GUIDELINES FOR DIGITAL FEATURES AND PLAIN LANGUAGE SUMMARIES

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OVERVIEW

Adis journals can publish a range of peer-reviewed digital features alongside articles, including animated abstracts, video abstracts (talking heads), slide decks, audio slides, instructional videos, infographics, podcasts/audio discussions, and animations. These features are designed to increase visibility, readership, and the educational value of the manuscript content. Digital features must provide an accurate representation of the article. Digital features can be embedded in the article, made available on the article's Figshare page via a link from the article and/or added as supplementary material.

This document is divided into a series of **FREQUENTLY ASKED QUESTIONS** about publishing digital features within Adis journals, followed by **MORE DETAILS ABOUT SPECIFIC DIGITAL FEATURFES**, covering creation guidelines for each of the digital features.

If you have any further queries or would like to make a pre-submission enquiry to one of our Adis journals, please contact adisjournals@springernature.com.

FREQUENTLY ASKED QUESTIONS

How and when can digital features be submitted?

Pre-submission enquiries are encouraged for digital features to allow the editors to assess the feature for suitability prior to formal submission (see contact).

Digital features should be submitted through the Adis submission system (Editorial Manager) alongside the submitted manuscript. They can also be emailed directly to Adis at the time of manuscript submission. For features submitted before final acceptance, there are no additional fees.

Features can, however, be submitted after article acceptance/publication by emailing them directly to Adis (see contact). A fee is applicable for retrospectively submitted digital features (submitted after final acceptance) to cover the extra round of peer review and processing (see "Are there fees for hosting digital features?"). It is recommended that retrospective features be submitted within one year of the original publication.

PLEASE NOTE - If a feature is submitted after publication of the article, the journal will be required to publish a Correction notice to inform readers about the digital feature and the parent article will not be updated (see "Where are digital features hosted?").

Are digital features peer reviewed?

Yes. All digital features are peer reviewed by external experts to ensure they accurately reflect the original manuscript. To emphasize this, digital features carry a tag saying 'Peer-reviewed content'.

For talking head videos (i.e., author[s] talking to camera) or audio-only features, Adis requires only the script to peer review the content. However, for video features/audio features accompanied by visual elements, Adis requires the script plus the images (i.e., a storyboard, where the images are shown in relation to the text). Once the script (and storyboard) has (have) been peer reviewed by the journal and the authors have incorporated the suggested changes, the filming/creation of the digital feature can commence. The journal will then check all completed videos/audios to ensure they match the approved storyboard/script.

PLEASE NOTE - If the Editor deems that a feature is not appropriate (e.g., is of poor quality, not an accurate reflection of the article content, overtly promotional), they reserve the right to reject it prior to, or following, peer review.

Who creates the digital feature?

Authors are welcome to supply digital features themselves. Alternatively, Adis has the capability to create digital features on behalf of authors (such as animated abstracts, talking head video abstracts, slide decks, podcast articles, infographics, and more). Please see below section "Can Adis create digital features?" for more information.

If the content is developed by Adis, authors and funders have the opportunity to review and approve the content before and after peer review (unless the feature is sponsored through an educational grant). Please contact us for details and the fees for Adis-created features.

What disclosure information is required for publication of a digital feature?

All digital features must include the following disclosure statement "This [Digital Feature type] represents the opinions of the authors. For a full list of declarations, including funding and author disclosure statements, and copyright information, please see the full text online".

Under what license are Adis digital features published?

All Adis digital features are published under the Creative Commons Attribution Non-Commercial (CC-BY-NC) license.

Can the digital feature contain figures, tables, and images from the article?

Yes - provided the original article is open access and the figures/tables/images are the authors' own creation. Authors wishing to include figures, tables, or significant text passages that have been published elsewhere are required to obtain permission from the original copyright owner(s) and to include evidence that such permission has been granted when submitting the digital feature. All material received without such evidence will be assumed to have been originated by the authors.

Where are digital features hosted?

If a digital feature is **submitted before final acceptance of the article**, it will either be embedded in the body of the article, or added as supplementary material, on SpringerLink[1] depending on the type of feature and at the editor's discretion. Most features (e.g., images, videos, audio files) can be embedded in the body of the articles. Some features like interactive infographics and slide decks can only be added as supplementary material. If the parent article is going to be open access, digital features can also be hosted on Figshare[2] on authors' request. If the digital feature is hosted on Figshare, the hyperlink to the Figshare page will be displayed within the article on SpringerLink. An example of an Adis Figshare page can be viewed here. At the author's request, animated abstracts created by Adis and Research Square (see "can Adis create digital features?" section below) can also be hosted on YouTube and Vimeo to achieve maximum exposure.

If a digital feature is **submitted after final acceptance of the article**, **but before the approval of typeset poofs**, the article can be put on hold so the feature can be embedded in the body of the article. Alternatively, if authors do not want to delay the publication of the article, they must inform the editor about the upcoming feature(s) before approving the article proofs so that a Figshare link can be added to the article. In such a scenario, the feature(s) will only be uploaded on Figshare and not embedded in the body of the article.

If a digital feature is **submitted after the article proofs have been approved**, the journal will publish a Correction notice to inform readers about the digital feature. The feature will be embedded within the correction notice. The parent article will not be updated. If requested by the authors, a Figshare page can be created with the link included in the correction notice.

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[1] SpringerLink: The Springer Nature platform where Adis journal articles are published.
[2] Figshare: Figshare is Springer Nature's open access supplementary materials platform, dedicated to hosting extra materials including digital features associated with an article.

Are there fees for hosting digital features?

If a digital feature is submitted before final acceptance of the article, there are no fees. However, if a feature is submitted after acceptance, or if a feature is created by the Adis team, a fee will be applicable to cover editorial development and publication processing costs. There may also be fees for interactive infographics, linked to from the article, that Springer Healthcare host on our own platforms. Please contact Adis for more information.

Can Adis create digital features?

Yes. Adis can create slide decks, podcast articles and talking head video abstracts. Adis also partners with Research Square for the creation of animated video abstracts and infographics. Given our editorial expertise and high standards, Adis-created digital features are guaranteed to be of high quality. Adis branding and labelling are included within each feature to mark this quality and the peer-reviewed nature of the content. Fees are applicable for Adis-created digital features. See "Are there fees for hosting digital features?" for details.

What should be included in a digital feature?

Digital features should provide a fair and balanced representation of the article. Digital features can also portray a procedure or aspect of the research that would benefit from visual explanation, such as complex methodology, a surgical technique, or simplifying an in-depth data set through visualization.

The digital feature is designed to complement and represent the data within the article. Therefore, whilst we welcome the inclusion of tables and figures from the article, the digital feature should not introduce new data that was not discussed in the article.

Digital features may require specific disclosures or need to adhere to a template. This will depend on the type of feature and where it is hosted.

Will providing a digital feature delay the publication of the original article?

Not necessarily. Adis strongly recommends that digital features are submitted with the original manuscript. The feature will be processed with the original paper as per the journal's standard timelines. However, if the authors decide to create a digital feature during the publication process, they may wish to hold publication of the article so that the feature can be published simultaneously with the manuscript.

Are usage metrics on digital features available?

Yes. Metrics are available on an article's associated Figshare page (if the article has a Figshare page) and include: the number of page views, the total downloads of the features on the page, where and how many times the Figshare page has been cited, and associated Altmetrics. For content embedded within the original article on SpringerLink, metrics are available on the article page, including number of downloads, citations and Altmetrics. For embedded videos we can provide number of clicks on request.

Does Adis consider plain language summaries?

Yes, Adis can consider plain language summaries to assist readers who have some knowledge of, but not in-depth expertise in, the area to understand the scientific content and overall implications of the article. For more information on this option, please see the section below.
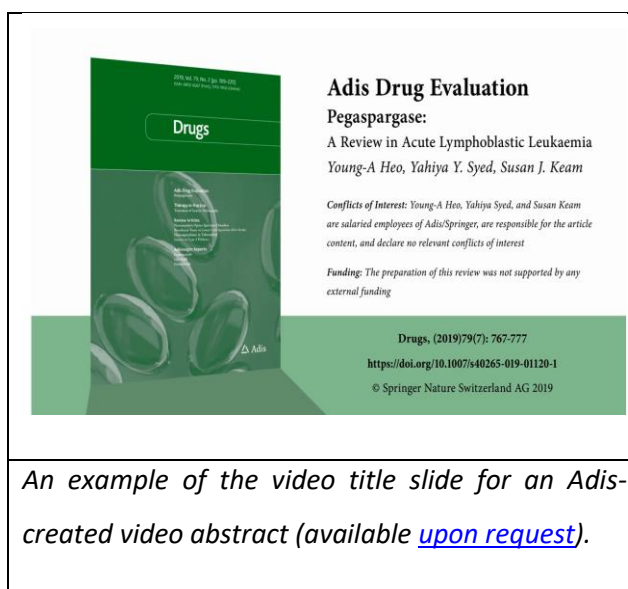
Who should I contact for more information?

Adis welcomes any enquires and will be happy to answer any further questions you may have. Please contact adisjournals@springernature.com

MORE DETAILS ABOUT SPECIFIC DIGITAL FEATURES

Below you will find examples of digital features and instructions on how these are created and processed by the journal.

Animated video abstracts (created by Adis)

Adis is able to create animated video abstracts through its partnership with Research Square. A 3-4-minute animated video can be created with a voiceover to showcase the key results and content of any article. This process usually begins once the article has been accepted, to ensure that the video reflects the final version of the manuscript. Adis branding and declaration of peer review are clearly displayed on the title slide. Technical jargon is avoided, and engaging visuals are created, making the research accessible to a broad

An example of the video title slide for an Adis-created video abstract (available upon request).

audience. Authors have the opportunity to review the script and video before publication to ensure that they are happy with the finished product. Adis also arranges peer review of the digital feature to ensure that it faithfully reflects the manuscript. Animated videos can be embedded within the article on Springerlink and hosted on the article's Figshare page article. At the author's request, these features can be hosted on YouTube and Vimeo as well as the Adis Figshare platform to maximize discoverability. Standard timelines are: 10 working days for script creation, 5 days for storyboard creation, and 15 days for video creation.

Video abstracts and other video types

Authors are welcome to submit a video in association with an article to enhance its educational value. Authors may present the key findings of their research (video abstract), demonstrate a device or procedure, or another type of video that communicates a complex aspect of the manuscript effectively. All videos must accurately represent the article or an aspect of it.

If the feature is a 'talking head' (i.e., the author speaking without accompanying visuals), the author should provide a transcript of their video prior to recording. This allows Adis to peer review the transcript, allowing the author the opportunity to revise the video content in the light of any feedback

and thus avoiding the need for repeated recordings. For videos that contain any other visuals (such as tables, figures, animations), a storyboard is required for peer review purposes. If the final recording deviates significantly from the approved transcript, the feature may need a further round of peer review. Authors may provide the final video for initial peer review; however, peer reviewers may request major amends which would require the authors to re-record the video.

The raw video file should be provided in case the file needs to be formatted in house. An Adis 'bumper' animation will be added to the video before publication. This bumper will usually be added by Adis but can be provided to authors for inclusion if required (contact Adis - see contact). Video abstracts will always include these slides; however, videos embedded within the main text (e.g., procedural videos, or animated graphs) will not. The version on Figshare should always include these slides (if a Figshare page is created).

Supported file types for submission are mp4 and wmv. Maximum file size is 25 GB. There is no set limit on the length of a video, provided they do not exceed 25 GB. However, excessively long videos may be queried during peer review, and authors may be requested to reduce the length.

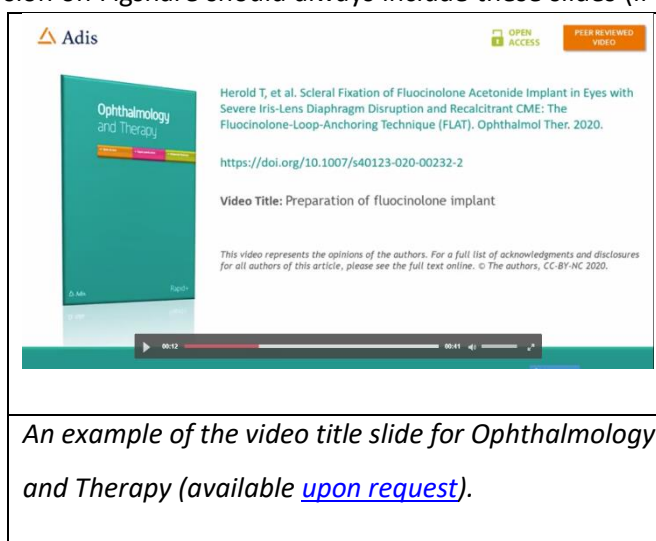*An example of the video title slide for Ophthalmology and Therapy (available upon request).*

Adis encourages authors to include subtitles to increase visibility and accessibility; however, this is not mandatory.

Adis can also create talking head video abstracts in collaboration with the author(s) of a manuscript. Adis arranges the recording, editing and publication of the video abstract. It is the responsibility of the authors to create a script. Adis can also assist with the creation of an accompanying slide deck. Please contact Adis for more details of this service.

Audio features

Authors are welcome to submit audio features, for example, an audio abstract or audio panel discussion.

The author should provide a transcript of their audio feature prior to recording. This allows Adis to peer review the transcript, allowing the author the opportunity to revise the content in the light of any feedback and thus avoiding the need for repeated recordings. The final audio recording will be

checked to ensure it matches the approved script. If the final audio recording deviates significantly from the approved script, the feature may need a further round of peer review. Instead of providing a script for peer review, authors are welcome to skip this step and provide the audio feature for peer review; however, peer reviewers may request amendments, which would require the authors to re-record the audio.

Most file types are supported, though mp3, wav, or wma are recommended. However, in order to be embedded within the SpringerLink article, an audio recording must be converted into video (mp4 or wmv), and an Adis bumper will be added to this, either by the author or by the in-house editorial team (see "What should be included in a digital feature?" for more information). Please contact Adis if you would like a copy of this template. Alternatively, Adis can add the cover slide on behalf of the authors.

Podcast articles

Podcast articles follow a Commentary-style of publication, and typically feature a Q&A style expert discussion with the author (or authors) around a topic of clinical interest, such a clinical data or real-life expert experience and opinions.

Open access Adis podcasts are published on SpringerLink, Figshare and a number of popular podcast platforms (including Apple, Spotify, and Google Podcasts). Podcast articles published without an open access license are hosted behind the paywall on SpringerLink only. The SpringerLink-hosted version consists of the audio podcast, along with the verbatim transcript and reference list. This transcript is typeset and published as a regular article within the journal with a DOI.

Abstract for podcast articles are recommended (maximum 300 words). The abstract should address the need for the podcast discussion and give a general overview of the content of the podcast, such as the main talking points.

The journal strongly encourages authors to contact the relevant journal with a pre-submission enquiry before initiating a podcast article to ascertain editor interest in the topic. Once the topic has been approved, a detailed outline (including a title page with authors and their affiliations and a reference list) should be provided to the journal editor. The outline will be assessed to ensure it is fair/balanced, topical and of interest to the journal readership. The outline will be peer reviewed, and comments are sent back to the author(s) for amending before recording the podcast. Once the podcast has been recorded, it should be sent back to the journal with the transcript. This final recording will be peer reviewed to ensure it aligns with the approved outline, and the author/s do not make unsupported claims (opinions are welcomed but must be balanced and rational).

Adis will add a cover slide to the podcast before final acceptance for the version hosted on SpringerLink.

Key considerations when recording a podcast:

- The recommended length for a podcast is roughly 20-30 minutes.
- The author (or co-presenter) should introduce themselves and the speakers, the name of the journal the podcast is being hosted in, and the topic they will be discussing.
- Ensure the author can be clearly heard and understood by testing their equipment before making the recording.
- Avoid recording in large rooms with echo or background noise.
- Authors should take pauses between statements wherever possible. This will make editing easier, especially if sections need to be removed following peer review. The pauses can also be removed during the editing process.
- Adis encourage authors to cite references wherever possible. These should then be added to the transcript. Authors should reference the transcript as they would with any scientific article (all statements should be supported by a reference, although some opinion is expected with the commentary article type).

Adis welcome unsolicited podcast articles. Adis can create podcast articles if they are funded through a 'hands off' unrestricted educational grant process. The topic is agreed between the sponsor and Adis. However, the choice of author, and the contents of the final podcast, are made by the editor and the recruited author.

Examples of podcast articles can be found [here](). Please [contact us]() for details or if you wish to make a pre-submission enquiry.
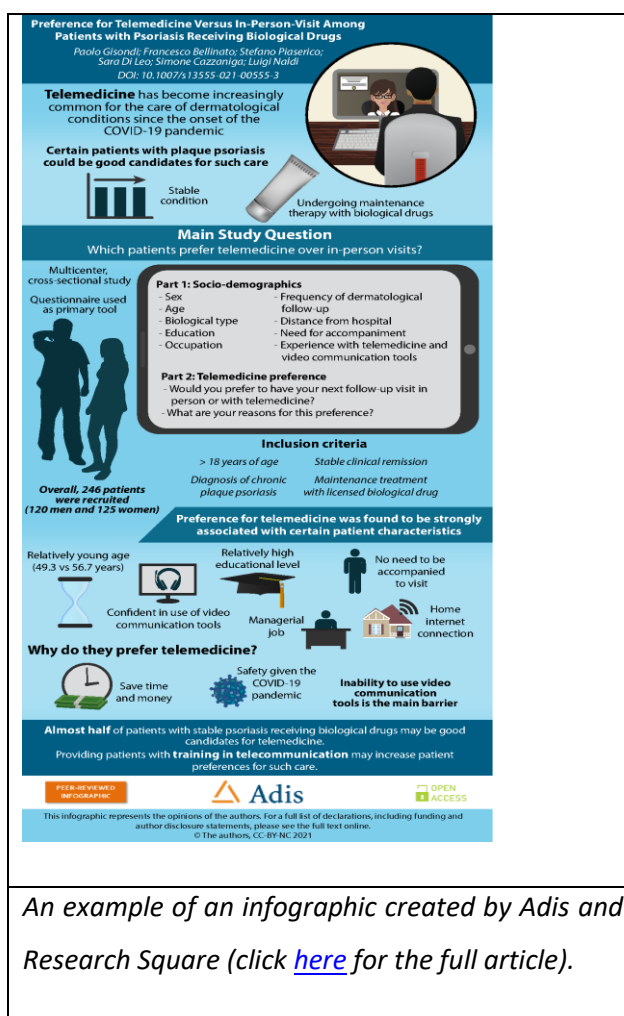
Infographics/graphical abstracts

An infographic is a visual representation of information and/or data. It may summarise the whole article (graphical abstract) or a particular point within the article. Authors are welcome to create an infographic themselves. Alternatively, Adis can create infographics on behalf of authors.

Infographics can be embedded in the HTML/PDF version of the manuscript, and/or uploaded onto the article's associated Figshare page.

Author-created infographics must include specific logos and disclaimer information (see "What should be included in a digital feature?" for more information). These should be requested from the relevant journal for inclusion in the final infographic.

Graphical abstracts, which will be inserted just below the abstract, should also meet the following requirements:

- The feature should include the title and author names.
- The feature should be limited to a maximum of 290mm in height and have a maximum width of 140mm.
- The size of the text should be no smaller than 10 pts (including text within graphs/images).
- We would prefer to receive the graphical abstract as a PDF.

An example of an infographic created by Adis and Research Square (click here for the full article).

If the graphical abstract does not meet the above sizing criteria it cannot be embedded as part of the abstract and will be added to the article's Figshare page and/or as supplementary material only. Infographics relating to a specific part of the text may be inserted as regular figures, and do not need to meet the above sizing guidelines.

For Adis-created infographics, they will be created once the article has been accepted for publication. The authors will be given the opportunity to review and suggest amends prior to publication.

Interactive Infographics

Adis can publish peer-reviewed interactive infographics (infographics with animated elements). These features can be published on a separate website (linked to from the main manuscript) and/or within the manuscript as supplementary material. An example can be found here.

Springer Healthcare can create a platform to host the interactive infographic (a fee will be charged for this option). In this scenario, Adis would peer review the infographic since it will be hosted by the publisher. Alternatively, authors may wish to host the infographic on their own platform. In this instance, the feature would not be peer reviewed, and would be treated like a regular reference within the article. There are no extra fees if authors choose this option. It is the responsibility of the author to maintain the hyperlink.

Authors should provide Adis with the link to the interactive infographic (if the author/funder is to host it) or HTML of the interactive infographic (if Springer Healthcare are to host it) before publication.

Please contact us for more information. Please note Adis cannot currently create these features.
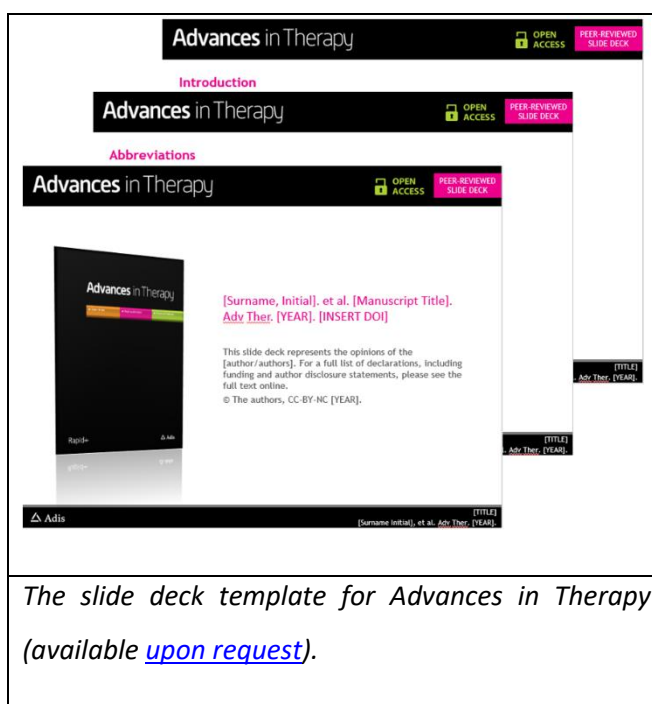
Slide decks and audioslides

Slide decks and audioslides summarize an article using bullet points and graphics to provide a digestible presentation of the key facts and figures. Whilst slide decks are simply presentation slides, audioslides include narration and are published as videos. Audioslides can therefore be embedded within the SpringerLink text, whilst slide decks will be hosted on Figshare and/or as supplementary material.

Slide decks and audioslides are perfect for readers who prefer assimilating data quickly and succinctly, and additionally enable

The slide deck template for Advances in Therapy (available upon request).

others to present published findings to other colleagues.

Authors are welcome to create their own or may request Adis to create slide decks on their behalf (a fee applies for this service).

It is recommended that slides should have the following basic structure: Title slide, Abbreviations, Introduction, '*Slides related to the article content*', Discussion and Conclusion.

Slide decks and audioslides are published using the relevant journal's PowerPoint template. Please request a PowerPoint template from Adis (see contact), indicating the journal to which you intend to

submit. However, Adis can transfer slide deck presentations to PowerPoint on behalf of an author, provided the slides are submitted in PowerPoint format.

For audioslides, both script and slides are required in order to carry out peer review. Recording of the audio can then commence after peer review. Once the final version has been submitted, this will be checked to ensure it sufficiently matches the original script.

If you would like Adis to create your slide deck, please contact us for details of the fee and the process.

Supported file types for audioslides (video format) are mp4 and wmv. Maximum file size is 25 GB.

PLAIN LANGUAGE SUMMARIES

All Adis journals welcome plain language summaries (PLS) alongside any article. A PLS is an effective tool to summarise a paper, extending its reach and impact, and making it accessible to a wider audience. The aim of a PLS is to assist the reader in understanding the scientific content and overall implications of the manuscript. The summary should be aimed at a broad audience, including time-poor experts, non-specialists and non-native English speakers.

To ensure inclusion within the body of the article on both SpringerLink and PubMed, PLS should be text-based and concise (no more than 250 words, and preferably supplied as a single paragraph - PubMed will display the PLS as a single paragraph regardless of the formatting on SpringerLink) and placed below the abstract and before the introduction.

- The PLS should be based on the abstract of the paper and be consistent with the same overall key points and conclusions.

- The text should be written in a clear 'journalistic' style, using language that is accessible and easy to understand, but does not patronise the reader.

- The PLS should be written in the active voice, and should consist of short, clear sentences broken up into relevant sections.

- Keywords from the abstract should be used and defined where needed.

- Expert or technical jargon should be avoided, and any terms unlikely to be widely familiar to readers should be defined in full the first time they are used.

- Abbreviations should be avoided.

- PLS should be reviewed by a non-expert prior to submission.

Two examples are provided below:

https://link.springer.com/article/10.1007/s40273-020-00967-7
https://link.springer.com/article/10.1007%2Fs12325-020-01377-z

Where do PLS appear?

If a PLS is text-based, 250 words, and submitted prior to publication of the article, the PLS will appear in the HTML and PDF versions of the manuscript directly under the abstract. Even in cases where an

article is not published open access, these PLSs will always be published in front of the paywall together with the abstract to ensure that both remain easily discoverable/accessible. PLS supplied in this format will also be hosted on PubMed.

If a text-based PLS is substantially longer than 250 words, or is in a non-text format, it may be hosted on Figshare or as supplementary material only. This is due to production limitations or if the editor/reviewers deem the PLS to be unsuitable for the main body of the article (examples may include multi-page slide sets, or infographics that cannot be accommodated within the page dimensions). These alternative hosting options will still be freely accessible if the article is made open access.

Standard text-format PLS submitted post-publication of the article will be published as a correction notice. The correction notice will appear on PubMed.

Are graphical, video, slide, and other non-text PLS formats accepted?

Yes, Adis is happy to consider a range of PLS formats. Authors are welcome to submit more than one PLS in different formats, to suit different reader learning styles. We endeavour to embed non-text-based PLSs within the original article on SpringerLink wherever possible. However, the PLS may be hosted on Figshare and/or as electronic supplementary material depending on production limitations or if the editor/reviewers deem the PLS to be unsuitable for the main body of the article.

Graphical or video PLS should contain the necessary bumper information (for videos) and Adis logo images (for videos and graphical PLS). Slide-deck PLS should be created on the official Adis journal slide template. Please contact Adis for the provision of these items. Please note that graphical PLS do not appear on PubMed, so if PubMed visibility is important to you, please choose the text-only 250-word PLS format. For more information, including specifications for embedding a feature on SpringerLink and other hosting options, please see the relevant digital feature sections above, or contact Adis.

Is Adis flexible regarding the format of the PLS?

If an author creates a PLS outside of the above-mentioned recommended formats (for example, a PLS slide-deck), it will usually be possible for this to be accommodated. However, depending on the format, non-standard PLS types may be hosted on the associated Figshare page, or as supplementary material, only.

When should PLS be submitted to ensure they are published at the same time as the article?

For a PLS to be published simultaneously with the article and to avoid any delays, Adis should receive the final PLS before acceptance of the article. This will allow the editorial team to embed the PLS within the article (if the PLS format allows) or to create an associated Figshare page for publication at the same time as the article is published. If it is not possible to submit the PLS with the article, Adis would ideally still like to receive the final PLS as soon as possible – preferably once the article has been accepted or at least by the time the author receives typeset proofs for checking (usually 3 weeks after acceptance).

If a PLS is taking longer than anticipated to finalise, it will be possible for the associated article to be put on hold until the PLS is ready to send to Adis, allowing Adis to publish both article and PLS simultaneously. Alternatively, the article could be published first, with the PLS published afterwards as a correction notice (standard PLS). If authors inform the editor about the upcoming PLS before approving the typeset proofs, the PLS can be published on the article's Figshare page (non-standard and/or graphical/video PLS). We try to be as flexible as possible to meet author requests.