the misrepresentation of data by selectively altering portions of an image. The expectations for how images should be ethically handled are:

- a. No specific feature within an image may be enhanced, obscured, moved, removed or introduced.
- b. The grouping of images from different parts of the same gel, or from different gels, fields or exposures must be made explicit by the arrangement of the figure (e.g., using dividing lines) and in the text of the figure legend.
- c. Adjustments of brightness, contrast or color balance are acceptable if they are applied to every pixel in the image and as long as they do not obscure, eliminate or misrepresent any information present in

the original, including backgrounds. Non-linear adjustments (e.g., changes to gamma settings) must be disclosed in the figure legend

*Language used with permission from *The Journal of Cell Biology*.

B. Process

The journal's graphics staff will screen all images after editorial acceptance. Authors will be notified when their manuscript has passed the graphic screen and can be considered "in-press." At that time, the work will be released and posted online as "in-press." If a manuscript passes graphics review, the date of editorial acceptance will be used as the official date of acceptance. The editorial staff will also review images that editors, reviewers, or readers suspect have been manipulated. If potential evidence of manipulation is identified, the staff and editors will initiate a complete investigation with the authors and possibly their institutions.

C. Sanctions

Should image manipulation be verified before or after publication of an article, one of the below sanctions will be applied, based on the severity of the infraction. The journal editor-in-chief and board of editors will determine, on a case-by-case basis, the severity of the infraction and corresponding sanction. Sanctions will be applied to individual authors depending on their type of involvement with the article, as provided at the time of submission on the title page.

- a. A letter of explanation from the journal editors to the authors where there appears to be a genuine misunderstanding of principles.
- b. A letter of reprimand from the journal editors as to future conduct.
- c. A formal letter from the journal editors to the author's institution or employer.
- d. Rejection or withdrawal of manuscript acceptance.
- e. Publication of a correction or editorial.
- f. Retraction of the published article.
- g. Refusal to accept submissions from the author for a range of one-to-five years. For particularly egregious cases or series of cases, a life-time ban may be considered. The AGA reserves the right, on a case-by-case basis, to report particularly egregious cases to the relevant funding bodies.

This policy was developed in accordance with the guidelines set forth by the Committee on Publishing Ethics (COPE).

Article Types

Original Articles

Original Articles are full-length reports of original research. Original Articles cover topics relevant to digestive biology research. Their focus may include the cell biology, immunology, physiology, microbiology, genetics, or neurobiology of gastrointestinal, hepatobiliary, and pancreatic health and disease. To be published, the work presented in the manuscript must be original, although, on occasion, confirmatory studies of timely and important observations will also be acceptable. Other considerations in evaluating the acceptability of a submitted manuscript include the importance of the findings, soundness of the experimental design, validity of the experimental and analytical methods, appropriateness of the conclusions, and quality of presentation.

Original Article submissions to CMGH must not exceed 6000 words, **not including** methods, figure and table legends, and references. Methods must be presented in sufficient detail to allow readers to replicate the studies and should not simply cite previous work. References should favor primary reports over reviews. The number of figures, tables, and references is unlimited. Supplemental figures are limited to essential important supporting data, such as assay validation, that are tangential to the overall data presentation. Large data sets, including movies, which cannot be printed on standard pages are also appropriate. The editors reserve the right to publish certain figures and tables as supplemental data or to ask authors to omit certain figures and tables.

Brief Reports

In addition to full-length original contributions, *CMGH* welcomes Brief Reports for consideration. Topics of reports may include, but are not limited to, major conceptual advances, new data that resolve existing controversies, innovative techniques that have the potential to change a field, or original experimental models that are used to develop novel insight into digestive biology. Brief Reports must not exceed 1500 words, not including methods and references, can contain up to 4 figures and/or tables, and can include a maximum of 10 supplemental figures.

Brief Reports must include the following sections: Abstract, Introduction, Results and Discussion (as a single joint section), Methods, and References. As in Original Articles, Methods sections of Brief Reports must be presented in sufficient detail to allow readers to replicate the studies and References should favor primary reports over reviews. The length of methods, figure and table legends, and references sections is not limited. However, these sections should not be expanded in order to overcome the 1500 word limit.

Reviews

Each issue of *CMGH* contains one or more topical review articles solicited by the Board of Editors. Unsolicited reviews will only be considered after approval of a pre-submission inquiry including a one-paragraph written justification and an outline, which the Board of Editors will review. Reviews are written by experts and thought leaders in the field who share their own views while discussing timely and sometimes controversial topics.

Reviews must not exceed 4000 words. A maximum of 150 references is permitted, and should favor primary reports over reviews. Reviews typically include 1–2 figures, illustrations, or tables. Whenever possible, authors are required to work with *CMGH*'s medical illustrator in developing figures that will be available for download at CMGHjournal.org.

Editorials

Editorials provide comments on papers published in the same issue of *CMGH* and highlight the importance of new work and how the results change our understanding of the problem. Editorials are solicited by the Editor and are approximately 750 words in length.

Commentaries

Commentaries address a variety of scientific and societal issues that are of interest to *CMGH*'s readership. Commentaries must not exceed 1500 words, not including references. Typically there are no more than 10 references.

Letters to the Editor

Letters to the Editor provide the opportunity to offer novel perspectives and opinions on articles published in *CMGH*. Letters must be submitted for consideration within 2 months of initial on-line publication of the corresponding article. Letters received are assessed by the Board of Editors and, if deemed of interest to the Journal, will be sent to the authors of the original article for a response. Authors are given 2 weeks to reply. A decision will then be made whether to publish the letter with or without its reply. Letters are selected based on their relevance and originality.

Letters must not exceed 500 words, not including references. There are typically no more than 5 references. Original or unpublished data will only be considered under exceptional circumstances. The Journal reserves the right to edit all letters prior to publication.

Contact Information

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Submitting a Manuscript

All manuscripts to be considered for publication in *CMGH* must be submitted using our online submission system at <http://www.editorialmanager.com/cmgh>.

Submission Guidelines

All manuscripts should be double-spaced and should contain the following sections in the order given below. New manuscripts can be uploaded as a single PDF with figures and tables at the appropriate point within the text and/or as separate files. Separate files will be required for all revised manuscripts in order to facilitate publication.

Cover Letter

CMGH strongly encourages authors to suggest 2 to 5 referees (include their email addresses, and phone and fax numbers) and the associate editor they believe is best qualified to review their paper. Authors may also list a non-preferred associate editor and non-preferred referees, but the ultimate selection of an associate editor and referees is at the sole discretion of the editor and associate editor.

Title Page

Title—Limit: 120 characters with spaces. Use no abbreviations.

Short Title—Limit: 45 characters.

Authors—Include first names of all authors and name and full location of department and institution where work was performed.

Grant Support—List grant support and other assistance.

Abbreviations—List abbreviations alphabetically (Note: In general, the use of abbreviations is discouraged.)

Correspondence—Provide name, complete address, e-mail address, telephone number, and fax number of corresponding author.

Disclosures—All authors must disclose any potential conflicts (financial, professional, or personal) that are relevant to the manuscript. If the author(s) has nothing to disclose, this must be stated.

Transcript Profiling—Provide accession number of repository for expression microarray data.

Writing Assistance—List the names and funding source for individuals who provided writing assistance.

Author Contributions—List how each author was involved with the manuscript (e.g., study concept and design; acquisition of data; analysis and interpretation of data; drafting of the manuscript; critical revision of the manuscript for important intellectual content; statistical analysis; obtained funding; administrative, technical, or material support; study supervision).

Word count—Include word count of main document text, **not including** methods, tables/figures, or references.

Synopsis

All submissions should be accompanied by a 2 to 3 sentence synopsis that explains the primary accomplishments of the work. This should not exceed 40 words and should not include nonstandard abbreviations.

Abstract

Abbreviations must be spelled out at least once. *Do not use footnotes or references.*

Limit: 260 words. Organize according to the following headings: *Background & Aims, Methods, Results, Conclusions, and Keywords.*

Background & Aims: Describe the importance of the study and the precise research objective(s) or study question(s).

Methods: Describe techniques, cell/animal models used, and critical reagents, chemicals, and equipment.

Results: Provide the main outcomes of the study including confidence intervals or *P* values. Report the absolute values and risk differences so that readers can determine the absolute, as well as the relative, impact of the results.

Conclusions: State only conclusions that are directly supported by the evidence and the implications of the findings.

Keywords: Include 3–4 keywords associated with your manuscript, separated by semicolons (eg, transcriptional regulation; steatosis; vesicular traffic; tight junction). The keywords should be different than the words in the title of your manuscript. Should your manuscript be accepted, the keywords will appear with the published manuscript, making it easier to find in search engines such as PubMed.

Drug, chemical, gene, and protein names

Identify drugs and chemicals used by generic name (if trademarks are mentioned, manufacturer name and city are given).

All gene and protein names must be written according to NCBI or HUGO nomenclature.

Methods

Describe ethical guidelines followed; cite approval of animal welfare (IACUC) and human subjects protection (IRB) committees; describe in detail hazardous procedures or chemicals involved, including precautions observed and relevant oversight, e.g. IBC approval.

Statistical methods used must be described. When reporting the results of hypothesis testing, report *P* values and/or confidence intervals; avoid using phrases such as “not significant.”

A statement that **all authors had access to the study data and had reviewed and approved the final manuscript** must be included within the methods section.

All commercially-obtained siRNA, viruses, plasmids, antibodies, mouse lines, cell lines, and other specialized materials should be fully-described, **including vendor, catalog number, and for items with significant variation between lots, e.g. polyclonal antisera, lot number(s).** For specialized materials obtained from non-commercial sources, sufficient detail should be provided to allow incontrovertible identification of the reagent used.

Studies involving animal experiments must conform to the Animal Research: Reporting of In Vivo Experiments (ARRIVE) guidelines (www.nc3rs.org.uk/ARRIVE), developed by the National Centre for the Replacement,

Refinement and Reduction of Animals in Research (NC3Rs) to improve standards and reporting of animal research. Please review the ARRIVE checklist and disclose all relevant animal research information as directed.

References

List references using arabic numerals by order of appearance in the text.

Cite personal communications and unpublished data directly in text without being numbered.

All abbreviations should follow the *Index Medicus* abbreviations.

Follow *CMGH* requirements for style:

Article (list all authors):

1. Nam KT, Lee HJ, Mok H, Romero-Gallo J, Crowe JE, Jr., Peek RM, Jr., Goldenring JR. Amphiregulin-deficient mice develop spasmodic polypeptide expressing metaplasia and intestinal metaplasia. *Gastroenterology* 2009;136:1288-96.

Book:

2. Sitaraman S and Friedman LS. *Essentials of Gastroenterology*. West Sussex, UK: Wiley-Blackwell, 2012.

Chapter in Book:

3. Turner JR. The gastrointestinal tract. In: Kumar V, Abbas AK, Fausto N, Aster JC, eds. *Robbins and Cotran Pathologic Basis of Disease*. 8th ed: Elsevier, 2009:763-831.

Tables

Tables may either be uploaded separately from the manuscript or embedded in the file that contains your manuscript. Tables should be prepared using the word processing software table tool, rather than tabs.

Figures

For additional information regarding journal guidelines for figure submissions, please see our *Figure Submission FAQs* (<http://www.cmghjournal.org/content/faqs>).

General Figure Concerns: Please use the following guidelines when preparing figures for *CMGH*.

- All figures should be of high quality (300 ppi or greater when set to the size you would want the figure to print legibly).
- The physical size of a figure cannot exceed 7 inches wide by 9 inches tall. All figures should be prepared in portrait orientation.
- Text presented in figures should be 8–10 point sans-serif (preferably Arial or Helvetica), but may not go below 6 point or above 13 point, except for panel labels.
- Panel labels must be 16 point Arial bold. Please avoid placing panel labels over images.
- Figures should not be created in programs such as Word or PowerPoint. Images become compressed when embedded in these programs and will not be as clear and high-resolution as the originals. Software such as Adobe Illustrator should be used for figure creation.
- Please review the Figure Submission FAQ document above for more detailed information on AGA journal style. Details regarding specific types of figures can be found below.

Images: Images should be of high quality as described above, clear, and in good focus. All photomicrographs and photographs must have unlabeled scale bars whose length is defined in the legend. Photographs must be scaled to the same extent in all dimensions, e.g. it is not permissible to stretch a photograph in the horizontal dimension without applying the same changes to the vertical dimension. If patients are studied, names and all other identifiers must be removed from figures.

Gel electrophoresis: The position of standard sizing markers must be included on all electrophoretic gels. The position and identity of relevant bands should also be indicated. The editors reserve the right to request full, uncropped gels during the editorial and image review processes.

Line Art and Graphs: Please follow the guidelines addressed in our Figure Submission FAQs. You may be contacted by our graphics staff with requests to modify your figures for consistency with the overall style of the AGA Institute journals. Please be sure that any graphs or line art you submit are at a resolution of at least 300 ppi so that they are readable to reviewers. Please do not submit 3-D style graphs or charts. When preparing graphs, color, and symbol shape should be used appropriately to clearly distinguish between different conditions. Where possible, it is preferable to show mean and standard deviation with individual data points rather than simply bar graphs with error bars.

Figure Legends: Where applicable, figure legends must specify the imaging equipment used, e.g. camera, microscope, etc., including lenses or objectives, as well as acquisition software and post-acquisition processing and analysis software. Additionally, figure legends must specify the number of replicates (n), e.g. samples, animals, etc., in each of the experimental and control groups for the individual experiment shown as well as the total number of times each experiment was performed independently. It is preferable, but not required, to also specify the number of replicates in the separate independent experiments.

Preferred Figure File Formats: The preferred formats for figure files are tiff (.tif) and jpeg (.jpg). For questions regarding the conversion of other file formats to .jpg or .tif, please view our Figure Submission FAQs.

Accepted Figure File Formats: Other acceptable file formats include: .bmp, .gif, .pbm, .pcx, .png, .pct, .msp, .tif, .eps, .xbm, .psd, .ai, .indd, .pdf, and .tga files. When sending image files, please do not embed them in Word. You may submit mixed file formats (image1.jpg, image2.tif, image3.eps, etc.).

Image File Formats not Supported at this Time: Microsoft Word, Microsoft PowerPoint, Microsoft Excel Spreadsheets, ChemDraw, CorelDraw, Canvas, FreeHand, SigmaPlot, QuarkXpress, and Equation Editor. You may export image files from these programs as PDF, JPEG, or other acceptable file formats. For questions regarding the conversion of these file formats to our preferred formats, please view our Figure Submission FAQs.

Color Files: Figures should be submitted in the RGB color space. This will allow optimal presentation of computer-generated imaging data. Authors are also encouraged to present color figures in a manner that will allow the data to be interpreted by colorblind readers. *CMGH* suggests that authors present dual-labeled images in green and magenta rather than in green and red.

Supplemental Material

For full-length original contributions, we encourage you to include all figures and text in the main manuscript. Supplementary material is limited to large data sets that are not amenable to typical page formats, including movies, or data that are tangential to the work, e.g. validation of an assay. Brief Reports are limited to 4 figures and/or tables. This may make it necessary to include essential data in the supplementary material, but no more than 10 supplementary figures and/or tables are permitted. Please note that the following items **MUST** be within the main text and not provided as supplemental information: 1) all materials and methods 2) references cited in the main text.

The portions of your manuscript that you would like to include as supplementary material (including figures and tables) must be uploaded separately from the manuscript file as “supporting documents.” The supplementary material will appear at the end of the PDF and also be downloadable via a hyperlink.

Access to Data

In the methods section, a statement must be made that all authors had access to the all data and have reviewed and approved the final manuscript.

Manuscript Processing and Review

Submissions

Submit your manuscript to the Journal’s manuscript management system, Editorial Manager, at www.editorialmanager.com/cmgh. Each new manuscript receives a unique number, and information on the manuscript is recorded in the Editorial Manager database. The editorial staff releases information on manuscripts only to authors. The Editorial Office will e-mail a letter to the corresponding author acknowledging receipt of a manuscript, whether new or a resubmission.

Review process

Each manuscript is assigned to an associate editor who has expertise on the subject of the manuscript. After review by the associate editor, if the manuscript is judged to be appropriate and competitive for publication in *CMGH*, it is sent to experts in the appropriate area for peer review. The associate editor chooses reviewers, who remain anonymous. Authors are encouraged to suggest an associate editor and 2 to 5 reviewers in the cover letter, though final assignments are at the discretion of the editor.

Reviewers provide comments for the editor and for the authors. The Journal expects reviewers to treat manuscripts as confidential communications and not to use the content for their own purposes or make copies of manuscript files or printed materials. Reviewers are also expected to declare to the editor any possible conflicts of interest.

Decisions

The single most important criterion for acceptance is the originality of the work. However, a decision to accept a manuscript is not based solely on the scientific validity of its content. Other factors affecting decisions include the extent and importance of new information in the paper compared with that in other papers being considered, the Journal’s need to represent a wide range of topics, and the overall suitability for *CMGH*. Decision letters usually, but not always, convey all factors considered for a particular decision. Occasionally, the comments to the authors may appear to be inconsistent with the editorial decision, which takes into consideration reviewers’ comments to the editor, as well as the additional factors listed above.

Decisions on peer-reviewed papers are typically e-mailed to the authors within 14–21 days from the date of submission.

We make every effort to contact authors within 2 days for manuscripts that are rejected internally without peer review.

Publication

Accepted manuscripts are sent to the publisher, Elsevier, and are indexed on PubMed soon after acceptance. Within 2 to 4 business days, they will be uploaded to *CMGH* online (www.cmghjournal.org) under “Articles in Press” for preprint viewing. Once typeset, the uncorrected proofs will replace the accepted article proof in the “Articles in Press” section online. After authors have had the opportunity to review proofs of their manuscripts,

the final author-corrected proofs will be paginated and placed in an “In Progress” issue, replacing the uncorrected proofs, followed by the final articles on PubMed.

There is a press embargo for all studies published in *CMGH* until they are posted online in our Articles in Press section as the paginated author-corrected proof in an “in progress” issue. Studies cannot be publicized as accepted manuscripts or uncorrected proofs. Please see our embargo policy at www.cmghjournal.org/content/embargo for more details.

Manuscripts are copyedited to make them consistent with Journal style. If a particular section in the manuscript is not clear or requires additional information, the copy editor will direct questions to the author. These questions, or “author queries,” will appear in the proofs that are sent to the author. Authors are required to return proofs to the publisher within 48 hours. If changes are not returned within 48 hours, the manuscript will move forward in the production process.

Publication Fees

For papers that are accepted for publication, authors will be charged a publication fee. If the corresponding or first author is an AGA member, the fee is \$1200. Non-members pay \$2000. Cases of hardship will be considered on an individual basis. There are no color, page, or open access charges. Submission fees are presently waived.

Licensing Options

CMGH offers authors the choice of different forms of Creative Commons licenses that will allow others to make use of the published work. Authors must select the type of license at the time of submission. An overview of these licenses is included below.

Creative Commons Attribution-NonCommercial-NoDerivs (CC-BY-NC-ND): Allows others to access and download an article and share it with others as long as they credit the author (and do not represent the author as endorsing their work), but they cannot change the article in any way or use it commercially. For more detailed information, please go to <http://creativecommons.org/licenses/by-nc-nd/4.0/>

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Distribution of Materials Described in Published Papers

Authors are expected to make available materials such as cell lines, cDNA clones, DNA constructs, antibodies, biological reagents, unique animals, etc. to any qualified investigator. Prior to the submission of newly cloned genes or nucleic acid sequences, the Journal requires authors to provide an accession number to a publicly accessible, recognized data repository (e.g. GenBank) on the title page of the manuscript.

Transcript profiling (expression microarray) data must be submitted to an appropriate repository (either NCBI's GEO or EBI's ArrayExpress). The data should preferably be MIAME compliant (<http://www.mged.org/Workgroups/MIAME/miame.html>). The repository URL and the data accession number must be included, both in the body of the manuscript and in the manuscript management system, upon submission. The full dataset must be available to reviewers.

Other large datasets produced using genomics technologies (including but not limited to ChIP on Chip, Genotyping, aCGH and Tilling Arrays) must be deposited in an appropriate public repository. Please include the repository URL and the data accession number, both in the body of the manuscript and the manuscript management system, upon submission. If there is no public repository for the submitted data, it is the author's responsibility to provide permanent publicly accessible links to the raw data and access for the reviewers.

Chemical Compounds: Authors must furnish information about the identity and purity of new chemical compounds. Experimental details and characterization data should be provided in either the main text or as supplemental material. Experimental details should be sufficient to allow other researchers to reproduce the synthesis of the compound.

These guidelines are a means of encouraging the free exchange of scientific information and to promote progress in all areas of investigation.