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MISSION AND FOCUS

STEM CELLS Translational Medicine is working to advance the clinical utilization of stem cell molecular and cellular biology. By bridging stem cell research and helping speed translations of emerging lab discoveries into clinical trials, **STEM CELLS Translational Medicine** will help move applications of these critical investigations closer to accepted best practices and ultimately improve patient outcomes.

The journal encourages Original Research Articles and concise reviews describing basic laboratory investigations of stem cells and the translation of their clinical aspects of characterization and manipulation from the bench to patient care. **STEM CELLS Translational Medicine** covers all aspects of translational stem cells, including original, first-in-human case studies relevant to translational medicine and negative clinical trial results important to the field but often underreported.

Disclaimer

While the publisher and Editorial Board make every effort to see that no inaccurate or misleading data, opinions, or statements appear in the Journal, they wish to state that the data and opinions in the articles and

advertisements herein are the responsibility of the contributor or advertiser concerned. Accordingly, the publisher, the Editorial Board, and their respective employees, officers and agents accept no liability whatsoever for the consequences of any inaccurate or misleading data, opinion, or statement.

Scope

STEM CELLS Translational Medicine covers:

Pluripotent Stem Cells

Fetal and Neonatal Stem Cells

Tissue-Specific Progenitor and Stem Cells

Cell-Based Drug Development, Screening, and Toxicology

Enabling Technologies for Cell-Based Clinical Translation

Cancer Stem Cells

Standards, Policies, Protocols, and Regulations for Cell-Based Therapies

Protocols and Manufacturing for Cell-Based Therapies

Tissue Engineering and Regenerative Medicine

EDITORIAL POLICIES

STEM CELLS Translational Medicine's Editorial Policies follow the recommendations of the International Committee of Medical Journal Editors (ICMJE), the World Association of Medical Editors (WAME), and the Committee on Publication Ethics (COPE) for guidance on policies and procedures related to publication ethics. The policies for **STEM CELLS Translational Medicine** have been adopted from those three advisory bodies and, where necessary, modified and tailored to meet the specific content, audiences, and aims of **STEM CELLS Translational Medicine**.

Submission of a manuscript is predicated on the explicit understanding that it represents original work not previously published (with the exception of abstracts) and not being considered elsewhere for publication. Further, it is understood that all authors listed on a manuscript have agreed to its submission. Authors submitting a manuscript do so with the understanding that if it is accepted for publication, the copyright, including the right to reproduce the article in all forms and media, shall be assigned exclusively to the publisher, AlphaMed Press. It is the corresponding author's responsibility to obtain written permission to reproduce illustrations, tables, etc., from other publications.

Questions related to this policy should be directed to the editors at Editors@stemcellstm.com.

Conduct Policy

As a leading publication in the evolving field of translational medicine, **STEM CELLS Translational Medicine** is dedicated to helping speed translations of emerging lab discoveries into clinical trials. This mission requires ongoing, scrupulous attention to the quality and integrity of the Journal's publications, and irreproachable conduct on the part of its authors, reviewers, and editors. In pursuit of this goal, **STEM CELLS Translational Medicine** has adopted a Conduct Policy that reflects and supports the Journal's unwavering commitment to the quality and integrity of work it publishes.

The Conduct Policy outlines the standards of professional behavior expected of authors, reviewers, and editors, and addresses the Journal's policy for handling potential instances of misconduct.

For any questions or concerns regarding the Conduct Policy, please contact the editorial office for **STEM CELLS Translational Medicine** (EditorialOffice@stemcellstm.com).

Author Responsibilities

It is the responsibility of submitting authors to ensure that the data and work represented in their manuscript are accurately presented at the time of submission. For all submitted papers, accurate representation includes the submission of only original and unpublished material, proper acknowledgment of all author contributions, properly credited references and resources, and presentation of all relevant data and results in their true, unaltered form. The Journal requires a statement disclosing any financial relationship that is relevant to the work, and that might be perceived as a conflict of interest.

In addition, if manuscript content is based on scientific research, then that research is required not only to meet accepted scientific standards, but also to adhere to any applicable legal and ethical requirements regarding informed consent of human subject and standards for use of experimental animals.

Authorship & Contributions

STEM CELLS Translational Medicine adheres to the guidelines on authorship established by the International Committee of Medical Journal Editors (ICMJE) statement on Authorship and Contribution available at <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>.

The corresponding author must have obtained permission from all authors for the submission of each version of the paper and for any change in authorship. Authorship should be limited to those who have contributed substantially to the work. The nature of the contribution of every author should be made clear. Each author should have participated sufficiently in the work to take public responsibility for the content.

If an article has been substantially written by a contracted writer not named in the byline, this fact needs to be noted in the Acknowledgments section of the manuscript. In addition, all other contributors who do not meet sufficient criteria for authorship should also be noted in the Acknowledgments section. Each author's contribution to the manuscript will be declared during the online submission process.

STEM CELLS Translational Medicine's conflict of interest policy requires complete transparency between the Journal's editors, the investigator-author(s), and any contracted writer(s). The Journal requires identification of the contracted writer(s) and clarification of their role. As part of this policy, the Journal requires that the Corresponding Author stipulate his/her principal authorship and responsibility for the content of the paper. The policy further requires that any and all correspondence from manuscript submission onward must be conducted exclusively by and between the Corresponding Author and the Journal editors.

Sponsorship

Authorship entails both accountability and independence. A submitted manuscript is the intellectual property of its authors, not the study's sponsor (e.g., a pharmaceutical company or contract research organization). The Journal will not review or publish articles based on studies that are conducted under conditions that allow the sponsor to have sole control of the data or to withhold publication. We encourage investigators to use the revised International Council of Medical Journal Editors (ICMJE) requirements on publication ethics to guide the negotiation of research contracts. Those contracts should give the researchers a substantial say in trial design, access to the raw data, responsibility for data analysis and interpretation, and the right to publish; these are the hallmarks of scholarly independence and, ultimately, academic freedom. By enforcing adherence to these requirements, we can as editors endeavor to assure our readers that the authors of an article have had a meaningful and truly independent role in the study that bears their names. The authors, therefore, will stand behind the published results, and so can the Journal.

Conflict of Interest and Financial Disclosure

Upon submission, authors are required to disclose any financial relationships that may present a potential conflict of interest in the communication of nonbiased scientific information. The purpose of the Potential Conflict of Interest and Financial Disclosure Form is to fully inform the Journal's editors, reviewers, and readers of the

existence of any financial relationships that may be pertinent to the article and thus ensure full transparency of the peer-review and publication processes.

It is the policy of **STEM CELLS Translational Medicine** to ensure fair balance, independence, objectivity, and scientific rigor in all of its educational activities through the disclosure of financial interests and other relationships. Additionally, **STEM CELLS Translational Medicine** abides by the policy of the Accreditation Council for Continuing Medical Education (ACCME) stating that commercial support must be acknowledged and that all persons who affect the content of an educational activity regarding the products or services of a commercial interest must disclose any financial relationships with that commercial interest.

To this end, the corresponding author and all co-authors for each article are required by **STEM CELLS Translational Medicine** to complete a Potential Conflict of Interest and Financial Disclosure Form to disclose any financial commitment or obligation occurring within the last 12 months relevant to the subject matter of the article submitted. Additional relationships that might be considered competing interests, such as holding equity or paid consultancy, patent rights, etc., must also be stated. All authors will receive emails with links to the Financial Disclosure and Copyright Assignment forms once the manuscript is processed. The authors will need to log into their account to complete and submit the forms.

All information concerning potential conflicts of interest will be revealed to the peer reviewers and thereafter kept confidential (and on file by the Journal's editorial office). The Editorial Office will work with the corresponding author to formulate a disclosure statement for publication, should the manuscript be accepted. Any potential conflicts of interest found will be reviewed by the Editorial Board with the ad hoc assistance of external reviewers and resolved prior to publication.

Editors and Reviewers

Editors and reviewers are required to disclose financial interests or relationships and answer the same questions as authors. Reviewers are asked to disclose financial information when accepting a review assignment.

Defining a Conflict of Interest

A conflict of interest exists when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of an article about the product or services of that commercial interest. Nothing in this policy statement should be regarded as creating a presumption of impropriety in the existence of financial relationships. Rather, it is the purpose of this policy to inform the peer reviewers, and subsequently the readers, of the existence of financial relationships pertinent to the article in the interest of full transparency in the peer review and publication processes.

Criteria for Disclosure of Conflicts of Interest

A commercial interest is defined as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients (not including providers of clinical services). Relationships with governmental agencies (e.g., the NIH), do not have to be disclosed. In addition, honoraria (or fee-for-service) or consulting funds from a Continuing Medical Education CME provider do not need to be disclosed. In addition to personal disclosure, you must disclose any financial relationships your spouse or life partner has with applicable commercial interests.

Authors who identify contracted writers should disclose the funding source. Contracted medical/science writers are also required to submit a Potential Conflict of Interest and Financial Disclosure Form.

Misconduct

Instances involving potential author misconduct can relate to either submitted or published manuscripts. The Journal's author misconduct policy does not apply to "honest" mistakes of judgment or interpretation, which may be resolved through subsequent publication of an erratum.

Examples of potential author misconduct may include, but are not limited to, the following circumstances:

- Falsifying, manipulating, or omitting data or results, images, or any other materials, processes, or content, such that the research record is not faithfully presented and preserved.
- Fabricating data or results

- Plagiarizing or otherwise not appropriately crediting the work of others or oneself (includes ideas, processes, words, results, etc.)
- Misappropriating the data or results of others and representing them as one's own
- Submitting or publishing the same, or essentially unchanged, material in more than one publication
- Using published images, charts, tables, etc. without first obtaining appropriate permissions
- Removing or failing to include or properly credit a contributing author or writer, including a paid professional writer.
- Inappropriately assigning author status to a "guest" author or "ghostwriter" whose contributions do not meet the authorship criteria as defined by the International Committee of Medical Journal Editors (ICMJE; www.ICMJE.com); such contributions should be noted instead in the "Acknowledgments" section in the manuscript.
- Failing to appropriately disclose any potential conflicts of interest
- Failing to abide by applicable legal and ethical standards regarding the treatment of research subjects

Potential Author Misconduct Notification and Investigation

Notification of Potential Misconduct/Response to Notifying Party

When a potential breach of conduct is brought to the Journal's attention, the Journal will contact the notifying party to acknowledge receipt of the notification. Unless the notifying party has been personally affected by the alleged misconduct, correspondence with that individual will end with the acknowledgment that notification of the concern has been received.

Potential author misconduct may also be discovered by the Journal's staff, editors and/or reviewers, in which case the same investigative process applies.

Misconduct Notification and Investigation

Following a receipt of notification of potential author misconduct, the Journal will initiate a preliminary investigation in order to determine whether a formal investigation is warranted. In this phase of the investigation, published and submitted manuscripts, manuscript reviews, and editorial decisions will be evaluated as appropriate. Input will be sought from all individuals affected by the alleged misconduct. If the evidence found is substantial enough to warrant further investigation, the Journal will notify the corresponding author of the manuscript in question and request a full explanation. Should the corresponding author not respond (or not respond in a timely manner) or provide an inadequate or otherwise unsatisfactory response, the Journal will contact the corresponding author's institution and/or co-authors.

If the potential misconduct involves a work published elsewhere, the Journal may also contact that publication. Should the potential misconduct involve specific scientific research, the Journal may also contact the institution where the research was conducted in order to further investigate the accuracy, authenticity, and legitimacy of the published data and results. Lastly, the Journal may also request the assistance of the U.S. Department of Health and Human Services Office of Research Integrity.

During the investigative process, the Journal will follow the guidelines and requirements outlined by the Committee on Publication Ethics (COPE) and the ICMJE to identify any misconduct and fairly gauge its severity. These references are available online at <http://publicationethics.org/resources/flowcharts> and at <http://www.icmje.org>.

Sanctions

Potential instances of author misconduct will be investigated and considered on a case-by-case basis. Should misconduct be established or admitted, the Journal will proceed with sanctions as deemed commensurate with the severity of the misconduct committed. All decisions regarding sanctions or notices of misconduct will be reviewed by the senior editorial board of **STEM CELLS Translational Medicine** to seek their advice and agreement with the planned action

Sanctions are applied at the discretion of the Editor-in-Chief, the senior editorial board, and the publisher and may vary based on the severity of the misconduct and whether the manuscript in question was submitted or published.

Appropriate sanctions for author misconduct may include, but are not limited to, the following:

- Publication of an erratum or Statement of Concern by the Journal Editors

- Rejection of the manuscript or retraction of the publication in which the misconduct was committed
- A letter of notice of sanctions to the author(s)
- A letter of notice to the author's institution and/or the institution where the study was conducted
- Prohibition of further submissions to or publications in the Journal by the offending author for a period of time to be determined by the Editor-in-Chief

Once the decision on sanctions has been determined, the Journal will notify the author.

Editors and Reviewers

Editors and reviewers are also required to abide by the Conduct Policy and therefore should be familiar with the Journal's policy regarding conflicts of interest and should be prepared to recuse themselves from any situation that would potentially place them in violation of that policy.

In addition to knowing when to recuse themselves from a review, editors and reviewers should also keep in mind that all information submitted for review purposes is confidential in nature and should be treated as such.

Recusal of Editors and Reviewers

In order to provide authors with a fair and unbiased review process, Editors (Senior and Associate Editors and Lead Reviewers), and reviewers are required to recuse themselves from the review of a manuscript when faced with a potential conflict of interest. Examples of situations that would require recusal on behalf of an editor or reviewer include but are not limited to:

- An editor or reviewer is the spouse, domestic partner, parent, child, sibling, or other family member of an author on the manuscript in review.
- An editor or reviewer is involved in research collaboration with an author on the manuscript in review.
- An editor or reviewer is under the employ of, or otherwise works at, the same institution as an author on the manuscript in review.
- An editor or reviewer has a strong intellectual bias either for or against the position taken by the author.
- An editor or reviewer has a financial interest in an agent or device relevant to the study, or has a financial relationship with a commercial sponsor of the study in question.
- In addition to self-recusal, editors and reviewers are also required to recuse themselves from the review of a manuscript when requested to do so by the Editor-in-Chief.

Questions regarding the recusal policy may be directed to Editors@stemcellstm.com.

Misconduct of Editorial Board Members

STEM CELLS Translational Medicine holds its Editorial Board members, as ambassadors of the Journal, to the same high standards of ethical conduct as are expected for authors. Editorial Board members who act as reviewers must honor the confidentiality of all information in the reviewer packet.

If an Editorial Board member is the subject of an accusation of misconduct as an author, reviewer, or Editorial Board member, the accusation will be referred to the Journal's executive office and Editor-in-Chief for review and appropriate action.

Ethical Guidelines

Internal Review Board Guidelines for Medical Research Involving Human Subjects

A goal of **STEM CELLS Translational Medicine** is to ensure that all articles reflect work that is morally acceptable. Authors must abide by the rules of a formally constituted research ethics committee, and/or their Institutional Review Board (IRB), and the tenets of the [World Medical Association's Declaration of Helsinki](#). Ethical aspects of any submitted work that involves human participants, including research, audit, and sometimes debate, should be appraised. Policy on these issues has been developed with the help and advice of the Senior Leadership Ethics Committee and its key elements are explained here.

To facilitate an ethics appraisal, every research article submitted to **STEM CELLS Translational Medicine** is required to include a statement that the authors obtained ethics approval (or a statement that it was not required), including the name of the ethics committee or Institutional Review Board, the number/ID of the approvals, and a statement that participants gave informed consent before taking part. This applies to all types of articles, including trials involving active interventions, non-intervention studies, and audits.

All trials involving an active intervention, either treatment or diagnostic, must be accompanied by a statement of approval by the local IRB or similar ethics committee, and a statement guaranteeing that all patients gave written informed consent.

Non-intervention studies should include a statement verifying that the study has been approved, or determined exempt, by an independent ethics committee, that informed consent has been obtained even if documentation of informed consent has been waived, and that the information contained is kept confidential and all identifiers have been removed prior to submission for publication.

We believe that studies referred to as audits also need consideration of an ethics committee. The distinction between “research,” which investigates what should be done, and “audit,” which investigates whether it is being done, may be unclear. However, the assumption that audit or analysis of previously collected data is not subject to ethical analysis cannot be justified.

Investigators are invited to explain in detail how the ethics of their study were justified. We also welcome the submission of any informational sheets that were provided to participants. If such detail does not easily fit into the manuscript, this information should be provided in the cover letter or uploaded as a supplemental file when submitting the article. This detailed information may not be published, but we may make it available to peer reviewers and editorial committees. Peer reviewers are asked to consider and comment on the ethics of submitted work.

Animal Welfare

Manuscripts reporting on studies that involve experiments with animals must include a statement verifying that care of animals was in accordance with institutional guidelines.

Guidelines for Stem Cell Research

Research with embryonic stem cells should adhere to the guidelines established by the National Academy of Sciences, as published in the National Academies Press, at <http://nap.edu/books/0309096537/html>.

Appropriate institutional review committee approval must be stated in the Materials and Methods section for human or animal subjects involved in experimental investigations. This statement should also show that informed consent was obtained for human subjects. Such manuscripts must include a statement verifying that the human investigations were preceded by local institutional review board approval and, if appropriate, in accordance with an assurance filed with and approved by the U.S. Department of Health and Human Services.

Recombinant DNA Research Guidelines

Any recombinant DNA research must follow the National Institutes of Health Guidelines for Research Involving Recombinant DNA Molecules (available at http://oba.od.nih.gov/rdna/nih_guidelines_oba.html) and should be described within the manuscript.

Data Sharing

STEM CELLS Translational Medicine supports the efforts of the National Academy of Sciences (NAS) to encourage the open sharing of publication-related data. **STEM CELLS Translational Medicine** adheres to the beliefs that authors should include in their publications the data, algorithms, or other information that is central or integral to the publication, or make it freely and readily accessible; use public repositories for data whenever possible; and make patented material available under a license for research use. For more information, see the NAS website (<http://books.nap.edu/books/0309088593/html/1.html>).

Distribution of Reagents

The Editors of **STEM CELLS Translational Medicine** follow the policy that any readily renewable resources mentioned in a Journal article not already obtainable from commercial sources shall be made available to all qualified investigators in the field. The policy stems from the long-standing scientific principle that authenticity requires reproducibility. Publication in **STEM CELLS Translational Medicine** constitutes a de facto acceptance of this policy. Included are reagents that can be easily provided—specifically, nucleic acid sequences, cDNA and genomic clones, cell lines, and monoclonal antibody clones. Small amounts (sufficient for the replication of any in vitro work reported) of novel protein reagents are also considered easily transferable.

Although the Editors appreciate that many of the reagents mentioned in **STEM CELLS Translational Medicine** are proprietary or unique, neither condition is considered adequate grounds for deviation from this policy. Suitable material transfer agreements can be drawn up between the provider and requester, but if a reasonable request is turned down and submitted to the Editor, the corresponding author will be held accountable. The consequence for noncompliance is simple: the corresponding author will not publish in **STEM CELLS Translational Medicine** for the following three years.

Submission of Sequences to GenBank

Original DNA sequences reported in **STEM CELLS Translational Medicine** must also be submitted to GenBank. Instructions for submission can be found at the following address: <http://www.ncbi.nlm.nih.gov/Genbank/>. An accession number should be supplied parenthetically at a relevant location in text.

STEM CELLS Translational Medicine supports the efforts of the Microarray Gene Expression Data Society to standardize the presentation of microarray data. The Journal requires that microarray data be deposited in either the Gene Expression Omnibus (GEO) at <http://www.ncbi.nlm.nih.gov/geo/>, or in Array Express at <http://www.ebi.ac.uk/arrayexpress/>.

In your **STEM CELLS Translational Medicine** submission, the accession number and the complete website link for this deposit must be listed in the figure legends or supplemental figure legends of your manuscript, as the Journal will no longer accept for review microarray data that are submitted as figures or files.

Clinical Trials Registry

In accordance with the guidelines published by ICMJE, **STEM CELLS Translational Medicine** will require, as a condition of consideration for publication, that all clinical trials be registered in a public trials registry (for example, at <http://www.clinicaltrials.gov>). For more information, go to <http://www.icmje.org> and see Section III.J (Obligation to Register Clinical Trials).

Authors must comply with published CONSORT guidelines (<http://www.consort-statement.org/>).

The completed checklist must be provided to AlphaMed Press along with the manuscript submitted. The recommended trial flow diagram should be presented as a figure.

PEER-REVIEW PROCESS

STEM CELLS Translational Medicine abides by policy of anonymous peer review. Because this is a single-blind review process, authors do not know the identity of their reviewers. The Editor and Associate Editors appoint Editorial Board members to lead the reviews and select external reviewers from a database of experts. These reviewers provide comments for the Editors and the authors, as well as a publication recommendation. Upon receiving the comments, the Lead Reviewer responsible for the manuscript makes a recommendation to the Editor, who issues the final manuscript decision. Often, the Editors seek manuscript opinions from one another and/or discuss decisions.

Acceptance of manuscripts is based on originality and importance to the field, as assessed by the Editors. Acceptance and publication decisions are made by the Editors.

Based on editorial judgment, some submissions are rejected initially without external review. If review is required, authors may expect to learn of rejection or acceptance in approximately four weeks.

Upon completion of review, the Editors' decision will be e-mailed to the contact author, along with the reviewers' comments.

The author will receive one of the following decisions:

Reject: The Editors did not select your manuscript for publication. Many factors contribute to acceptance including, but not limited to, the following:

- Importance of the research to the field
- Originality of the work
- Quality of the study
- Priority of the work to **STEM CELLS Translational Medicine** and its readership

If an author disagrees with the editorial decision, cordial inquiry is invited. The response must be timely and include a detailed rebuttal.

Major Revision: The Editors believe that your article contains information of potential importance but a number of major issues were raised. If you believe that you can address the issues raised, the editors would be willing to reconsider your manuscript, but cannot guarantee acceptance, particularly if you cannot address the concerns.

Minor Revision: The Editors found your manuscript potentially acceptable for publication provided you make some minor adjustments.

Acceptance: The Editors selected your manuscript for publication. Additional information will be provided regarding embargo policies and the production process.

Authors are given three months to complete a request for major revision and three weeks to complete minor revisions or revisions on a revised manuscript.

For further information, see the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals,” published by the International Committee of Medical Journal Editors (ICMJE): http://www.icmje.org/urm_main.html.

MANUSCRIPT TYPES

Quick Reference Table

Article Type	Description	Total word count	Figures and/or tables	Maximum # references	Applicable Fees
Original Research Articles	Reports new findings of major importance. The manuscript should include an Abstract, Introduction, Methods, Results, and a Discussion and Conclusion that place the findings in context and examines the implications for future research.	5,000	7	100	Submission Fee: \$90 Publication Fee: \$1500
Concise Reviews	Reviews should address the impact of new concepts or information on clinical disease management, including prognosis, treatment, prevention, or diagnosis.	3,000	2	50	Submission Fee: \$90 Publication Fee: \$1500
Brief Reports	Short reports of current research. The manuscript should include an Abstract, Introduction, Methods, Results, and a Discussion and Conclusion that place the findings in context and examines the implications for	1,200	4	25	Submission Fee: \$90 Publication Fee: \$1500

	future research.				
Human Clinical Articles	These manuscripts should include human case studies that show the state of the field and related challenges.	3,000	2	50	Submission Fee: \$90 Publication Fee: \$1500
Perspectives	Perspectives provide commentary on topical issues confronting stem cell scientists.	2,000	2	50	Submission Fee: \$90 Publication Fee: \$1500
Letters to the Editor	Letters to the Editor may deal with material in published papers, or they may raise new issues.	500	1	10	N/A

Original Research Articles

Original Research Articles should meet the following criteria:

- The manuscript should include an Abstract, informative Introduction, clearly stated Materials and Methods, a succinct presentation of Results, and a Discussion that places the findings in context and examines the implications for science, clinical, and translational medicine disease management.
- Total word count (excluding the abstract, references, and text for figures and tables) should not exceed 5,000 words.
- Abstracts, which are limited to a maximum of 250 words, should clearly state the manuscript's primary objective, discuss the implications of the work, and summarize any conclusions.
- Total number of figures and tables should not exceed seven (any additional figures and/or tables should be labeled as "supplemental" and will appear online only).
- A CONSORT diagram is required for all Randomized and Phase III trials (the diagram does not count toward the seven figure and table limit).

For manuscripts involving clinical trials the manuscript also must include:

- The trial registry and registration identification number for the trial's registry is required. This applies to any trial for which patient enrollment began on or after November 1, 2006.
- Any study related protocol information for all randomized clinical trials.
- Negative results from clinical trials important to the field but often underreported are encouraged.
- Clear statement and approval from the ethical committee and others when animal or human material has been used
- The majority of the manuscript text, excluding the abstract and introduction, should present new data and discussion that address the impact of new concepts or information on clinical and translational medicine disease management.

References should not exceed 100 entries and should be limited to recent works.

Concise Review Articles

STEM CELLS Translational Medicine encourages concise manuscripts that document significant advances made through novel technology developments. These papers should be submitted to the appropriate Journal section.

While the majority of Concise Reviews are solicited by the Editors, **STEM CELLS Translational Medicine** also welcomes unsolicited reviews that address topics of significant interest and relevance to the translational aspects of stem cells and progenitor cells for cell-based therapy, tissue engineering, and regenerative medicine from the bench to patient care.

Prior to submitting an unsolicited manuscript, authors are asked to review published reviews on the same topic in other widely read publications.

Authors should submit a pre-submission inquiry to Editors@stemcellstm.com. We will review manuscripts submitted by academic, government, or industry authors, but not medical writers or other paid representatives. All authors should be identified in the pre-submission inquiry. The author should explain in the pre-submission inquiry what new information or perspective justifies the manuscript as a candidate for publication in **STEM CELLS Translational Medicine**. The inquiry must also:

- Provide a detailed description of the primary concepts and discoveries addressed in the manuscript and discuss recent reviews on the same topic in related publications
- List specific clinical trials, if pertinent, to be discussed in the manuscript
- Disclose any potential conflict of interests for all authors

Concise Review articles should meet the following criteria:

- Total word count (excluding the abstract, references, and text for figures and tables) should not exceed 3,000 words.
- Abstracts, which are limited to a maximum of 250 words, should be a cutting edge review of the subject setting them apart from other sources of information and clearly state the manuscript's primary objective, discuss the implications of the work, and summarize any conclusions.
- The majority of the manuscript text, excluding the abstract and introduction, should address the impact of new concepts or information on clinical disease management, including prognosis, treatment, prevention, or diagnosis.
- The review should detail how the authors planned the review of the literature, what information was included or excluded, whether levels of evidence were used in assessing the value of each publication selected for inclusion, and whether unpublished material was included.
- Opinions not supported by clear evidence should be identified as such and properly discussed.
- Total number of figures/graphics and tables should not exceed two (any additional figures and/or tables should be labeled as supplemental and will appear online only).
- References should not exceed 50 and be limited to recent works. The authors may also include previous high-quality reviews that summarize earlier work on the subject of the review.

Brief Reports

Brief Reports should be no more than 1,200 words (excluding abstract, tables, figures, legends and references), and a maximum total of four figures and/or tables combined.

Preclinical Model Studies and Clinical Trials

STEM CELLS Translational Medicine is an important forum for innovative translational applications of technologies and therapeutics in regenerative medicine for preclinical model studies and clinical trials.

If the research results might impact cell therapy practice within the next few years, presentation of these key findings is critical.

Innovative research and proof-of-concept studies are critical, and the following bodies of work will be considered:

- Compelling cell implantation technologies and novel tissue/organ repair and regeneration protocols will be considered, including areas of novel stem cell therapeutics, effective tissue engineering platforms, innovative scaffolds, efficient bioreactors, and biofunctional adjuvants (including biologics and or acellular components/synthetic components/catalyzing factors/co-factor/mobilization factor, etc.).
- A clear description of a novel research platform with proof-of-concept studies in degenerative disease models is critical.
- Novel mechanisms used by regenerative medicine not previously described.
- Studies that present novel biomarkers that contribute significantly to the understanding of a drug's effect.
- Biomarkers, with biologic importance, that have been validated as useful clinical tools or as companion tools in clinical studies.
- Preclinical studies that address critical issues and bring insight to complex clinical problems.

The following three types of manuscripts may be submitted in this category:

Human Clinical Articles:

The Editors welcome manuscripts based on human clinical trials. Authors should seek to demonstrate the uniqueness, timeliness and importance of the studies and may choose from three alternative formats:

(i) Short Clinical Perspective: An article of 500 to 1000 words which explains the rationale for an imminent/current clinical study, provides insights into the state of the field, and briefly discusses the likely benefits and obstacles to progress;

(ii) Pilot Study: A brief 500 to 1500 word scientific report of a first-in-human clinical experience or pilot trial that may lead to further patient/regulatory studies;

(iii) Clinical Trial: A full length scientific report of a clinical study, ranging from an early phase safety study to a late stage trial aimed at providing definitive proof of efficacy prior to approval by the major national regulatory agencies.

Perspectives

Perspectives provide commentary on topical issues confronting stem cell scientists. Perspectives should have not more than 2,000 words (excluding abstract, tables, figures, legends and references), 2 Figures/Illustrations/Tables, and no more than 50 references.

Letters to the Editor

Letters to the Editor are welcomed. They may deal with material in published papers, or they may raise new issues. Letters should be no more than 500 words (excluding abstract, tables, figures, legends, and references), and one figure and/or table is allowed. Authors of papers referenced in Letters to the Editor are given the opportunity to respond. Both the letter and the response are subject to peer review.

STEM CELLS Translational Medicine requires, as a pre-publication consideration, that all clinical trials be registered in a public trials registry such as www.ClinicalTrials.gov. All regulatory agency documents, original Institutional Review Board (IRB) – approved protocol documents, Informed Consent Documents (ICDs) from study volunteers, and contact information for further inquiries will also be submitted. Only the original IRB documents will be posted online.

Data Sets

Authors are requested to submit and discuss only those data necessary for peer review. Authors and/or sponsors are not obligated to disclose full data sets, but they may allow readers to request further information.

Review

Only well-executed studies, as attested by peer review, will be accepted for publication. These manuscripts will be rigorously reviewed by **STEM CELLS Translational Medicine's** internationally recognized editorial board (<http://journals.alphamedpress.com/index.php/stem-cells-translational-medicine/editors>) as well as by ad hoc reviewers with relevant expertise.

FORMATTING YOUR MANUSCRIPT

Language

Papers are published in English (with American spellings), and authors who are not fluent in this language must seek editorial help before submitting their papers. Papers that do not meet basic standards for readability may not be considered for review, although lack of fluency with English is rarely the primary reason for rejection of a manuscript.

Companies that provide substantive editing after the authors draft a first version, including the following:

<http://www.biosciencewriters.com>

<http://www.bostonbioedit.com>

<http://www.prof-editing.com>

<http://www.aje.com/>

<http://www.bluepencilscience.com>

<http://www.stallardediting.com>

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Submission Cover Letter

Submissions should be accompanied by a cover letter briefly describing the work's significance and identifying the corresponding author, with:

- complete mailing address
- telephone and fax numbers
- e-mail address

For reference, download the cover letter template.[provide link]

Title Page

The first page of the manuscript should contain the following information:

- the title, which should be concise and descriptive, no more than 150 characters in length
- a running head of the title that is no more than 50 characters, including spaces
- name(s) of author(s)
- name(s) of institution(s) at which the work was done
- author contributions:

Each author's contribution(s) to the manuscript must be indicated according to the categories listed below:

1. Conception and design
2. Financial support
3. Administrative support
4. Provision of study material or patients
5. Collection and/or assembly of data
6. Data analysis and interpretation
7. Manuscript writing
8. Final approval of manuscript
9. Other (please be specific)

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Jane Doe: Conception and design, provision of study material or patients

Please refer to the [Journal's policy on authorship and contributions](#) for more information.

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- disclaimers, if any

- a brief acknowledgment of grants, equipment, or drugs for research support
- four to six key words or phrases, using terms from the most recent Medical Subject Headings of National Center of Biotechnology information (<http://www.nlm.nih.gov/mesh/>)

Search Engine Optimization (SEO):

Although all published articles are accessible online, authors can take steps to improve their article's online discoverability. Search engine optimization (SEO) techniques can help boost **STEM CELLS Translational Medicine's** content to high-ranking positions in search results, resulting in greater visibility, readership, and citations for your article.

Key techniques you can use to improve your article's SEO are:

- Carefully select at least 5 relevant key words
- Lead with key words in the article title
- Repeat key words 3-4 times throughout the abstract
- Link to the published article on social media, blogs, and academic websites

Because they are highly utilized by search engines when ranking search results, selecting appropriate key words (i.e., search terms) and using them frequently and appropriately in the title, abstract, and article is critical.

Abstract

An abstract is required for all Original Research Articles, Concise Reviews, and Brief Reports. The abstract should:

- contain no more than 250 words
- clearly state the paper's primary objective
- if appropriate, describe materials and methods and results
- discuss the implications of the work
- summarize any conclusions
- be readable by non-specialists as well as experts in the field
- define abbreviations and acronyms on first usage

The abstract should not contain:

- footnotes
- statistical significance values
- references
- proprietary names

Graphical Abstract

A graphical abstract is a visual representation of the key concepts in the work. Authors are invited to upload a single high-quality graphic that illustrates the important findings of your research. These are often the concluding figure from the article or a figure that is specially designed to give readers an preliminary understanding of the manuscript while browsing. The graphical abstract should be submitted in .eps or .tif format, and will appear in the Table of Contents for both the online and print versions of the Journal.

Text

The text should be divided into the following sections (when appropriate) and in the following order:

- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusion and/or Summary
- Acknowledgments
- Disclosure of Potential Conflicts of Interest
- References

- Figure legends
- Tables
- Figures

Within the text:

- Acronyms, abbreviations, and symbols must be clearly defined on first usage
- Footnotes are not allowed, except within tables
- References, tables, and figures must be numbered in the order in which they are cited in the text

All submitted material should be typed double-spaced, leaving left and right margins of at least 2.5 cm. Do not justify the right-hand margin. Number the pages consecutively.

Notes on Style

STEM CELLS Translational Medicine follows the style of the American Medical Association (*Manual of Style: A Guide for Authors and Editors*, 9th ed. [1998]). Please refer to the style book when preparing your manuscript. Some particular notes on style are included below.

Units of Measurement

- Measurements of length, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples.
- Temperatures should be given in degrees Celsius.
- Abbreviations for units of measurement need not be defined (e.g., 5 cm, 20°C, 120 mmHg).

Symbols and Abbreviations

Define abbreviations and acronyms the first time used, both in the abstract and in the body of the article. Author-created abbreviations should be avoided, but if used they must be clearly defined at first usage, both in the abstract and in the paper.

Footnotes

Footnotes should not be used except within tables.

References

References must be numbered consecutively, without periods after the reference numbers, and ordered as they appear in the text (i.e., citation by number). References must be typed double-spaced in a separate reference section that follows the body of the text. Manuscripts “in preparation” or “submitted” are not included in the reference list but instead are placed in parentheses in the text. However, articles that have been accepted for publication by a journal should be listed in the reference list as “in press.”

Reference format:

- List all authors when there are three or fewer.
- If there are more than three authors, list the first three followed by “et al.”
- List authors by last name first, followed by their initials (no periods).
- Abbreviations for titles of medical periodicals should conform to those in MEDLINE journal abbreviations
- Use full beginning and ending page numbers (e.g., 10270–280 is not acceptable).

Examples of references:

Standard journal article

1 Rasheed Z, Kowalski J, Smith BD et al. Concise review: Emerging concepts in clinical targeting of cancer stem cells. *Mol Endocrinol* 2011;29:883–887.

Article in journal supplement

2 Stewart D. Topotecan in the first-line treatment of small cell lung cancer. *Am J Med* 2004;9(suppl 6):33–42.

Journal article, in press

3 Prat A, Perou CM. Deconstructing the molecular portraits of breast cancer. *Mol Oncol* 2010 (in press).

Book

4 Atala A, Lanza R, Thomson J. *Principles of Regenerative Medicine*. 2nd ed. Waltham, MA: Academic Press, 2010.

Chapter in a book

5 Clark J. Molecular targeted drugs. In: Chabner B, Longo D, eds. *Cancer Chemotherapy and Biotherapy: Principles and Practice*. 5th ed. Philadelphia, PA: Lippincott Williams & Wilkins, 2010:526–546.

Abstract

6 Hauschild A, Eggermont AM, Jacobson E et al. Phase III, randomized, double-blind study of elesclomol and paclitaxel versus paclitaxel alone in stage IV metastatic melanoma (MM). *J Clin Oncol* 2009;27(suppl 18): Abstract LBA9012.

Letter to the Editor

7 Welsh J. Contagious cancer [letter]. *Proc Natl Acad Sci USA* 2011;116:1–4.

Internet resource

8 U.S. National Institutes of Health. Efficacy and safety study of OncoV-EXGM-CSF compared to GM-CSF in melanoma. Available at <http://clinicaltrials.gov/ct2/show/NCT00769704>. Accessed June 11, 2010.

E-only Journals with digital object identifier

9 Nefzger C, Haynes J Pouton C. Directed expression of Gata2, Mash1, and Foxa2 synergize to induce the serotonergic neuron phenotype during in vitro differentiation of embryonic stem cells. *STEM CELLS* 10.1002/stem. 2011-640.

E-Pub Ahead of Print

10 Trent B, Manning P, Hastings E et al. A new wrinkle in the ethics of pharmacological research. *Pharm Res* 2005 [Epub ahead of print].

Theses/Dissertations

11 Mattingly D. *The Science of Language* [master's thesis]. Athens, GA: The University of Georgia; 2003.

Proceedings/Meeting Reports/Conference Presentations:

Unpublished:

12 Bird L. Market forces and physician workplace reform. Paper presented at: Annual Meeting of the Association of American Medical Colleges; November 24, 1996; Wilmington, NC.

Published:

13 Slama K, ed. *Tobacco and Health: Proceedings of the Ninth World Conference on Tobacco and Health*, Paris, France, 10-14 October 1994. New York, NY: Plenum Press; 1995.

Foreign Language Titles Translated into English:

14 Salmon RJ, Vilcoq JR. Breast cancer after preventive subcutaneous mastectomy [in French]. *Presse Med* 1995;24:1167–1168.

Tables

Tables must be titled and cited in numerical order in the text using Arabic numbers. Each table should be double-spaced and typed on a separate page. Use superscript lowercase letters to denote footnotes within a table in the order they appear. Each table must include definitions of all abbreviations used in it. Tables should be created in Microsoft Word using the table feature. Tables must not be embedded within the manuscript but should be submitted as individual files in .doc format and designated as “figures” during the submission process. Failure to comply with these specifications may result in review delay.

Figures

Figures must be titled and cited in numerical order in the text using Arabic numbers. We encourage the submission of illustrations in color when they enhance the presentation of the data. Authors incur no additional charges for the publication of figures in color. Figures should be submitted as individual files and designated as “figures” during the submission process. Figures should be labeled with the Corresponding Author name, the appropriate figure number, and orientation (e.g., “top”). Figures may be submitted as multipart panels.

Acceptable Formats

Figures should be submitted in either .tif or .eps format. All other file types, such as Excel spreadsheets and PowerPoint presentations, are not accepted for review. Failure to comply with these specifications may result in review delay.

Size

Submit figures at their final publication size; do not scale figures. Prepare figures at 1-column width or, if necessary, 1½ column width. The 2-column width should not be used unless necessary.

Columns	Inches	Centimeters	Picas
1	3.2	8.2	19.25
1.5	4.5	11.4	27
2	5.8	14.8	35

The height of all figures must be less than or equal to 9.6” / 24.5 cm / 58 picas.

Figure text

Please use Calibri font for all figure text. Multipanel figures should be labeled using uppercase 12-point Calibri Bold. If Calibri font is not available, substitute a similar sans serif font, such as Arial or Helvetica. All text and numbers on a figure, including scale bars and axis labels, must be large and clear enough to be legible when printed. A minimum text size of 6 points is recommended.

Line and bar graphs

Lines in graphs should be bold enough to be easily read after reduction, as should all symbols used in the figure. Line or bar graphs or flow charts with text should be created in black and white, **not** shades of gray, which are difficult to reproduce in even tones. If more than two sets of data are represented, use of fill patterns or colors (not gray) is suggested to present the data clearly.

Figure brightness

Please make sure that images are sufficiently bright and high-contrast for detail to show up well when printed. Images that are too dark may require replacement.

Resolution

Minimum resolution is 300 dpi for color and grayscale figures, 600 dpi for combination halftones, and 1000 dpi for line art.

Image Integrity

No specific feature within an image may be enhanced, obscured, moved, removed, or introduced.

Adjustments of brightness, contrast, or color balance are acceptable if they are applied to the whole image and as long as they do not obscure, eliminate, or misrepresent any information present in the original. The grouping of images from different parts of the same gel, or from different gels, fields, or exposures must be made explicit by the arrangement of the figure (e.g., dividing lines) and in the text of the figure legend. If the original data cannot be produced when requested, the acceptance of the manuscript may be revoked.

For more information on preparing figures for submission, please see AlphaMed Press's Digital Art Guidelines, available here [\[LINK TO DIGITAL ART GUIDELINES\]](#)

Figure Legends

Figure legends, including those for supplemental figures, should be included in the manuscript after the references. They should be typed double-spaced and contain a brief title and explanation of the figures (maximum of 250 words for title and explanation). In addition, the magnification and stain used for photomicrographs should be stated, scale bars should be included if necessary, and any pertinent notes and definitions of all abbreviations used in the figure must be included.

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Authors must obtain permission if required for reproduction or adaptation of figures or tables from copyrighted (previously published) material. Written permission must be obtained from the publisher of the journal or book concerned and included with the manuscript submission.

The publication from which the figure or table is taken must be listed in the reference section. The following should appear within the legend of a reprinted table or figure: "Reprinted with permission" along with the appropriate reference. All permission listings must be shown in the submitted manuscript; they cannot be entered on proofs.

Supplemental Data

The submission of supplemental data that enhance the understanding of the science discussed in the manuscript is encouraged. Supplemental data should be submitted for peer review when the initial submission of the paper occurs. Supplemental materials should be submitted as a single text document, supplemental figures as individual .tif or .eps file, supplemental tables as a single Word document or Excel file. The Editors will review the supplemental data along with the manuscript. Critical information or figures required for the interpretation, understanding, and evaluation of the research must be included in the manuscript and must not be submitted as supplemental data. Supplemental data are published online only and are not copyedited prior to publication.

Videos

Videos for use on the Journal's website must be approved by AlphaMed Press and should be uploaded online with your manuscript files. The preferred file format is compressed Windows Media Player-compatible (.wmp or .mpg). Video file size should be kept as small as possible while maintaining good resolution and screen size. Video files submitted to **STEM CELLS Translational Medicine** are posted online only as supplemental data. Within the text of your manuscript, you may cite the videos as, for example, "supplemental online Video 1." Prior to including a video in your submission, please read the Supplemental Data section above.

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STEM CELLS **Translational Medicine** features Video Highlights on the Journal homepage for published manuscripts. Authors of accepted articles are invited to submit a short (2-5 minutes) video highlight to discuss their research. The preferred file format is compressed Windows Media Player-compatible (.wmp or .mpg). Video file size should be kept as small as possible while maintaining good audio, resolution and screen size. Video Highlights are subject to editorial review, and if accepted, will be tagged with keywords, a description, and link to the article.

PREPARATION AND ONLINE SUBMISSION OF ARTICLES

General Instructions for Online Manuscript Submission

Formats

All manuscripts should be submitted in Microsoft Word format (.doc or .docx extension). All tables should be created in Microsoft Word using the table feature. All figures should be in .tif or .eps format. This applies to both

Windows and Macintosh platforms. Files submitted in any other format may incur errors during the peer review process. Other file types, including Excel spreadsheets and PowerPoint presentations, are not recommended. Failure to comply with these specifications may result in review delay.

Fonts

Times New Roman provides optimum readability; however, other acceptable fonts are Arial, Courier, Helvetica and Times.

Steps for Submitting a Manuscript on Manuscript Central

To submit manuscripts, authors should log in to Manuscript Central, <http://mc.manuscriptcentral.com/stemcellstm>, and click on the "Author Center" button.

Submissions should be accompanied by a cover letter briefly describing the work's significance and identifying the corresponding author, with:

- complete mailing address
- telephone and fax numbers
- e-mail address

Step 1: Type, Title & Abstract

- Select a manuscript type from the drop-down list.
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- Click 'Save and Continue.'

Step 2: Attributes

- Add at least four keywords to your manuscript submission by filling the fields on the right, or by selecting a keyword from the alphabetical list on the left and clicking the 'Add' button. (Assigning keywords to a manuscript submission can be important for matching editors and reviewers to your manuscript.) Click 'Save and Continue.'

Step 3: Authors and Institutions

Enter information for each author on the manuscript. You must fill in the applicable fields and then click 'Add To My Authors' for each author, before proceeding to the next. (To adjust the order in which the authors appear, use the 'Order' drop-down list.) Every author's name and information must be entered at this time.

- Designate one author as 'corresponding author' by clicking the check box for this designation.
- Click 'Save and Continue.'

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- Add any non-preferred reviewers and editors for your manuscript. Adding preferred reviewers is not an available option during submission. Authors are welcome to put these names in their cover letter; the Editors may or may not opt to ask them to review.
- Click the check box for 'Designate as Non-preferred Reviewer' upon adding or selecting each reviewer's information
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- Type or paste your cover letter in the 'Cover Letter' field, or specify a file you wish to attach. A cover letter is required with your submission.
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- Affirm that you have obtained the written consent of all authors to submit this manuscript on their behalf.
- Supply a Significance Statement in the appropriate field. The significance statement differs in purpose from the abstract. It is a brief summary (approximately 100 words) describing the overarching significance of the article and clearly defining its potential impact. This statement should not contain references and should avoid numbers, measurements, and acronyms. Whenever possible, it should be written in language comprehensible by a lay reader.
- Supply information for all remaining fields as directed.
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- Upload all files associated with your manuscript by using the 'Browse' button to select them from your system.
- Specify each file's designation: Cover Letter, Figures, Manuscript, or Supplemental Files.
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- Review all information. (Completed steps will have a green checkmark, while incomplete steps will have a red X.)
- View the HTML proof of your manuscript. Click the links to view the individual files.
- View the PDF proof of the manuscript. By default, the first page of the proof is the cover and metadata, with the concatenated files appearing after.
- Verify that all steps show a green checkmark on the left and that everything appears correctly in the fields.
- Click 'Submit' to complete your submission.

Step 8: Submission Fee Form

A nonrefundable submission fee of \$90 is required upon online submission of the manuscript. The review process will not begin until the submission fee has been received. With your payment, include full identifying information: the corresponding author's name, address, and telephone number, as well as the title of the submitted manuscript. The Submission Fee payment form is available online at <http://journals.alphamedpress.com/images/SCTM/sctmmanuscriptsubmissionfee.pdf>. It can be completed on your screen and e-mailed to the address on the form or uploaded with your submission. Please make payment in U.S. funds with a credit card (American Express, MasterCard, or Visa).

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The Institute's policy on public access to publications takes effect for manuscripts submitted for publication on or after January 1, 2008, for which an HHMI scientist is a major author. HHMI has designated PubMed Central (PMC) as the repository for journals in the biological sciences.

The publisher facilitates the deposit of HHMI-funded articles into PMC and also makes them publicly available online within six months of publication. Further information on the HHMI policy is available at <http://www.hhmi.org/about/research/policies.html>.

Embargo

Materials submitted to **STEM CELLS Translational Medicine** are embargoed for release until 2 p.m. Eastern U.S. time on the day before the mailing date (for the print edition) or the date when the article is posted online, whichever comes first. This policy applies to members of the media, authors, institutions' public information officers, and the public. Authors may not discuss their work with the media until 1 week before the mailing date or 1 week before online posting of the article, whichever is earlier, and must ensure that the media representatives agree to abide by the embargo policy. **STEM CELLS Translational Medicine** may refuse to publish a manuscript, despite acceptance for publication, if it has been prematurely released to the press.

Communication Among Scientists or Clinical Investigators

STEM CELLS Translational Medicine does not wish to hinder communication among scientists or clinical investigators. Authors are permitted to discuss their manuscripts with their peers and to present their work to their peers at professional conferences. However, authors should not discuss or distribute any portion of an unpublished manuscript in a manner that may intentionally or inadvertently lead to the distribution of the material to the media or general public. Manuscript material may be projected onto a screen for viewing, but no handouts or photocopies of article proofs or preprints may be disseminated. Furthermore, we ask that comments to the media do not elaborate upon the content of your presentation. Finally, please inform **STEM CELLS Translational Medicine** that you are planning to make such a presentation.

Information for Reviewers

General Information for Reviewers

STEM CELLS Translational Medicine uses an anonymous, single-blind peer-review process. Manuscripts sent for peer review are reviewed by experts in the subject area before being sent to a lead reviewer for an editorial recommendation. The reviews and recommendation are then sent to the Editor-in-Chief who makes the final decision regarding publication.

Without reviewers it would be impossible for **STEM CELLS Translational Medicine** to publish timely, high-quality manuscripts. Through their valuable contributions, reviewers enable the publication of only the best, cutting-edge studies, thereby advancing the science and the field. Reviewer contributions are, therefore, greatly appreciated. It is our hope that the general instructions that follow will assist reviewers in their efforts to provide the best review possible, but reviewers should not hesitate to contact the editorial office for additional assistance during the review process.

Review Confidentiality

As manuscripts under review are confidential documents belonging to the authors, treat all information assessed during a review as strictly confidential. By agreeing to review, the reviewer is agreeing not to disclose outside of the review parameters any information relating to the manuscript under review.

Should a reviewer wish to be assisted in their review by an appropriately qualified colleague, such requests should be addressed to the editor via the editorial office before any reviewing begins.

Reviewer Responsibilities

Reviewers should:

- Be aware of the Journal's scope, audience, and policies. **STEM CELLS Translational Medicine** is dedicated to significantly advancing the clinical utilization of stem cell molecular and cellular biology. By bridging stem cell research and clinical trials, SCTM will help move applications of these critical investigations closer to accepted best practices.
- Be knowledgeable and qualified in regard to the subject matter that is to be reviewed.
- Be able to return a constructive, relevant, and unbiased review.

- Be able to return a review in a timely manner. (If extenuating circumstances prevent a reviewer from returning a review within the requested timeframe, the reviewer should alert the editorial office as soon as possible).
- Exercise tact and courtesy when making critiques.
- Cite specific pages, paragraphs, or lines in their comments so that the items in question can be easily found.

Reviewers should **not**:

- Agree to review a manuscript if there is an actual or perceived conflict of interest (all potential conflicts should be disclosed to the editorial office before agreeing to review a manuscript or as soon as the potential conflict has been discovered). Conflicts that may hinder a fair and unbiased review include, but are not necessarily limited to, those of a financial, institutional, philosophical, or personal nature.
- Agree to review any manuscript for which they will not be able to provide a fair, impartial review.
- Agree to review a manuscript if they anticipate not being able to return their comments in a timely manner.
- Disclose any identifiable information about themselves in their review (the peer review process is anonymous).
- Allude to either rejection or publication in their comments.
- Attempt to contact authors to discuss a manuscript.
- Reveal, cite, or otherwise disclose information about a manuscript prior to publication.
- Provide specific comments on minor errors regarding grammar, spelling, or style (these elements will be addressed at the copy-editing stage prior to publication).
- Engage the review assistance of another appropriately qualified colleague without first obtaining approval from the Editor.

Questions reviewers should ask themselves when reviewing:

- Is the manuscript topic appropriate for the Journal?
- Is the manuscript novel? Will it have significant impact?
- Is the study's objective clearly stated?
- Does the manuscript's title appropriately reflect the study?
- Does it appear that the most appropriate materials and methods were used?
- Do the methods appear to be scientifically sound?
- Do the conclusions support the data?
- Does the study lend itself to producing replicable results?
- Are there any perceived conflicts of interest or other potential ethical issues regarding the study?
- If information presented in the manuscript is new, is it properly introduced and described?
- Does the manuscript include relevant and sufficient references?
- Does the manuscript use standard measurements and terminology?
- If statistical tests are included, are they appropriate to the study and well-described?
- Is there any question of violation of the Journal's principles for research involving animals and/or human beings?
- Does the manuscript include figures and/or tables? If so, do the figures/tables add to the manuscript or is the information illustrated redundant?
- Are the figures, tables, and legends clear and readable? Do the legends correlate to the appropriate figures/tables? Are there any concerns that make the reviewer question the suitability of the manuscript for publication? (e.g., plagiarism, duplicate publication, ghostwriting, etc.)
- Finally, are there any other concerns not listed above that call into question the manuscript's suitability for publication (e.g., plagiarism, duplicate publication, ghostwriting, etc.)?

Reviewer Recommendations

After careful consideration of the manuscript, the reviewer should provide one of the following recommendations to the Editor regarding the manuscript's suitability for publication:

Reject - for manuscripts of low quality or of low interest to readers. Rejection is recommended in these instances as revision will not sufficiently improve the manuscript.

Accept with Major Revision – for manuscripts that have moderate to substantial flaws that could potentially be addressed through major revisions. Acceptance is conditional upon modifications by the author.

Accept with Minor Revision – for manuscripts that have minor flaws that could potentially be addressed through minor revisions. Acceptance is conditional upon modifications by the author.

Accept without Revision – for manuscripts that are scientifically and editorially sound and acceptable as submitted. To be accepted without revisions, manuscripts should contain no flaws or only very minor flaws (errors in style, punctuation, spelling, etc., which can be appropriately addressed through copy-editing).

Confidential Comments for the Editors

In the field labeled “Confidential Comments to the Lead Reviewer” the reviewer should state their reasoning for the recommendation provided. Comments should be clear, helpful, and relevant and summarize the reviewer's opinion on the manuscript's strengths and/or weaknesses. Comments for the editors are not shared with the authors, so be sure that any critiques that should be addressed in a revision are made directly to the authors.

Any concerns related to authorship, possible conflict of interest, figure authenticity, or any other matter that could potentially constitute a breach of ethics and/or call into question the integrity of the manuscript, should be mentioned here.

Comments for the Authors

Comments entered in the field labeled “Comments for the Authors” will be included in the decision letter and thus made available to the authors. The reviewer should provide the author with clear, concise, and constructive feedback on the manuscript's strengths and/or weaknesses. If additional information is needed to strengthen or validate claims or conclusions, the reviewer should endeavor to explain, in specific detail, what additional information should be provided in order to guide the authors toward an acceptable revision. It is especially helpful to include page numbers, paragraphs, line numbering, figure labels, etc. when critiquing specific items.

Reviewers should keep in mind that the most helpful reviews explain what is outstanding, what the fatal flaw is, or what specific changes could be made to move the manuscript toward a positive decision.

While reviewers are encouraged to plainly state their opinions and critiques, comments should refrain from harsh, unnecessary criticism and otherwise inappropriate language. Reviewers should also avoid alluding to either publication or rejection in their comments to the author. The Journal reserves the right to remove comments that are deemed inappropriate or those that may otherwise hinder a constructive review.

Manuscript Score Card

In addition to review comments and an overall recommendation, reviewers are asked to complete a manuscript score card. The score card provides a place for reviewers to rate the manuscript with grades from substandard to outstanding based on the following criteria: significance of research, originality of work, accuracy of experimental design, statistical data, relevance of discussion, soundness of conclusions/interpretations, and clarity of writing. These ratings are not made available to authors as this information is used for review and editorial decision-making purposes alone.

An example of the manuscript score card is shown below:

Question	Outstanding	Good	Fair	Substandard
Significance of Research				
Originality of Work				
Accuracy of Experimental Design				
Statistical Data				
Relevance of Discussion				
Soundness of Conclusions/Interpretations				
Clarity of Writing				

Specific Information for Reviewers

Manuscript Types

Original Research Articles

Original Research Articles should include: an abstract; an informative introduction; a clearly stated materials and methods section; a succinct presentation of results; and a discussion that places the findings in context and examines the implications for science, clinical, and translational medicine disease management. Total word count (excluding the abstract, references, and text for figures and tables) should not exceed 5,000 words. Abstracts, which are limited to a maximum of 250 words, should clearly state the manuscript's primary objective, discuss the implications of the work, and summarize any conclusions. Total number of figures and tables should not exceed seven. A CONSORT diagram is required for all Randomized and Phase III trials (the diagram does not count toward the seven figure and table limit).

Concise Review Articles

Concise review articles document significant advances made through novel technology developments. Total word count (excluding abstract, references and text for figures and tables) should not exceed 4,000 words. Abstracts should not exceed 250 words and clearly state the manuscript's primary objective, discuss the implications of the work, and summarize any conclusions. Total number of figures and tables should not exceed seven and there should be no more than 100 references.

Letters to the Editor:

Letters to the Editor may respond to material in published papers, or they may raise new issues. Letters should be no more than 500 words (excluding abstract, tables, figures, legends and references), and one figure and/or table is allowed. Authors of papers referenced in Letters to the Editor are given the opportunity to respond. Both the letter and the response are subject to peer review.

Preclinical Model Studies and Clinical Trials

Detailed guidelines for these articles are available [here](#).

Brief Reports

Brief Reports should be no more than 1,200 words (excluding abstract, tables, figures, legends and references), and a maximum total of four figures and/or tables combined.

Figures/Tables

- Figures should open properly, be clear, readable, and add value to the manuscript.
- Figures must be titled and cited in numerical order in the text using Arabic numbers.
- Figure legends should be concise, well-labeled, and correlate to the appropriate figures.
- Figures and tables should not exceed the given limits (combining figure panels is allowed, i.e. 1a, 1b, 1c, etc.).

- Tables should be clear and use appropriate labels, terminology, and standard units of measurement.

Supplemental Information

All supplemental information is subject to peer review. Supplemental information will not be included in the print version of the article, but will be referenced in the text and hosted online. Supplemental files may be submitted in a variety of formats, but all content should be publication-ready as these files are not copy-edited prior to online posting.

Critical information or figures required for the interpretation, understanding, and evaluation of the research must be included in the manuscript, **not** submitted as supplemental data.

Reviewers should use the same strict criteria to assess supplemental material as they would for information and figures included in the text document (i.e. figures should open properly, be clear, readable, and of value; legends should be concise, well-labeled, and correlate to the appropriate figures; videos should open and play properly).

CONTACT INFORMATION

Request assistance with online submission and inquire about the status of submitted papers at:
EditorialOffice@stemcellstm.com