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### [ABOUT THE JOURNAL](#)

#### Aims and Scope

*Mucosal Immunology* is the official publication of the Society of Mucosal Immunology (SMI). It aims to provide a forum for both basic and clinical scientists to discuss all aspects of immunity and inflammation involving mucosal tissues. The journal reflects the interests of scientists studying gastrointestinal, pulmonary, nasopharyngeal, oral, ocular, and genitourinary immunology through the publication of original research articles, scholarly reviews, and timely commentaries, editorials and letters. Publication of basic, translational, and clinical studies will all be given equal consideration.

In addition, *Mucosal Immunology* aims to provide a primary method of communication for the SMI governing board and its members through the publication of society news, announcements of planned meetings and conferences, discussions of policy concerns, and advertisements for job and training opportunities.

#### Journal Details

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#### Submission of manuscripts

Please visit the [online submission site](#) to submit a manuscript to the journal.

## ARTICLE TYPE SPECIFICATIONS

Article Description	Abstract	Unsolicited considered?	Word Limit/ Tables/Figures
<b>Article</b>  Contributors of original research should review “Key factors for publication consideration in original research,” below. All submissions of original research will be judged against these criteria.	Unstructured Abstract of max 200 words	Yes	5,000 words excluding Abstract, References, Tables and Figures; References: 50 max; Figures/ Tables: 10 max
<b>Review</b>  Comprehensive analyses of specific topics in mucosal immunology. Both solicited and unsolicited review articles will undergo peer review prior to acceptance. Reviews are available for free on MI’s website.	Unstructured Abstract of max 150 words	Reviews are usually solicited by the Editors. Proposals for reviews may be submitted via the <a href="#">Editorial Office</a> ; outlines of the proposed paper are preferred.	2,500-6,000 words including Abstract but excluding References, Tables and Figures. Figures of invited reviews have the option of being illustrated on a gratis basis by the publisher. No max References.
<b>Comment</b>  Typically highlight findings of a manuscript in the same or past issues of <i>Mucosal Immunology</i> . Also include short manuscripts that address findings published elsewhere or more general topics that are pertinent and timely. Commentaries can include opinions or pointed discussions that address controversial topics, or that present new hypotheses.	No Abstract required; however, manuscripts should include an Introduction of max 75 words.	Only by invitation of Editors; however, proposals may be submitted to the <a href="#">Editorial Office</a> .	1,600 words excluding References, Tables and Figures; References: 10 max; Figures/Tables: 2 max
<b>Correspondence</b>  Typically, should address issues concerning recently published information in <i>Mucosal Immunology</i> . A Letter to the Editor must reference the original source, and a Response must reference the Letter to the Editor in the first few paragraphs. Letters to the Editor can use an arbitrary title, but a Response must cite the title of the Letter (eg, “Response to [Title of Letter]”)	No Abstract Required	Yes	
<b>Editorials</b>  Proposals for Editorials may be submitted.	No Abstract required		Only by invitation of Editors; however, proposals may be submitted to the <a href="#">Editorial Office</a> .

<b>Images</b>	Illustrative images which are unique or highly illustrative of specific occurrences in mucosal immunology. They will be reviewed by the Editorial Board prior to acceptance.	No Abstract required	Yes	Should be accompanied by a brief one-paragraph description of max 200 words of relevant clinical or basic scientific information.
<b>News</b>	Timely briefings and analysis on a wide range of topics important to the field of Immunology.	No Abstract required	Only by invitation of Editors.	1,000 words excluding References, Tables and Figures; References: 10 max; Figures/Tables: 1 max

## KEY CONSIDERATIONS AND PREPARATION OF ARTICLES

### Key factors for publication of original research

*Mucosal Immunology* receives many more submissions than it can publish each month. Therefore, submitted manuscripts are critically evaluated according to the following criteria:

- **Data reproducibility.** Original data must include adequate evidence of reproducibility. An accurate description of each set of data that is shown must be provided and must include the number of biological replicates, the number of experiments performed, and the description and use of appropriate statistical methods. The editors will not accept representative single experiments without the author's written agreement to make available all of the replicate data upon request. Manuscripts submitted without evidence of reproducibility will be rejected without formal review.
- **Novelty.** Original findings should represent a major advance in the respective field. Data providing only an incremental advance or extension of prior work will be given low priority.
- **Scope.** Only manuscripts that include a substantive body of work will be considered. In most cases this will include a primary observation together with data providing mechanistic insight. Purely descriptive studies will be given low priority.
- **In vivo validation.** Higher priority for publication will be given to findings that are validated in well-established animal models and/or by studies of relevant immune processes in humans or patient cohorts. Purely in vitro experiments will be given low priority and may be immediately rejected without formal review.
- **Human studies.** Manuscripts providing novel insights into human disease processes will be given high priority. These include studies of basic immunological and/or disease mechanisms, as well as functional studies of gene mutations or polymorphisms. Manuscripts providing primary results of clinical trials are currently not within the scope of the journal.
- **Vaccine studies.** Manuscripts evaluating novel vaccine candidates will be considered. However, acceptable studies will need to include evidence of in vivo protection in humans or a relevant animal model of infection, direct experimental evidence providing a valid comparison with existing vaccines, and/or insights into basic immunological mechanisms.
- **Invertebrate immunology.** Studies that provide novel insight into human or vertebrate immunology and disease will be considered.
- **Genetic studies.** Studies of gene expression patterns or identification of disease-associated polymorphisms or mutations without experiments exploring the biological relevance of the findings will be given low priority.

### General manuscript preparation

Manuscripts must be typed in English and double-spaced. All manuscript pages must be numbered.

In terms of file formats, please use a common word-processing package (such as Microsoft Word\*) for the text. Tables should be provided at the end of the Word document. PDFs are not acceptable formats for any manuscript files.

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- Select the Office Button in the upper left corner of the Word 2007 Window and choose "Save As"
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- Enter a file name and select "Save"

These instructions also apply for the new versions of Excel and PowerPoint. **Equations in Word must be created using Equation Editor 3.0.** Equations created using the new equation editor in Word 2007 and saved as a "Word 97-2003 Document" (.doc) are converted to graphics and can no longer be edited. To insert or change an equation with the previous equation editor:

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- In the drop-down menu - select "Equation Editor 3.0"

Do not use the "Equation" button in the "Symbols" section of the "Insert" tab.

### Title page

This should include (a) the complete manuscript title; (b) all authors' names (listed as first and middle initials followed by last name), and affiliations; (c) the name and address for correspondence, fax number, telephone number, and e-mail address; and (d) any conflict of interest that could be perceived to bias the work, making known all financial support and any other personal connections.

### Text

For contributions requiring Abstracts, the lengths are defined in "Article Type Specifications." For contributions that do not require an Abstract, introductory paragraphs may contain references to cited work. Manuscripts should nominally be organized under following main headings: Introduction, Results, Discussion, Methods, Acknowledgment, Author Contributions (as of May 2016), Disclosure, and References.

### Abbreviations

Abbreviations should be defined at the first mention in the text and in each table and figure and must be in accordance with accepted international guidelines for mucosal immunology terms. For required guidelines,

please [see this article](#). Common mucosal immunology abbreviations are:

BAL	bronchoalveolar lavage
BALT	bronchus-associated lymphoid tissue
CLN	cervical lymph node
FAE	follicle-associated epithelium
GALT	gut-associated lymphoid tissue
ILF	isolated lymphoid follicle
J chain	joining chain
LP	lamina propria
MAdCAM-1	mucosal addressin cell adhesion molecule-1
MALT	mucosa-associated lymphoid tissue
MLN	mesenteric lymph node
MMP	mucous membrane pemphigoid
NALT	nose- [or nasopharynx]-associated lymphoid tissue (query author if unclear which expansion to use)
pIgA	polymeric IgA
pIgR	polymeric Ig receptor
PP	Peyer's patch
SC	secretory component
SIgA	secretory IgA
SIgM	secretory IgM

For further instructions and an extended list of standard abbreviations, please consult the Council of Science Editors Style Guide (available from the Council of Science Editors, 9650 Rockville Pike, Bethesda, MD 20814) or other standard sources. Write out the full term for each abbreviation at its first use unless it is a standard unit of measure.

## Style

The American Medical Association Manual of Style (9th edition), Stedman's Medical Dictionary (28th edition) and Merriam Webster's Collegiate Dictionary (11th edition) should be used as standard references. Refer to drugs and therapeutic agents by their accepted generic or chemical name, and do not abbreviate them (a proprietary name may be given only with the first use of the generic name). Code names should be used only when a generic name is not yet available (the chemical name and a figure giving the chemical structure of the drug are required). Copyright or trade names of drugs should be capitalized and placed in parentheses after the name of the drug. Names and locations (city and state in United States; city and country outside United States) of manufacturers of drugs, supplies, or equipment cited in a manuscript are required to comply with trademark law and should be provided in parentheses. Quantitative data may be reported in the units used in the original measurement, but SI units are strongly preferred, including those applicable to body weight, mass (weight) and temperature.

Commas, not spaces, should be used to separate thousands.

## Acknowledgments

This should include sources of support, including federal and industry support.

## Author Contributions

*Mucosal Immunology* authors are required to include an "Author Contributions" section which follows the Acknowledgements section of the manuscript. This section should specify the contributions of every author either explicitly or by the definition of authorship to which the journal adheres (see "Authorship" section).

Examples:

"PML conceived of the study. BT, WK, EY, CC, ZS, JT, and JK initiated the study design and CH and ES helped with implementation. JT and WK provided statistical expertise in clinical trial design and JT is conducting the primary statistical analysis. All authors contributed to refinement of the study protocol and approved the final manuscript."

"BA, JK, MS and VR provided substantial contributions to the conception of the work. All authors substantially contributed to the acquisition, analysis or interpretation of data for the manuscript and drafting, revising and critically reviewing the manuscript for important intellectual content. All authors approved the final version of this manuscript to be published and agree 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. *Mucosal Immunology* also allows one set of up to six coauthors to be specified as having contributed equally to the work or having jointly supervised the work. Other equal contributions are best described in author contributions statements."

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## References

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The following examples demonstrate correct reference style:

### Journal articles

Mentink-Kane, M. M. & Wynn, T. A. Opposing roles for IL-13 and IL-13 receptor alpha 2 in health and disease. *Immunol. Rev.* **202**, 191–202 (2004).

Kashuba, A.D. *et al.* Effect of fluvoxamine therapy on the activities of CYP1A2, CYP2D6, and CYP3A as determined by phenotyping. *Clin. Pharmacol. Ther.* **64**, 257–268 (1998).



## Books

Eisen, H.N. *Immunology: An Introduction to Molecular and Cellular Principles of the Immune Response* 5th edn. (Harper & Row, New York, 1974).

## Chapters in books

Weinstein, L. & Schwartz, M.N. Pathogenic properties of invading microorganisms. In *Pathologic Physiology: Mechanisms of Disease* (Sodeman, W.A. Jr. & Sodeman, W.A., eds) 457-473 (W.B. Saunders, Philadelphia, 1974).

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## Review policies

*Mucosal Immunology* is committed to maintaining high standards for the integrity of the published scientific record. Authors should take note and adhere to the journal editorial policies noted below. The journal will investigate any instances of suspected scientific fraud, image manipulation, plagiarism, duplicate publication, undocumented sources of funding or conflicts of interest, and other cases that compromise research ethics or the journal's scientific integrity. Depending on the investigation, the journal may opt to publish corrections, or in serious cases of scientific misconduct, request that the authors retract their paper or impose a retraction on the paper.

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Manuscripts are initially evaluated by the senior editors (Editor-in-chief, and/or Deputy Editors). Those deemed to fall within the scope of the journal, to address important scientific questions, to present reproducible experiments with statistical analysis, and to provide significant advances over the current literature are then assigned to an Associate Editor with expertise in the subject area of the study. The Associate Editor then makes an independent decision as to whether the manuscript should be sent out for peer review, based on the above criteria. This initial evaluation should take no longer than 7 business days, and authors should be aware that their manuscripts might be returned without detailed reviews. The initial decision to reject a manuscript without review is made only for papers judged most

unlikely to obtain favorable outside reviews and overall is meant to save the time of both our reviewers and the authors, who can prepare for submission elsewhere.

For manuscripts deemed appropriate for further evaluation, the Associate Editor then solicits reviews from 2-3 reviewers, which are normally returned within 2 weeks. The reviews are evaluated by the Associate Editor who decides on the appropriateness of the review and whether, because of inconsistency between the reviewers whether additional reviews are required. We make all attempts to secure appropriate reviews from investigators who are both expert in their respective fields of study and have proven to be unbiased and timely in their prior reviews for the journal. The Associate Editor returns a recommended decision to one of the senior editors, who reviews the decision process and makes a final decision on the manuscript. On average, an author should expect a first decision within 7 business days of submission if it is not sent for detailed review, and within 30 business days for fully reviewed manuscripts. A decision on some manuscripts will take more time, primarily because of difficulty in securing appropriate reviewers.

Manuscripts resubmitted for major revisions will be immediately sent for re-review to the original reviewers, and a recommendation for acceptance, rejection, or further revisions will be made by the Associate Editor after obtaining the comments of the reviewers, with the senior editors making the final decision. It is rare for manuscripts to be returned for a second round of major revisions. Manuscripts returned for only minor revisions may or may

not be sent back to the original reviewers for review. The time for re-review is generally much shorter than the initial review, and authors can expect a decision within 2 weeks of resubmission, and often much sooner.

## Anonymity

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Registration in a public trials registry is required for publication in *Mucosal Immunology*. 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, including exploring pharmacokinetics or safety and tolerability (e.g., phase 1 trials) are exempt.

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Examples of registries that meet these criteria include (1) The registry sponsored by the United States National Library of Medicine ([www.clinicaltrials.gov](http://www.clinicaltrials.gov)); (2) The International Standard Randomized Controlled Trial Number Registry (<http://www.controlled-trials.com>); (3) The Cochrane Renal Group Registry (<http://www.cochrane-renal.org/trialsubmissionform.php>); (4) The National (United Kingdom) Research Register (<http://www.update-software.com/national/>); and (5) European Clinical Trials Database (<http://eudract.emea.eu.int/>).

When reporting experiments on human subjects, it must be indicated whether the procedures were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) or with the Helsinki Declaration of 1975 (as revised in 1983). Include Institutional Review Board or Animal Care and Use Committee approvals.

NPG endorses the toolkits and guidelines produced by the following bodies:

- Committee on Publication Ethics: <http://publicationethics.org/>
- Good Publication Practice: <http://www.gpp-guidelines.org/>
- Medical Publishing Insights and Practices Initiative: <http://www.mpip-initiative.org/>

## Authorship

Requirements for all categories of articles largely conform to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," developed by the ICMJE. A manuscript will be considered for publication with the understanding that:

1. all named authors have agreed to its submission
2. it is not currently being considered for publication by another journal
3. if the paper is accepted, it will not subsequently be published in the same or similar form in any language without the consent of publisher

Each author must have contributed sufficiently to the intellectual content of the submission. The corresponding author should list all authors and their contributions to the work. Any changes to the author list after submission, such as a change in the order of the authors, or the deletion or addition of authors, must be approved by a signed letter from every author. The corresponding author must confirm that he or she has had full access to the data in the study and final responsibility for the decision to submit for publication. To qualify as a contributing author, one must meet all of the following four criteria:

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 work or revising it critically for important intellectual content; and
3. Final approval of the version to 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.

Contributions by individuals who made direct contributions to the work but do not meet all of the above criteria should be noted in the Acknowledgments section.

*Mucosal Immunology* also requires the inclusion of an Author Contribution section. The details of this section can be found in [Author Contributions](#) in this guide.

Medical writers and industry employees can be authors or contributors. Concurrent with their contribution to the work submitted, their roles, affiliations, and potential conflicts of interest should be included in the author list and/or noted in the Acknowledgments section. Failure to acknowledge these contributors is considered inappropriate, which conflicts with *Mucosal Immunology's* editorial policy.

## Plagiarism and fabrication

Plagiarism is when an author attempts to pass off someone else's work as his or her own. Duplicate publication, sometimes called self-plagiarism, occurs when an author reuses substantial parts of his or her own published work without providing the appropriate references. Plagiarism without dishonest intent is relatively frequent, for example, when an author reuses parts of an introduction from an earlier paper.

If plagiarism is suspected, as a member journal of the Committee on Publication Ethics (COPE), *Mucosal Immunology* will follow best industry practice to investigate the integrity of the research in question. Based on the outcome of this investigation, the journal may opt to publish a correction, or in serious cases of scientific misconduct, impose a retraction on the paper.

## Duplicate publication

Papers must be original and not previously published or submitted for publication elsewhere. This rule also applies to non-English language publications. Although the editors, editorial board, and referees make every effort to ensure the validity of published manuscripts, the final responsibility rests with the authors.

NPG allows and encourages prior publication on recognized community preprint servers for review by other scientists before formal submission to a journal. The details of the preprint server concerned and any accession numbers should be included in the cover letter accompanying manuscript submission. This policy does not extend to preprints available to the media or that are otherwise publicized outside the scientific community before or during the submission and consideration process.

## Image manipulation

Images submitted with a manuscript for review should be minimally processed. Authors should retain their unprocessed data and metafiles, as Editors may require them to aid in manuscript evaluation. If unprocessed data is available, manuscript evaluation may be stalled until the issue is resolved.

A certain degree of image processing is acceptable for publication (and for some experiments, fields and techniques is unavoidable), but the final image must correctly represent the original data and conform to community standards. The guidelines below will aid in accurate data presentation at the image processing level.

- Authors should list all image acquisition tools and image processing software packages used. Authors should document key image-gathering settings and processing manipulations in the Materials and Methods section.
- Images gathered at different times or from different locations should not be combined into a single image, unless it is stated that the resultant image is a product of time-averaged data or a time-lapse sequence. If juxtaposing images is essential, the borders should be clearly demarcated in the figure and described in the legend.
- Touch-up tools, such as cloning and healing tools in Photoshop, or any feature that deliberately obscures manipulations are to be avoided.
- Processing (such as changing brightness and contrast) is appropriate only when it is applied equally across the entire image and is applied equally to controls. Contrast should not be adjusted so that data disappears. Excessive manipulations, such as processing to emphasize one region in the image at the expense of others (for example, through the use of a biased choice of threshold settings), is inappropriate, as is emphasizing experimental data relative to the control.

Positive and negative controls, as well as molecular size markers, should be included on each gel and blot - either in the main figure or an expanded data supplementary figure. The display of cropped gels and blots in the main paper is encouraged if it improves the clarity and conciseness of the presentation. In such cases, the cropping must be mentioned in the figure legend.

- Vertically sliced gels that juxtapose lanes that were not contiguous in the experiment must have a clear separation or a black line delineating the boundary between the gels.
- Cropped gels in the paper must retain important bands.
- Cropped blots in the body of the paper should retain at least six band widths above and below the band.
- High-contrast gels and blots are discouraged, as overexposure may mask additional bands. Authors should strive for exposures with gray backgrounds. Immunoblots should be surrounded by a black line to indicate the borders of the blot, if the background is faint.
- For quantitative comparisons, appropriate reagents, controls and imaging methods with linear signal ranges should be used.

Microscopy adjustments should be applied to the entire image. Threshold manipulation, expansion or contraction of signal ranges and the altering of high signals should be avoided. If pseudo-coloring and nonlinear adjustment (for example, "gamma changes") are used, this must be disclosed. Adjustments of individual color channels are

sometimes necessary on merged images, but this should be noted in the figure legend.

### Corrections and retraction policy

We recognize our responsibility to correct errors. Content published online (as Advance Online Publication) or in a print issue is final and cannot be amended without formal notice. The online and print versions are both part of the published record therefore the original version must be preserved and changes to the paper should be made as a formal correction. If an error is noticed in an AOP article, a correction should accompany the article when it publishes in print. An HTML (or full-text) version of the correction will also be created and linked to the original article. If the error is found in an article after print publication, the correction will be published online and in the next available print issue.

Please note the following policy for making corrections to print and online versions of peer-reviewed content:

- **Erratum.** Notification of an important error made by the journal or publisher that affects the publication record or the scientific integrity of the paper or the reputation of the authors, or of the journal.
- **Corrigendum.** Notification of an important error made by the author that affects the publication record or the scientific integrity of the paper or the reputation of the authors or the journal.
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Decisions about corrections are made by the Editor (sometimes with advice of peer reviewers) and this sometimes involves author consultation. Requests to make corrections that do not affect the paper in a significant way or impair the reader's understanding of the contribution (a spelling mistake or grammatical error, for example) are not considered.

### Research Data Policy

We strongly encourage that all datasets on which the conclusions of the paper rely should be available to readers. We encourage authors to ensure that their datasets are either deposited in publicly available repositories (where available and appropriate) or presented in the main manuscript or additional supporting files whenever possible. Where one does not exist, the information must be made available to referees at submission and to readers promptly upon request. Any restrictions on material availability or other relevant information must be disclosed in the manuscript's Methods section and should include details of how materials and information may be obtained. Please see the journal's guidelines on Research Data policy [here](#).

### Communication

#### *Communication with the media*

Material submitted must not be discussed with the media. We reserve the right to halt the consideration or publication of a paper if this condition is broken. If a paper is particularly newsworthy, NPG may send a press release to our list of journalists in advance of publication with an embargo that forbids any coverage of the manuscript, or the findings of the manuscript, until the time and date clearly stated, which will coincide with when the paper is publishing online. Authors whose papers are scheduled for publication may also arrange their own publicity (for instance, through their institution's press offices), but they must strictly adhere to the online publication press embargo and are advised to coordinate their own publicity with NPG's press office.

#### *Communication between scientists*

*Mucosal Immunology* does not wish to hinder communication between scientists. You are free to communicate with other researchers as much as you wish, whether on a recognized community preprint server by discussion at scientific meetings or by online collaborative sites such as wikis, but we do not encourage premature publication by discussion with the press (beyond a formal presentation, if at a conference).

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