



Author declaration and consent form

A completed form must be signed by all authors who have contributed to this work.

Please complete this (or multiple forms if necessary) and upload the signed copy with your submission.

1. Manuscript

title: _____

2. Corresponding author:

3. Name of senior reviewer (senior scientist/ doctor/ professor/ researcher/ other. If other please state this):

4. Article type:

5. Please state any of the LIME editors:

- Has/ has no prior knowledge of your submission:

- Has/ has not recently collaborated with any of the authors:



- Has/ has not worked with senior reviewers from the same institution as any of the authors:

6. **Authors' contributions:** *In the box below please insert the contribution each author made to the manuscript – e.g., fact/ figures, study design, data collection, data analysis, data interpretation, writing etc. If all authors contributed equally, please state this.*

7. **Role of the funding source:** *Please disclose any funding sources and their role, if any, in the writing of the manuscript or the decision to submit it for publication. Examples of involvement include: data collection, analysis, or interpretation; trial design; patient recruitment; or any aspect pertinent to the study. Please also comment whether you have been paid to write this article by a pharmaceutical company or other agency. The information provided here must be clearly stated in the work itself.*



8. **Conflicts of interest:** *Please declare for each author any conflicts of interest relevant to what you write. This includes employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications and travel grants. If there are no conflicts of interest, please state that there are none. The information provided here must be clearly stated on your manuscript.*



9. **Ethical research conduct:** *Please sign below to confirm that any aspect of the work covered in this manuscript that has involved either experimental animals or human patients has been conducted with the ethical approval of all relevant bodies, and that such approvals are acknowledged within the manuscript. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki have been followed.*

10. Take Down Policy

LIME takes every effort not to infringe any person's rights, or applicable UK laws. However, if you believe that content may be illegal, please contact complaints@limejournal.org and we will take appropriate action.

If LIME has accepted an author's work, but the author changes their mind, the author should **immediately** contact LIME Journal or the author that reviewed their work.

It might be possible to take down the work after **40 days of publication** from the LIME site. However it **will not be possible** to withdraw it from the indexers.

Therefore please be sure that you want to submit your work before you submit it.



Making a complaint:

In the body of the email please provide the following information:

- Describe the infringement in as much detail as possible so that the specific content may be readily identified. The URL in the address bar will allow us to lookup the specific section.
- Describe your relationship to the content, e.g. I am the author/creator of the material.
- Describe the grounds for complaint, some examples are:
 - Unauthorised use by reason of reproduction and/or making available the material.
 - Breach of the moral right of [paternity/integrity/right not to have my work subjected to derogatory treatment].
 - Other complaints, e.g. defamation, breach of confidence, data protection.

On receipt of your complaint, we will:

1. Seek to verify your identity and authority of the complainant
2. For all but false complaints, temporarily remove access to the item that is subject to complaint.

Potential outcomes:

The file will be permanently removed from public access **OR** If confirmed that that it does not breach any law then the item will be reinstated. Please note that once papers have been accepted by LIME's indexers they cannot be withdrawn.

Complaints procedure

We aim to respond quickly, courteously, and constructively and expect the same. The procedure outlined below aims to be fair to those making complaints and those complained about.

Definition

Our definition of a complaint is as follows:

- The complainant defines his/her expression of unhappiness as a complaint;
- AND



- We infer that the complainant is not simply disagreeing with a decision we have made or something we have published (which is common) but thinks that there has been a failure of process. The grounds on which we will consider taking down your article include:
 - A long delay (greater than 7 months)
 - A severe misjudgement in editing the article.
 - The complaint must fall within the responsibility LIME editorial team - content or process.

How to make a complaint

The best way to reach us is by email. Complaints should ideally be made to the person the complainant is already in contact with over the matter being complained about. If that is not appropriate please email complaints@limejournal.org.

Complaint chain:

1. Whenever possible complaints will be dealt with by the relevant member of the editorial staff. If that person cannot deal with the complaint he /she will refer it to a section editor. If possible a full response will be made within 4-6 weeks, though an interim response will be given within 1 week. Further interim responses will be provided until the complaint is resolved.
2. If the complainant is not happy with the resolution he/she can ask for the complaint to be escalated to the individual's manager or to the chief editor.
3. If the complainant remains unhappy, complaints should be escalated to a director, who will use the established objective policies. Their decision is final.

If a complainant remains unhappy after what the editor considers a definitive reply the complainant may complain to an external body (see below).

External bodies

If the complainant has exhausted the internal processes and is still unhappy he/she can complain to the following bodies: The Committee on Publication Ethics
COPE publishes a code of practice for editors of scientific, technical, and medical journals <http://www.publicationethics.org>. It will consider complaints against editors but only once a journal's own complaints procedures have been exhausted.



11. Exclusive right to publish:

By submitting to LIME you as the author are granting LIME rights to edit your work and publish exclusively. If your work has been published previously it must be substantially changed (50% or more and updated).

12. Publishing licence and agreement:

In consideration of LIME's agreement to publish the aforementioned manuscript, the author/company hereby grants and assigns to LIME, the Publisher, the right to print, publish, reproduce, or distribute the manuscript throughout the world in all means of expression by any method now known or hereafter developed, including electronic format, and to market or sell the manuscript or any part of it as it sees fit, including distribution through third-party database aggregators that service the library profession.

The author/s further grants the Publisher the right to use the author's name in association with the manuscript in published form and in advertising and promotional materials. Copyright of the manuscript remains in the author's name and the author reserves all other rights.

The author agrees not to publish the manuscript in print/ electronic form prior to its publication by LIME, the Publisher. Should the author later publish the manuscript elsewhere (after being published by LIME), the author agrees to credit the manuscript's original publication, LIME in a tagline or some similar means.

The author represents and warrants that the manuscript:

- (a) is the author's original work and that the author has full power to enter into this agreement;
- (b) does not infringe the copyright or property right of another;
- (c) contains no material which is obscene, libelous, defamatory or violates another's civil right, right of privacy, or is otherwise unlawful; and
- (d) has not been previously published, in whole or in part, except (if the work has been changed by 50% or more, which must be declared).
- (e) can be published under the standard licence: [Creative Commons by Attribution Non-Commercial \(CC BY-NC\)](#), which allows others to re-use the work without permission as long as the work is properly referenced, credits the author and LIME and the use is non-commercial.



13. Author’s consent declaration:

- I/We confirm that the manuscript has been read and approved by all named authors and that there are no other persons who satisfied the criteria for authorship but are not listed.

- I/We further confirm that the order of authors listed in the manuscript has been approved by all of us.

- I/We confirm that we have given due consideration to the protection of intellectual property associated with this work and that there are no impediments to publication, including the timing of publication, with respect to intellectual property. In so doing we confirm that we have followed the regulations of our institutions concerning intellectual property.

- I/We agree that; have declared the conflict of interest; and to the conflicts of interest statement as summarized above.

- I/We have had access to all the data in the study (for original research articles) and accept responsibility for its validity.

- I/We understand that the corresponding author is the sole contact for the Editorial process (including Editorial Manager and direct communications with the office). He/she is responsible for communicating with the other authors about progress, submissions of revisions and final approval of proofs. We confirm that we have provided a current, correct email address which is accessible by the Corresponding Author and which has been configured to accept email from.

AUTHORS name	Date	Signature



