

Information for Authors

Authors are invited to submit their manuscripts on the new submission and review tracking site: <https://www.editorialmanager.com/jofa/>.

The average time interval for the initial review process, if it involves both editorial and peer reviews, is approximately 3 weeks. Occasionally, there are unavoidable delays, usually because of multiple reviews or several revisions on a manuscript. Decisions conveyed may be acceptance with or without revision, non-acceptance with encouragement to make revisions and resubmit; non-acceptance with encouragement to resubmit in another format (e.g., letter to the editor), or rejection.

The Journal of Frailty & Aging publishes Original Papers, Reviews, Brief Reports, Editorials, Letters to the Editor, and Book Reviews.

Brief Reports are research investigation or clinical experience reports whose findings are somewhat preliminary or a clinical study reporting on narrowly focused or limited findings. Description of complex clinical cases (with aspects of novelty and/or didactical purposes) may be presented in this format, too.

Letters to the Editor should be brief commentaries on published articles in the Journal of Frailty & Aging proposing alternative interpretations, different data, and/or things to ponder.

STYLE

Submissions to the JFA should adhere to the AMA Manual of Style (11th edition). The Editors require that when referring to persons aged 65 years and older, the authors use the terms “older adult,” “older persons,” “older people,” “older patients,” “older individuals,” “persons 65 years and older,” or the “older population.” Terms such as “(the) aged,” “elder(s),” “(the) elderly,” “seniors,” “aging dependents,” “old-old,” “young-old,” and similar negative terms must be avoided due to their ageist, discriminatory, prejudicial, and stereotypical connotations.

The Journal follows ICMJE’s recommendations, including regarding the registration of clinical trials in a publicly accessible database before or at the moment of the first study participant enrollment (See: <https://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>).

ABSTRACT

The Journal of Frailty & Aging requires that abstracts of manuscripts submitted for the Original papers be in a structured form conforming to guidelines published in the Journal of the American Medical Association (1998;280:23–24). See also *Annals of Internal Medicine* (1990;113:69–76). Abstracts (maximum 300 words) should include the following headings: Background, Objectives, Design, Setting, Participants, Intervention (if any), Measurements, Results, and Conclusions. Specify the sample size. Emphasize clinical relevance in the abstract’s conclusion. Failure to adhere to this format will delay or unduly prolong the review process. Following the abstract conclusion, list 3 to 5 key words to be used for indexing.

For Reviews and Brief Reports, a narrative abstract (maximum 250 words) is required.

Editorials, Letters to the Editor, and Book Reviews do not require an abstract.

KEY WORDS

Authors should include 3 to 5 key words at the end of the abstract for all papers except Editorials, Letters to the Editor, and Book Reviews.

CONFLICT OF INTEREST DISCLOSURE FORM

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conflict of interest, it is still required for each author to include a disclosure statement in the manuscript text. All forms must be completed as instructed from each author and there must be a disclosure statement included in the manuscript text for each author before the manuscript can be sent out for peer review.

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PUBLICATION FEES

All the articles exceeding 2 published pages of the journal will be charged 295 euros/342 US dollars per extra page.

PAPER LENGTH

Original Research: Limit the manuscript to a maximum of 5,500 text words, 5 graphics (tables, figures, or appendices), and 60 references. A structured abstract is required (see under Abstract).

Review: Limit the manuscript to a maximum of 6,500 text words, 5 graphics (tables, figures, or appendices), and 120 references. A narrative abstract is required (see under Abstract).

Brief Reports: Limited to 3,500 text words, 2 graphics (tables, figures, or appendices), and 30 references, plus a brief unstructured abstract (see under Abstract).

Letters to the Editor: Limited to 800 text words, 1 graphic (tables, figures, or appendices), and 5 references. No abstract is required.

Book Reviews: Limited to 800 text words, 1 graphic (tables, figures, or appendices), and 5 references. No abstract is required.

Editorials, Special Articles: These papers are specifically invited by the Editor-in-Chief to a researcher or group of researchers with the aim of developing a specific theme of interest for the journal. A narrative abstract (see under Abstract) may be required according to the length of the contribution. The size of this type of contributions is decided ad hoc with the Editor-in-Chief.

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REFERENCES

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Reference list. The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. The entries in the list should be numbered consecutively. Always use the standard abbreviation of a journal’s name according to the ISSN List of Title Word Abbreviations, see www.issn.org/2-22661-LTWA-online.php

Journal article. List the names of all authors; when more than 6, list the first three followed by “et al”. Gamelin FX, Baquet G, Berthoin S, et al. Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 2009;105:731-738.

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Please, visit the journal website (www.springer.com/medicine/family/journal/42415) for the more information.

PUBLICATION ETHICS

It is necessary to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the Authors, the Editor-in-Chief, the Peer-Reviewers and the Publisher.

The following ethic statements are based on COPE's Best Practice Guidelines for Journal Editors and on the International Committee of Medical Journal Editors (ICMJE) recommendations (« Uniform Requirements for Manuscripts Submitted to Biomedical Journals », February 2006).

Publication decisions

The Editor-in-Chief of the Journal of Frailty & Aging is responsible for deciding which of the articles submitted to the journal should be published. The Editor-in-Chief may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The Editor-in-Chief may confer with other editors or reviewers in making this decision. They evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors. The editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, other editorial advisers, and the publisher, as appropriate. Unpublished materials disclosed in a submitted manuscript must not be used in an Editor's own research without the express written consent of the Author.

Duties of Reviewers

Peer review assists the Editor-in-Chief in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper. If any selected Editor or Referee feels unqualified to review the research and the manuscript article should notify the Editor-in-Chief and excuse himself from the review process.

Manuscripts received for review are treated as confidential documents and are reviewed by anonymous Editorial Office. They will not be shown to or discussed with others without the Editor-in-Chief's authorisation.

Peer-reviews should be conducted objectively. Personal criticism of the Author is inappropriate. Referees should express their views clearly with supporting arguments.

Privileged information or ideas obtained through peer review is to be kept confidential and not used for personal advantage.

Reviewers should identify relevant published work that has not been cited by the Authors. Any statement, an observation, derivation, or argument that had been reported should be accompanied by the relevant citation. A Reviewer should also call to the Editor-in-Chief's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Duties of Authors

Authors of contributions and studies should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable. In particular, The Journal of Frailty & Aging devotes special attention to detect any plagia using adapted software. The Journal of Frailty & Aging follows the ICMJE recommendations about overlapping publications (<http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/overlapping-publications.html>).

Authors are asked to provide the raw data in connection with a paper for editorial review. The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

Authors should not submit manuscripts describing essentially the same research in more than one journal or primary publication, or previously published elsewhere (whether in print or online). Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the

nature of the reported work.

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

Conflicts of Interest

Public trust in the peer review process and the credibility of published articles depend in part on how well conflict of interest is handled during writing, peer review, and editorial decision making. Conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence (bias) his or her actions (such relationships are also known as dual commitments, competing interests, or competing loyalties). These relationships vary from those with negligible potential to those with great potential to influence judgment, and not all relationships represent true conflict of interest. The potential for conflict of interest can exist whether or not an individual believes that the relationship affects his or her scientific judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion.

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Statement of Human and Animal Rights

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

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