

Homeopathy

Author Instructions

Thank you for contributing to *Homeopathy*. Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article.

SUBMISSION CHECKLIST

All manuscripts must be submitted at the following link:

<http://www.editorialmanager.com/homp>

- AUTHOR INFORMATION**
 - All authors: full name, department, affiliation
 - Corresponding author: full name, degrees, department, affiliation, mailing address, telephone and fax number, e-mail address
- MANUSCRIPT FILE**
 - Must be digital – hard-copy submissions are not accepted
- ABSTRACT AND KEYWORDS**
 - See the section Article Types for word limit
- REFERENCES**
 - Cited sequentially in American Medical Association (AMA) style
- FIGURES AND TABLES**
 - Cited sequentially in the main document; must be saved separately from the main document
- ART FILES**
 - Must be saved separately from the main document
- PERMISSIONS**
 - Required if you plan to reproduce content from a published source or include a photograph of a patient – permission form included at the end of this document

CONTENTS	
MANUSCRIPT FORMAT -----	3-8
Article Types -----	3
General Guidelines -----	4
Title Page -----	4
Abstract, Keywords and Short Title -----	4
Main Document -----	5
Highlights -----	5
Acknowledgments -----	5
Conflict of Interest -----	5
Funding Support -----	5
References -----	6
Figure Captions -----	8
Tables -----	8
Videos -----	8
Supplementary Material -----	8
DIGITAL ARTWORK PREPARATION -----	9
General Guidelines -----	9
Black-and-White Art -----	9
Colour Art -----	9
Art Labels -----	9
SUBMISSION AND REVISION PROCEDURE -----	10
Submission Procedure -----	10
Revision Procedure -----	10
PRODUCTION PROCEDURE -----	10
Page Proofs -----	10
POLICY STATEMENTS -----	11-13
Statement on Liability -----	11
Definition of Authorship -----	11
Copyright Statement -----	11
Statement of Ethics -----	11
Patient Permission Policy -----	12
Reporting Clinical Trials -----	12
Reporting Basic Research -----	12
Case Reporting -----	12
Reporting Research that involves Animal Experimentation -----	12
EDITORIAL CONTACTS -----	14
STATEMENT OF PATIENT PERMISSION -----	15

MANUSCRIPT FORMAT

Article Types

The following table shows what types of articles are accepted for publication, and what requirement they may have.

Article Type	Abstract Limit	Keywords Limit	Title Limit
Research Review	400 words	3 to 5 keywords	Up to 30 words
Original Research Article	300 words	3 to 5 keywords	Up to 30 words
Special Issue Article	300 words	3 to 5 keywords	Up to 30 words
Conference Report	300 words	3 to 5 keywords	Up to 30 words
Clinical Audit Report	300 words	3 to 5 keywords	Up to 30 words
Case Report	200 words	3 to 5 keywords	Up to 30 words
Debate	200 words	3 to 5 keywords	Up to 30 words
Editorial / Guest Editorial	Not applicable	Not applicable	Up to 30 words
Letter to the Editor	Not Applicable	Not Applicable	Up to 30 words
Conference Abstracts	Not applicable	Not applicable	Up to 30 words
Obituary	Not applicable	Not applicable	Up to 30 words
Book Review	Not applicable	Not applicable	Up to 30 words

General Guidelines

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Keep the format of your manuscript simple and clear. We will set your manuscript according to our style—do not try to “design” the document.
- The manuscript, including the title page, abstract and keywords, text, references, and figure captions, should be typewritten, double-spaced in 12-point font with 1-inch margins all around and saved as one file.
- Each figure and table should be saved as its own separate file. Do not embed figures/tables -within the manuscript file. This requires special handling by Thieme’s Production Department.
- Keep abbreviations to a minimum and be sure to explain each of them the first time they are used in the text.
- The manuscript must be written in good English, with consistent use of either British or American spellings. Please note that papers whose clarity is compromised by insufficient quality of English will be returned to the author for language editing prior to re-submission.
- The authors should use Système International (SI) units of measurement. For clarity if required, the corresponding non-SI unit may also be included in parentheses.
- Use generic names for drugs. You may cite proprietary names in parentheses along with the name and location of the manufacturer.
- Credit suppliers and manufacturers of equipment, drugs, and other brand-name material mentioned in the manuscript within parentheses, giving the company name and primary location.
- **Names of homeopathic medicines** should appear in italics. The binomial system and abbreviations should be used: e.g. *Nat-m*, *Kali-bi*. Homeopathy potencies are indicated as, e.g., 6x, 30c, 1M, 10M (or use units dH, cH, MK etc., where the method of dilution is specified).
- **Footnotes** should be used sparingly. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

The manuscript should comply with the [Uniform Requirements of the International Committee of Medical Journal Editors \(ICMJE\): Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals](http://www.icmje.org/about-icmje/faqs/icmje-recommendations) <http://www.icmje.org/about-icmje/faqs/icmje-recommendations>

Title Page

- This journal adheres to a double-blinded peer-review policy. The title page should not be included in the main document.
- The title page should be in a separate document and list the article title and the corresponding author’s full name, degree, title, department, affiliation, mailing address, e-mail address, and telephone and fax numbers. It should also list the full name, department, and affiliation of every co-author.

Abstract, Keywords and Short Title

See the section Article Types for word limits of the abstract.

The abstract should briefly outline the content of the article and the major conclusion(s) it reaches. The abstract should be structured, using the following sections: Background; Methods; Results; Conclusions. An abstract typically does not require any references but, if essential, then cite author(s) and year(s).

The keywords should be words that a reader would be likely to use in searching for the content of the article.

Include within this page a suggested short title for your paper; this will be used by the typesetter as a running header within the typeset article.

Main Document

- Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
- Include page numbers and line numbers in the manuscript file.
- As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
- Do not insert page or section breaks except where noted in the Author Instructions.
- Use hard returns (the Enter key) only at the end of a paragraph, not at the end of a line. Allow lines of text to break automatically in your word-processing software. Do not right-justify your text.
- Use only one space, not two, after periods.
- Create tables using the Table function in Microsoft Word.

Highlights

This section appears after the main text of a published article and before the list of references. It should comprise 4-6 bullet-points that convey, at a glance, the 'key things to remember' from the article. The Highlights section therefore serves a different purpose from that of the Abstract.

Acknowledgments

The source of any financial support received and recognition of personal assistance for the work being published should be indicated at the end of the article, just before the Reference section, under the heading Acknowledgments.

Conflict of Interest

All authors must disclose any financial and personal relationships with other people or organisations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Any conflicts of interest must be disclosed at the end of the submitted manuscript under the subheading 'Conflict of interest statement'. If there are no conflicts of interest then please state, 'Conflicts of interest: None'. Please click <http://www.icmje.org/conflicts-of-interest> to download a Conflict of Interest form. This form should be submitted under the designation "Conflict of Interest Form" in the submission system

Funding Support

You are requested to identify who, if any, provided financial support for the conduct of the research and/or preparation of the article, and to describe briefly any role of a sponsor(s) in study design, in the collection, analysis and interpretation of data, in the writing of the report, and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

References

References should be the most recent and pertinent literature available. It is essential that they are complete and thoroughly checked. If the reference information is incomplete, good online sites to search for full details are the National Library of Medicine: www.nlm.nih.gov; Books in Print: www.booksinprint.com; PubMed: www.ncbi.nlm.nih.gov/PubMed/; or individual publisher websites.

- References must be listed in AMA (American Medical Association) style, using Index Medicus journal title abbreviations.
 - The list of references follows the main text of the article. Insert a page break between the end of text and the start of references.
 - References must be cited sequentially (NOT alphabetically) in the text using superscript numbers. At the end of the paper, the references should be listed in that numerical order. Please ensure that every reference cited in the text is also present in the reference list (and vice versa).
 - By way of exception to AMA style, do not italicise book titles or journal title abbreviations and do not put a period at the end of a reference.
 - List all author names, up to and including six names. For more than six authors, list the first three followed by 'et al'.
 - References should be styled per the following examples:
1. Citing a journal article:
Newburger JW, Takahashi M, Burns JC, et al. The treatment of Kawasaki syndrome with intravenous gamma-globulin. *N Engl J Med* 1986;315:341–347
 2. Citing a chapter in a book:
Toma H. Takayasu's arteritis. In: Novick A, Scoble J, Hamilton G, eds. *Renal Vascular Disease*. Philadelphia: WB Saunders; 1995:47–62
 3. Citing a book:
Stryer L. *Biochemistry*. 2nd ed. San Francisco: WH Freeman; 1981
 4. Citing a thesis:
Stern I. *Hemorrhagic Complications of Anticoagulant Therapy* [PhD dissertation]. Evanston, IL: Northwestern University; 1994
 5. Citing a government publication:
Food and Drug Administration. *Jin Bu Huan Herbal Tablets*. Rockville, MD: National Press Office; April 15, 1994. Paper T94-22
 6. Citing an online-only article:
Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. *Arch Pediatr Adolesc Med* [serial online]. 1996;150:457460. Available at: http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol_150/no_5/abstract/htm. Accessed November 10, 1996
 7. Citing an in-press journal article:
A DOI should be used to cite and link to electronic articles where an article is in-press and full citation details are not yet known, but the article is available online. A DOI is guaranteed never to change, so you can use it as a permanent link to an electronic article. An example of a citation using DOI for an article not yet in an issue is: VanDecar JC, Russo RM, James DE, Ambeh WB, Franke M. Aseismic continuation of the Lesser Antilles slab beneath north-eastern Venezuela. *J Geophys Res* 2003; <https://doi.org/10.1029/2001JB000884>. Please note that the format of such citations should be in the same style as for other references in the paper.
 8. Citing a conference article:
Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC

Bengston S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Proceedings of the 7th World Congress on Medical Informatics; September 6-10, 1992; Geneva, Abstract 209

9. Data references:

Homeopathy encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your reference list. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add '[dataset]' immediately before the reference so we can properly identify it as a data reference. The '[dataset]' identifier will not appear in your published article.

10. Unpublished results and personal communications:

These are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'.

'Self-citation':

Please note that high levels of citations to recently published papers in *Homeopathy* will introduce the risk of the journal losing its Impact Factor. The editors are monitoring this 'self-citation' rate on an ongoing basis, and they reserve the right to require authors to replace a necessary number of references in their submitted manuscript with suitable alternatives.

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Figure Captions

- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
- Figures must be cited sequentially in the text. Number all figures (and corresponding figure captions) sequentially in the order they are cited in the text.
- Figure captions should be written after the reference list. Insert a page break between the end of references and the start of figure captions.
- Figure captions should include a description of the figure and/or each lettered part (A, B, etc.) and of any portions of the figure highlighted by arrows, arrowheads, asterisks, etc.
- For a figure borrowed or adapted from another publication (used with permission), add a credit line in parentheses at the end of each figure legend. This credit line should be a complete bibliographic listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example “(Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.)”

Tables

- Data given in tables should be commented on but not repeated in the text. Be sure that lists or columns of related data are composed in a word-processing program like the rest of the text.
- Do not intersperse tables in the text. Each table should be saved as its own separate file.
- Tables must be double-spaced and numbered in the same sequence they are cited in the text. A short descriptive title should be provided for each table.
- If a table contains artwork, supply the artwork separately as a digital file.
- For tables borrowed or adapted from another publication (used with permission), add a credit line as the first footnote beneath each table. This credit line should be a complete bibliographical listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example, “Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.” (“Data from . . .” or “Adapted from . . .” may also be used, as appropriate.)
- Other footnotes for tables should be indicated in the table using superscript letters in alphabetical order.
- Any abbreviations used in the table should be explained at the end of the table in a footnote.

Videos

- The following formats are acceptable: *.avi, *.mov and *.mpg.
- For supplementary videos, the length should not exceed 4 minutes, and a legend of no more than 40 words per video or per sequence is required (it should also be included in the main document).
- If including a voice-over, it must be in clear English. Be precise, informative, and clear in your speech. Re-record audio in post-production for sound quality.

Supplementary material

- Supplementary material such as appendices, applications, images or sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Word, Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate or track-change any corrections on a previous version.

DIGITAL ARTWORK PREPARATION

General Guidelines

- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
- Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.
- Save each figure in a separate file.
- Do not compress files.
- All black-and-white and colour artwork should be at a resolution of 300 dpi (dots per inch) in TIFF format. Line art should be 1,200 dpi in EPS or TIFF format. Contact the Production Editor at Thieme if you are unsure of the final size.
- It is preferable for figures to be cropped to their final size (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the correct orientation. If art is submitted smaller and then has to be enlarged, its resolution (dpi) and clarity will decrease.

Note: Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for greyscale and colour artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

Black-and-White Art

- Black-and-white artwork can be halftone (or greyscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. Thieme will only accept digital artwork.
- If possible, do not send colour art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white.
- For best results, line art should be black on a white background. Lines and type should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.

Colour Art

- Colour illustrations are expensive to produce and usually cannot be accepted unless the author is willing to cover the additional production costs incurred. Please check with Thieme for details. We will convert colour illustrations to black-and-white unless we receive a letter from the author assuming responsibility for the cost of printing colour. Upon request, we will provide you with a cost estimate for the colour printing.
- All colour artwork should be saved in CMYK, not RGB.

Art Labels

- Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large in size. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process.
- Use 1-point (or thicker) rules and leader lines.
- Capitalise the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels.
- Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text.
- Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.

SUBMISSION AND REVISION PROCEDURE

Submission Procedure

- Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
- Manuscripts must be submitted electronically at the following link: <http://www.editorialmanager.com/homp>
- Always review your manuscript before submitting it. You may interrupt a submission at any phase and save it to submit later. After submission, you will receive a confirmation email. You can also check the status of your manuscript by logging in to the submission system.
- All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The editor will inform you via email once a decision has been made about acceptance or rejection.

Revision Procedure

- Should the editors decide that your article is potentially suitable but requires a revision, you will need to make the changes via a word-processing program and resubmit it electronically.
- Log-in to the submission system and find your article, which will be marked for revision.
- The best way to make revisions to your manuscript is by enabling the Track Changes mode in Microsoft Word, which will automatically highlight and mark up revised text. Please submit both a marked up copy and a clean copy of your revised manuscript to the submission system.
- Your original files will still be available after you upload your revised manuscript, so you should delete any redundant files before completing the submission.
- You will also be provided space in which to respond to the reviewers' and editors' comments. Please be as specific as possible in your response.

Open Access:

Authors of articles for all Thieme subscription journals have the option of paying an article publication fee so that their articles will be published on an open-access basis. The article publication charge in 2017 for "hybrid" (sometimes called "transitional") journals is £2,200/€2,500/\$2,900. The discounted article publication charge for subscribers is £1,100/€1,250/\$1,450.

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Page proofs will be sent to you via email. The proofs will be in a PDF file format, which should be opened using Acrobat Reader software. You will receive further instructions with your proofs. Take that opportunity to check the typeset text for typographic and related errors. It is important to ensure that all corrections are sent back to us in one communication; please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility. Note that elective alterations are difficult to accommodate owing to the associated time and expense of introducing them. Therefore, please be sure that when you submit your manuscript it is accurate, complete, and final.

POLICY STATEMENTS

Statement on Liability

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Definition of Authorship

Authorship credit should be based on criteria established by the [International Committee of Medical Journal Editors](#):

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the article or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All contributors who do not meet the criteria for authorship as defined above should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

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Statement of Ethics

This journal adheres to the ethical standards described by the [Committee on Publication Ethics](#) and the [International Committee of Medical Journal Editors](#). Authors are expected to adhere to these standards.

Work on human beings published in *Homeopathy* will comply with the principles laid down in the [Declaration of Helsinki: Ethical Principles for Medical Research Involving Human Subjects](#), as amended by the 64th WMA General Assembly, Fortaleza, Brazil, 2013. The author should ensure that the work described has been carried out in accordance with [The International Code of Ethics of the World Medical Association](#). The manuscript must

contain a statement that the work has been approved by the appropriate ethics committee or institutional review board and that subjects gave informed consent to the work.

Patient Permission Policy

The privacy rights of human subjects must always be observed. You must obtain a signed patient permission form for every patient whose recognisable photograph will be used. If you do not supply this, the identity of the patient must be obscured before the image is published; this could interfere with the instructive value of the photograph. Included at the end of this document is a sample patient permission form.

Reporting Clinical Trials

All clinical trials submitted for publication in *Homeopathy* must include a CONSORT flow-chart (<http://www.consort-statement.org/>) and conform to the [RedHot Guidelines](#) which supplement CONSORT for homeopathy.

All clinical trials must be registered in a public trials registry; state the registry and the registration number. For this purpose, a clinical trial is defined as any research project that prospectively assigns human subjects to intervention or comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome; studies designed for other purposes are exempt.

Reporting Basic Research

All basic research submitted for publication in *Homeopathy* should conform to the [REHBaR guidelines](#) for reporting experiments in homeopathic basic research.

Case Reporting (CARE and HOM-CARE)

Homeopathy welcomes case reports and has adopted the guidelines for clinical case reporting (CARE) and its supplement (HOM-CASE) – see links in <http://www.equator-network.org/>.

Reporting Research that involves Animal Experimentation

For research involving animal experimentation, the recognised standards are as detailed by the [EU Directive 2010/63/EU](#) for animal experiments. In accordance with this EU Directive, the editors require that the benefits potentially derived from research involving animals are significant in relation to any harm endured by the animals.

Authors must particularly ensure that their research complies with the commonly-accepted '3Rs': (1) *Replacement* of animals by alternatives wherever possible; (2) *Reduction* in number of animals used; (3) *Refinement* of experimental conditions and procedures to minimise the harm to animals.

Papers will only be accepted for publication if authors can confirm that:

- The research conforms to the standards set out in [EU Directive 2010/63/EU for animal experiments](#) and there is clear indication in the manuscript that this is the case.
- The research proposal went through a process of ethical review prior to the study commencing; this must include a weighing of the likely adverse effects on the animals against the benefits likely to result from the work.
- The potential for application of the 3Rs was rigorously analysed prior to starting, and that every opportunity was taken during the course of the study to implement each of them; this includes analysis of alternative research strategies that could potentially be used to address the research question and that would not involve the use of animals.
- Animal husbandry and care was in accordance with EU Directive 2010/63/EU for animal experiments.

- All individuals involved with the care and use of animals were trained and skilled to an acceptable level of competency, with euthanasia carried out according to contemporary best practice.
- Appropriate anaesthesia and analgesia were used to minimise pain and distress, and humane end-points were defined and implemented where appropriate.

In its manuscripts for publication, *Homeopathy* endorses the *ARRIVE* guidelines (www.nc3rs.org.uk/ARRIVE) for reporting experiments using animals. These guidelines were developed as part of the National Centre for 3Rs' initiative to improve standards of reporting and ensure that the data from animal experiments can be fully evaluated and utilised. Authors must ensure compliance with the *ARRIVE* guidelines for publication through use of the *ARRIVE checklist*, which can be found at www.nc3rs.org.uk/ARRIVEchecklist. A fully completed checklist, normally designated as an Appendix, must be submitted with the manuscript.

Authors must also include the following information in the Methods section of their manuscript:

- A detailed description of how each of the 3Rs has been addressed.
- Detailed justification for the use of animals in their research through analysis of the potential benefits and harms of the study. Here they must describe how the benefits potentially derived from the research are significant in relation to any harm endured by the animals.
- A statement describing the ethical approval for experimentation, including the nature of the ethical review process and how the research complies with EU Directive 2010/63/EU.

Veterinary research:

For practice-based research in veterinary medicine on client-owned animals, the ethical approval required must be that of a national standard-setting veterinary authority (e.g. the Royal College of Veterinary Surgeons [RCVS] in the United Kingdom). As per RCVS guidelines, '*A pragmatic threshold for the need for formal ethical review is any study where a reasonable person would expect to obtain permission from the owners or keepers of an animal before including that animal in that study.*' (<http://www.rcvs.org.uk/document-library/rcvs--bva-ethical-review-working-party-report-2013/>)

Evaluation procedure for papers that report animal experimentation:

These will be subjected to standard scientific review as well as to specific ethical review; the standard review process will not preclude the consideration also of animal research ethics. The ethical review will be conducted by a specialist designated member of the journal's Editorial Board; clarification about matters of experimental research ethics will be sought from the original authors when required. Papers that do not comply with the required ethics standards will be rejected, and without the option for re-submission of the same research report.

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Acting Editor

Robert T. Mathie, BSc (Hons), PhD
London, UK
robertmathie@hri-research.org

Thieme Publishers – Assistant Acquisitions Editor

Wakiko Ishii
Thieme Medical Publishers, Inc.
333 Seventh Avenue
New York, NY 10001, USA
Wakiko.Ishii@thieme.com

Thieme Publishers – Production Editor

Manpreet Kaur
Thieme Medical and Scientific Publishers Private Limited
A-12, Second Floor, Sector 2
Noida - 201 301, India
Tel: +91-120-4556600 / Fax: +91-120-4556649
manpreet.kaur@thieme.in

Thieme Publishers – Assistant Editor – Journals Publishing Services

Aakanksha Bhatnagar
Thieme Medical and Scientific Publishers Private Limited
A-12, Second Floor, Sector 2
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