

Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation



Instructions for Authors

Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation publishes original papers on any aspect of chronic obstructive pulmonary disease including human clinical studies. All submissions must be in English. Manuscripts should conform to the International Committee of Medical Journal Editors (ICMJE) *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals*. See link in “Resources for Authors” list on the Submit a Manuscript page of the *Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation* website (<https://journal.copdfoundation.org>). The Journal is published in electronic format only.

Types of Manuscripts That Will Be Considered

- Original Research Articles Related to COPD
 - Human Clinical Studies
 - Epidemiology
 - Outcomes Research
 - Basic Science
- Review Articles
 - Clinical
 - Basic
- Perspectives or Short Communications
- Practice Guidelines Related to COPD
- Letters to the Editor

Criteria for Authorship

We conform to the ICMJE guidelines for authorship. Each author should have substantially participated in the creation of the submitted work. This participation may include the conception and/or design of the study; the acquisition of the data, data analysis and/or interpretation; writing the article and substantial involvement in its revision prior to submission. All authors should significantly contribute to the intellectual content of the article and give final approval of the version to be published. **A statement of author contributions should be provided in the Acknowledgements section of the manuscript.**

Submission of Manuscripts

Prior to submitting a manuscript, please read these complete instructions and consult the Journal’s Policies on the Submit a Manuscript page of the *Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation* website (<https://journal.copdfoundation.org>). Manuscripts that do not conform to guidelines will be delayed or returned. The Journal uses the ScholarOne electronic manuscript submission platform. The link to ScholarOne can be found on the Journal’s Submit a Manuscript page on the Journal’s website. All questions related to manuscripts should be addressed to:

Tina Watson, Peer Review Coordinator
*Chronic Obstructive Pulmonary Diseases:
Journal of the COPD Foundation*
By email at jcopdf@copdfoundation.org
or by telephone at 866-731-2673 x 381

By virtue of submitting a manuscript to *Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation*, the authors certify that (a) the material is original, has not been published except in abstract form, and is not being considered for publication elsewhere, including publicly accessible websites, (b) all authors have read the manuscript and approve its submission, and (c) all clinical trials have been registered in a public trial registry.

If some or all of the dataset for a submitted manuscript was also used for the results in another manuscript, this must be stated explicitly.

Before submission, authors should ensure that there is no major repetition of language or content from previously published papers. Manuscripts will be subjected to automated plagiarism detection.

In addition, as you prepare your manuscript for submission, please remember that if your manuscript is accepted, it will be posted in the Articles in Press section of the *Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation* website as an unedited, undesigned “Pre-Proof” pdf within days of acceptance-

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- any financial compensation received for the work of the submitted manuscript;
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Manuscript Preparation

Please use 12-point type with 1-inch (2.5 cm) margins. Use double spacing throughout. All papers should be organized to include: title page, abstract, text, acknowledgments, declaration of interest, references, figure titles and legends, and tables. Figures should be submitted as separate files. See the Figures section below. Each of the preceding elements should begin on a separate page. Pages should be numbered consecutively, beginning with the abstract.

Title Page.

- The title page should include a concise and descriptive **title**;
- the **first name, middle initial, last name and credentials** of each author;
- the **departmental and institutional affiliation** of each author (including city, state [if applicable] and country);
- the **telephone number** as well as the **email address** of the corresponding author.
- A **running head** of no more than 50 characters (including characters and spaces) should be included.
- A **list of the abbreviations** contained within the text, in the order they appear in the text.
- A **list of keywords** that best represent the key topics of the article

Statement of Funding Support. A Statement of Funding Support for the article's research and work including but not limited to grant support, funding sources, provision of equipment and supplies and role of the sponsor must be included.

Abstract. A concise abstract of no more than 250 words is required.

Text. The body of the article should include an introduction and methods, results and discussion sections.

Acknowledgements. Acknowledgements should be grouped into one paragraph and placed after the discussion section. **A statement of Author Participation or Contributions should also be placed in the Acknowledgements section.** (See the Criteria for Authorship section of these instructions)

Data Sharing statements: All submitted manuscripts reporting clinical trial results, must include a data sharing statement, according to ICMJE manuscript submission recommendations, in the Acknowledgements section of the manuscript. These statements should address:

- Whether individual, de-identified participant data (including data dictionaries) will be shared;
- Whether additional, related documents will be made available (study protocols, statistical analysis plan, etc);
- When the data will become available and for how long;
- The access criteria by which the data will be shared—with whom, for what types of analyses and by what mechanism.

Declaration of Interest section. See conflict of interest section above.

References. References should be typed double-spaced beginning on a separate sheet and numbered in the order that they appear in the text.

Follow National Library of Medicine Style Uniform Requirements for Manuscripts and the American Medical Association (AMA) style guidelines. (Note: Formatting of references that adhere to the Uniform Requirements will be accepted without challenge in manuscripts and any necessary formatting changes

necessary to have them match AMA style guidelines will be made by manuscript editors).

Examples of References

• Journal Articles

Author AB, Author2 CD, Author3 EF. Article title in lowercase. *Journal Name italicized and abbreviated.* Publication Year; Volume (Issue): Page Numbers. doi: (Note: For journal articles with references with more than six authors, list only the first three, followed by *et al.* Abbreviate the titles of journals according to the style used in the National Library of Medicine Catalog. A link to the National Library of Medicine catalog of journals can be found in the Resources for Authors list on the Submit a Manuscript page of the *Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation* website.)

• Books

Author AB, Author2 CD. Book Title. Edition. Publisher City: Publisher; Year.

Tables. Tables should be grouped on separate pages at the end of the manuscript. Footnotes to the table should be placed below the table. (Note: Please use lowercase, superscript letters [a, b, c] rather than symbols [*, ^, #] for marking footnote references within the tables)

Figures. All figures should be submitted as separate **digital files of sufficiently high resolution** (300 dpi or higher) to enable journal reproduction. **Illustrations should not be embedded in the text but should be submitted as separate files.** Acceptable formats include JPG, TIFF, GIF.

Genomics Data. Genomics data should conform to Minimal Information About a Microarray Experiment (MIAME) guidelines. Primary genomic data should be placed in appropriate public repositories such as the Gene Expression Omnibus (GEO). GEO supports data from microarray-based experiments that measure gene expression, or detect genomic gains and losses (array CGH), detect SNPs, or identify protein-binding genomic regions in conjunction with ChIP-chip, or locate transcribed regions. GEO also accepts non-array-based high-throughput data, including SAGE, MPSS, and some peptide profiling techniques such as MS/MS. A link to instructions for GEO data submission, from the National Library of Medicine, can be found in the

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Clinical Trials. Reports on clinical trials should conform to the Consolidated Standards of Reporting Trials (CONSORT) statement. A link to the CONSORT statement can be found in the “Resources for Authors” on the Submit a Manuscript section of the *Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation* website.

Online Data Supplements. Authors may submit materials supporting the manuscript to be posted as an Online Data Supplement of *Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation*.

If material is being submitted for an Online Data Supplement, please include the following statement on the title page of the main manuscript, “This article has an online data supplement.” The supplementary material must be submitted simultaneously with the manuscript and will undergo peer review.

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Human and Animal Rights/Studies. We endorse the recommendations concerning human research that are contained in the World Medical Association’s Declaration of Helsinki. All manuscripts containing human studies should conform to these recommendations. A link to the full recommendations can be found in the Resources for Authors list on the Submit a Manuscript page of the *Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation* website (<https://journal.copdfoundation.org>)

All manuscripts reporting human research must

contain a statement in the text that the institutional review board for human studies approved the protocols and written consent was obtained from the subjects or their surrogates if required by the institutional review board.

Use of animals in research should be compliant with all subsequent revisions of the Health Research Extension Act (public law 99-158, 1985 Animals in Research). All animal experiments must conform to the revised: Institute of Laboratory Animal Resources, Commission on Life Sciences, National Research Council. Guide for the Care and Use of Laboratory Animals. Washington, D.C: National Academy Press; 1996. **All manuscripts reporting animal research must contain a statement in the text that all animal experiments conformed to the above described policy.**

A link to the National Institutes of Health Office of Laboratory Animals Welfare can be found in the Resources for Authors list on the Submit a Manuscript page of the *Chronic Obstructive Pulmonary Diseases: Journal of the COPD Foundation* website.

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