

Manuscript checklist

before submission to F1000 publishing Platforms



Front matter

Title A concise and specific title that clearly reflects the content of the article must be provided.

Author list All authors should meet [The International Committee of Medical Journal Editors \(ICMJE\)](#) criteria for authorship and an author's contribution should be detailed by selecting the relevant [CRediT](#) roles on the article submission form.

Please ensure that the author list matches the author list inputted into the submission form.

Affiliations Affiliations should have the department name, institution/company name, city, post/zip code and country. All authors must have at least one affiliation.

Please ensure that the affiliations match those inputted into the submission form.

Abstract Every article must have an abstract that should not exceed 300 words.

For Research articles, the abstract should be structured (Background, Methods, Results, Conclusions).

Keywords Eight relevant keywords should be supplied that describe the article's subject.

Main body

Structure

The article should be structured and organised clearly using headings and subheadings.

Grammar and language

The article should be written in English. You may be asked to have your article professionally copyedited if it is not readable or if the quality of the language impedes understanding.

Reporting

Articles should be reported in line with reporting guidelines, if applicable to the study. Please see the [Equator Network](#) for a full list.

We endorse the following reporting guidelines:

[CONSORT](#) (clinical trials)

[SPIRIT](#) (protocols for clinical trials)

[PRISMA](#) (systematic reviews)

[PRISMA-P](#) (protocols for systematic reviews)

[ARRIVE](#) (animal studies)

[CARE](#) (case reports/clinical practice articles)

[STROBE](#) (observational studies)

[COREQ](#) (qualitative studies)

Methods should be detailed to allow reproducibility. Ensure the following are included:

- Detailed descriptions of all steps taken
- Catalogue numbers, if applicable
- Manufacturer name, if applicable
- Part numbers for equipment/materials, if applicable

Name and version number of any software used should be provided.

Ethical considerations

Ethical approval (human and animal studies) and consent (human studies) statements must be provided.

Ethical approval statements should include the approval committee name, approval number and date of approval.

Consent statements should include the type of consent taken (written informed or oral informed) and from whom the consent was taken and why (e.g. participation/publication of data). If only oral consent was obtained, provide the following information: why oral over written consent was used; who approved the use of oral consent; how the researchers recorded the oral consent.

If ethics/consent were waived or not applicable, a statement should be included to detail why.

Data and software availability

Underlying data

All articles must include an Underlying data statement. Underlying data are the data that underlie the results of the study. This can be raw or source data.

Raw data: This is data the author has generated from their research, e.g. FACS plots or uncropped Western blots. We require that any raw underlying data are uploaded to an approved data repository, along with the DOI (or accession number) for the data project, and an open access license (CC-BY 4.0 or CC0).

Any clinical or other person-centred data must be de-identified.

Underlying data sections for raw data should be written as follows:

- **Data repository name: Data title. DOI. License.**
- **This project contains the following underlying data:**
 - **List of data file names and a description of what they contain**

Source data: This is data that the author did not generate or own, but was used for their research, e.g. archival resources. Please ensure URL and accession numbers needed to access the source data are included. It may be necessary to explain how the data can be acquired in the text and any conditions of access.

Underlying data sections for source data should be written as follows:

The underlying data for this article can be found at URL. This dataset is publicly available OR Access conditions for this dataset are as follows:

Extended data

Any supplementary material/figures/tables or data collection tools should be uploaded to an online data repository as Extended data.

As with underlying data, all extended data must have a DOI and an open access license assigned, and statements should be written as per the raw data underlying data statement.

Alternatively as we do not have limits on the number of tables or figures in an article, it may be easier to include supplementary figures/tables as figures/tables in their own right.

Analysis code: If authors have used 'in-house' or 'custom' analysis code, this should be provided openly and permanently in a data repository to enable reproducibility. We also encourage authors to upload the code to a Version Control System such as GitHub.

Data and software availability (cont.)

Reporting guidelines

For some article types, we require authors to upload a completed Reporting guidelines checklist:

[CONSORT](#) (clinical trials)

[PRISMA](#) (systematic reviews)

[PRISMA-P](#) (protocols for systematic reviews)

[ARRIVE](#) (animal studies)

These must be uploaded to an approved data repository and a DOI must be generated, which should be referenced in the main body of the text.

When completing a checklist, add the section where each item can be found, rather than page number, as this is likely to change during revisions and typesetting.

Reporting guidelines sections should be written as follows:

Data repository name: Checklist name for 'Title of article'. DOI. License.

Software availability

Source code for new software must be made openly, and permanently available in a structured repository. We also encourage authors to upload code to a Version Control System, such as GitHub.

Source code must be assigned an open license; we strongly encourage the use of an [OSI approved licence](#).

Software availability statements should be written as follows:

Software available from: URL where software can be accessed

Source code available from: URL to Version Control System

Archived software available from: DOI where archived source code can be accessed

License: OSI approved open license software is under

Declarations

Consent

If the article includes any identifiable data, the author must have written informed consent to publish the data from the participant(s). A statement should be included to confirm this has been sought and obtained.

Competing interests

Any financial, personal, or professional competing interests for any of the authors that could be construed to unduly influence the content of the article must be disclosed.

If there are no competing interests, add the text 'No competing interests were disclosed'.

Grant information

Any funding that was received for the work should be stated, and the statement should include the institution, grant number and to whom the funding was granted.

If no funding was received, add the text 'The author(s) declared that no grants were involved in supporting this work'.

Acknowledgements

Anyone who contributed to the research or the writing of the article but who does not qualify as an author should be listed here; clearly state how they contributed. Authors should obtain permission to include the name and affiliation, from all those mentioned in the Acknowledgments section.

Back matter

References/ bibliography

References can be listed in any standard style if it is consistent within a given article.

- Abbreviations should align with discipline specific standards.
- All information required to find the reference should be included in the reference list (including journal names).
- Preprints can be cited and listed in the reference list.
- Datasets published or deposited elsewhere (for example, in a general repository) should be listed in the in the reference list and the citation to the dataset should follow [one of these examples](#).

All in-text references should correspond to references in the reference list and references should not be duplicated within the reference list.

- Unpublished abstracts, papers that have been submitted to a journal but not yet accepted, and personal communications should instead be included in the text; they should be referred to as 'personal communications' or 'unpublished work' and the researchers involved should be named. Authors are responsible for getting permission to quote any personal communications from the cited individuals.
- Web links, URLs, and links to the authors' own websites should be included as hyperlinks within the main body of the article, and not as references.

Figures

Figures should be provided as separate files in either **JPEG or TIFF format at >300dpi**.

Figures should have titles/legends and be mentioned in the main body of text. Any abbreviations should be defined in the legend.

Figures must be de-identified.

If figures have been reused from a previous publication, the correct permissions for re-use should be sought prior to submission. A statement about re-use should be included in the figure legend.

Any modifications to photographs, e.g. changes to the brightness or contrast, should be detailed in the figure legend.

Manuscript checklist

Back matter (cont.)

Tables

Tables should be presented clearly, organised and structured with headings for each column and row. Tables should be added using the table function in Word instead of as images.

Tables should have titles/legends and be mentioned in numerical order in the main body of text. Any abbreviations should be defined in the legend.

Appendices/ supplementary files

We **do not** accept appendices or supplementary files. These should be uploaded as **Extended data**.