GUIDELINES FOR DIGITAL FEATURES AND PLAIN LANGUAGE SUMMARIES

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OVERVIEW

Adis journals can publish a range of digital features alongside articles, including animated abstracts, video abstracts, slide decks, audio slides, instructional videos, infographics, podcasts, and animations. These features are designed to increase visibility, readership, and the educational value of the content. As all digital features are peer reviewed, our journals prefer submission of such content at article submission stage. However, digital features can be submitted (and peer reviewed) after article acceptance if necessary. Digital features must provide an accurate representation of the article. Digital features can be embedded in the article and/or made available on the Adis Figshare page via a link from the article.

This document is divided into a series of **FREQUENTLY ASKED QUESTIONS** about publishing digital features within Adis journals, followed by **INSTRUCTIONS FOR AUTHORS**, covering creation guidelines for each of the digital features.

If you have any further queries, or would like to make a pre-submission enquiry to one of our Adis journals, please contact Niamh Clarke (Niamh.clarke@springer.com).

FREQUENTLY ASKED QUESTIONS

What is the benefit of publishing a digital feature with an article?

Adis has conducted matched-cohort studies in 2017 and 2019, which both indicate that articles with digital features are at least 60% more downloaded than articles without. Furthermore, Altmetric scores for articles containing digital features are generally doubled (on average, 106% higher). Consistent feedback from our readers indicates that digital features provide concise, easy-to-digest summaries of articles, saving time and facilitating understanding of complex content, including for time-poor clinicians and non-native English speakers.

How and when can digital features be submitted?

Pre-submission enquiries are encouraged for digital features to allow the editors to assess the feature prior to formal submission (see contact).

Digital features can be submitted through the Adis submission system (Editorial Manager) alongside the submitted manuscript. They can also be emailed directly to Adis at the time of manuscript submission (see contact). For features submitted alongside the manuscript, there are no additional fees.

Features can also be submitted after article acceptance/publication by emailing them directly to Adis (see contact). A fee is applicable for retrospectively submitted digital features to cover the extra

round of peer review and processing (see Are there fees for hosting digital features?).

Are digital features peer reviewed?

Yes. All digital features are peer reviewed to ensure they accurately reflect the original manuscript. To emphasize this, each digital feature carries a tag saying 'Peer-reviewed content'.

If the digital feature is submitted alongside the original manuscript, peer review is carried out simultaneously. However, if this material is submitted retrospectively, peer review will also have to take place retrospectively, and a fee will be applicable (see below).

For talking head videos (i.e. author[s] talking to camera) or audio-only features, Adis requires only the script in order to peer review the content. However, for video features/audio features accompanied by visual elements, Adis requires the script plus the images (i.e. a storyboard, where the images are shown in relation to the text). Once the script (and storyboard) has been peer reviewed by the journal and the authors have incorporated the suggested changes, the filming/creation of the digital feature can then commence. The journal will then check all completed videos/audio to ensure they match the approved storyboard/script.

How long does peer review take?

If submitted with the original manuscript, peer review occurs simultaneously – see individual journal websites for peer review timelines. If the digital feature is submitted retrospectively, the team will aim for a 1 - 2-week turnaround time.

If the feature is submitted after article acceptance, Adis will endeavor to recruit the reviewers of the original manuscript for the digital feature review.

If the Editor deems that a feature is not appropriate (e.g. is of poor quality, not an accurate reflection of the article content, overtly promotional), he/she reserves the right to reject it prior to, or following, peer review.

Who creates the digital feature?

Authors are welcome to supply digital features themselves. Alternatively, Adis has the capability to create digital features on behalf of authors (such as animated abstracts, slide decks, audioslides, infographics, and more). If the content is developed by Adis, authors and funders have the opportunity to review and approve the content before and after peer review. Please contact us for details of the fees for Adis-created features.

What disclosure information is required for publication of a digital feature?

All digital features must include a disclosure statement referring readers back to the original content for complete disclosure information. No further disclosure information is required. This statement will be added by Adis prior to publication.
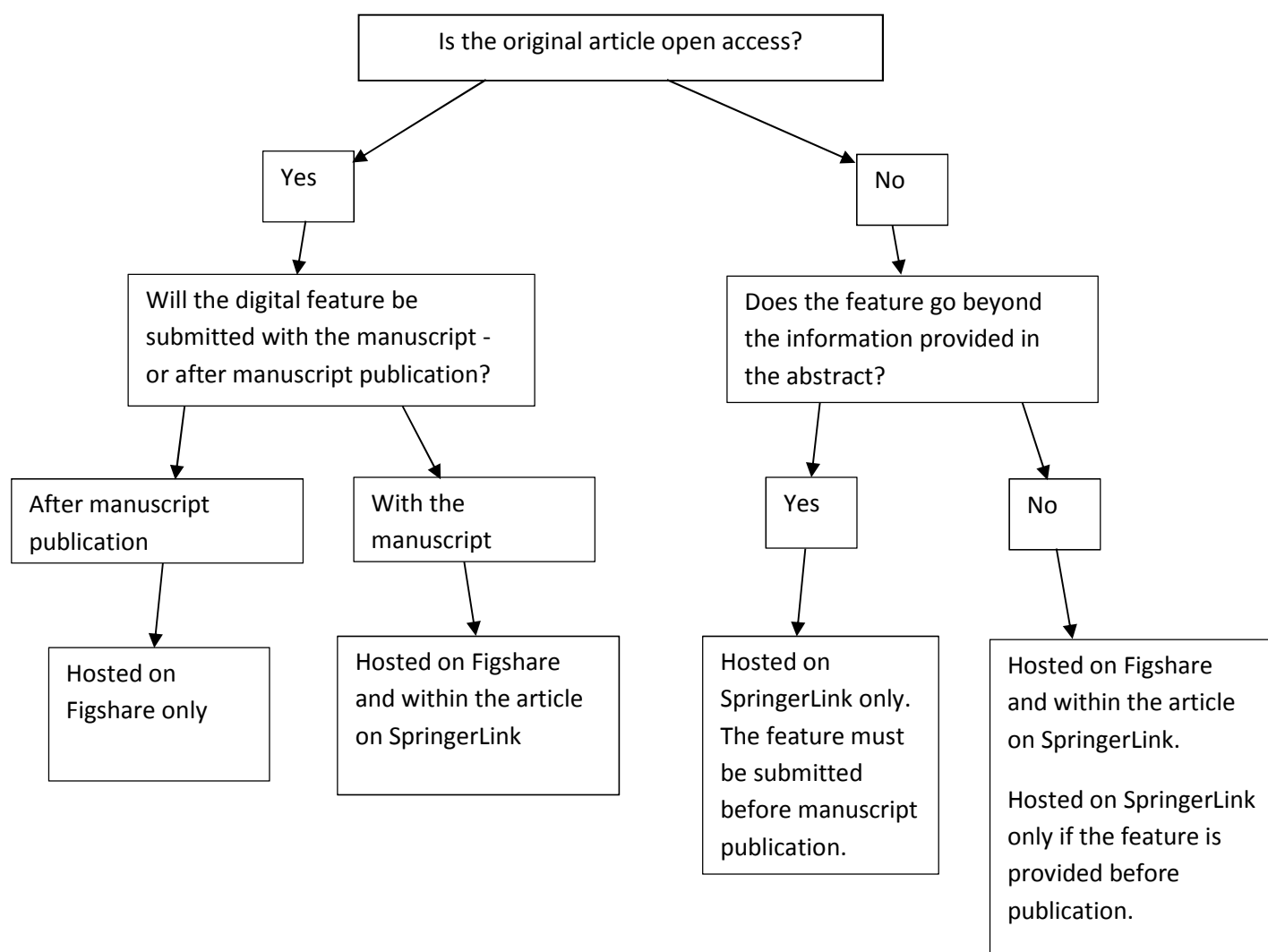
Under what license are Adis digital features published?

All Adis digital features are published under the Creative Commons Attribution Non-Commercial (CC-BY-NC) license. This effectively allows the feature to be reused – but only for non-commercial purposes.

Can figures, tables, and images from an article be used in its associated digital feature?

Provided the original article is open access and the figures/tables/images are the authors' own creation, they can be used within the digital feature. Authors wishing to include figures, tables, or significant text passages that have been published elsewhere are required to obtain permission from the original copyright owner(s) and to include evidence that such permission has been granted when submitting the digital feature. All material received without such evidence will be assumed to have been originated by the authors.

Where are digital features hosted?

Where the digital feature will be hosted will depend on whether the original article is published open access, and whether the feature is submitted before or after publication of the original article (see the flowchart below which covers author created features). Adis strongly recommends that all articles with accompanying digital features are made open access to ensure readers can access both the manuscript and the accompanying feature.

Is the original article open access?

Yes → No

Yes branch:
Will the digital feature be submitted with the manuscript - or after manuscript publication?

- After manuscript publication → Hosted on Figshare only
- With the manuscript → Hosted on Figshare and within the article on SpringerLink

No branch:
Does the feature go beyond the information provided in the abstract?

- Yes → Hosted on SpringerLink only. The feature must be submitted before manuscript publication.
- No → Hosted on Figshare and within the article on SpringerLink. Hosted on SpringerLink only if the feature is provided before publication.

Guide to the platforms on which Adis digital features can be hosted

Figshare: Figshare is a website dedicated to hosting supplementary material and digital features associated with an original article. If the digital feature is hosted on Figshare, the hyperlink to the relevant Adis journal Figshare page will be displayed within the article as it appears on SpringerLink. An example of an Adis Figshare page can be viewed here.

SpringerLink: In addition to hosting the digital features on the Figshare page, Adis can also embed certain features (e.g. images and videos) into the article page on the Springer website. For this to happen, the feature must be submitted before publication. An example of an embedded video abstract can be viewed here.

Other: At the author's request, animated abstracts created by Adis and ResearchSquare (see 'can Adis create digital features' section below) can also be hosted on YouTube and Vimeo to achieve maximum exposure.

Can Adis create digital features?

Yes. The Adis Rapid+ journals team routinely creates summary slides for all published articles. In addition, all our Adis journals (both Rapid+ and Premier titles) can create slide decks, audioslides and infographics in-house. Adis partners with ResearchSquare for the creation of more complex digital features such as animated video abstracts. Given our editorial expertise, Adis-created digital features are guaranteed to be of high quality. Adis branding and labelling are included within each feature to mark this quality and the peer-reviewed nature of the content. Fees are applicable for Adis-created digital features. See Are there fees for hosting digital features? for details. Details on the specific types of features created by Adis are listed below:

Digital abstracts: Adis partners with ResearchSquare to create animated video abstracts. If you would like us to create an animated digital abstract to accompany your manuscript, please contact Adis (see contact). Based on the full text, Adis and ResearchSquare are able to create a 3 - 4 minute animated video with subtitles and voiceover for any research article or review to showcase the key results and content. Technical jargon is avoided, and engaging visuals are created to make the research accessible to a broad audience. The author is given the opportunity to review the script, storyboard and video prior to publication. Adis will arrange for the digital feature to be peer reviewed to ensure that it faithfully reflects the manuscript. Digital abstracts can additionally be hosted on an associated Figshare page, ensuring an even wider audience. Standard timelines for production are: 10 working days for script creation, 5 days for storyboard creation, and then 15 days for video creation. At the author's request, these features can be hosted on YouTube and Vimeo as well as on the Adis Figshare platform to maximize discoverability.

Slide decks and audioslides: Adis can create slide decks that summarise an article using key text and figures, providing readers with an educational tool that can be used by authors to disseminate the research to peers. Adis can also provide audio commentary to accompany slide transitions. See below for more information.

Infographics: Adis can create infographics based on an original manuscript. These 1-page features are designed to capture the key points of an article using appropriate text and graphical elements. Infographics provide readers with an educational tool to disseminate research to peers, in a medium designed to support assimilation of the data. See below for more information.

Summary slides: All Adis Rapid+ journal articles are accompanied by a summary slide which is hosted on Figshare. The summary points included in the summary slide are also reproduced just below the abstract of the original article. See below for more information.

Other types of features: Adis is additionally able to create other types of features, such as author-interview videos on a case-by-case basis. Please contact us for more details.

What should be included in a digital feature?

Digital features such as animated abstracts or video abstracts should provide a fair and balanced representation of the article. Digital features can also portray a procedure or aspect of the research that would benefit from visual explanation, such as demonstrating a complex methodology, a surgical technique, or simplifying a complex data set through visualization.

Some of the information included within a digital feature is consistent across all features, including the relevant Adis journal cover/branding, full article citation, a reference to the disclosure information in the original manuscript, the Adis logo, the 'open access' logo (where applicable) and the 'peer reviewed' label. Adis will add this information to the feature unless the author has already added this themselves. Please contact Adis for templates, which vary dependent on the type of feature (see contact).

Will providing a digital feature delay the publication of the original article?

If authors require a digital feature to be hosted on the article's Figshare page (rather than being embedded within the original article), the article can be published first, and the feature may then follow at any time. However, for the Adis Premier journals it will be necessary for a correction notice to be published to add the Figshare link into the original manuscript. However, if Adis receives advance notice of a digital feature (by contacting Adis before the article is published), the Adis Premier journals will create a 'holding' Figshare page so that the feature can be uploaded post publication. A correction notice will then not be required.

If authors require a digital feature to be embedded within the article as it appears on SpringerLink, the feature and article must be published simultaneously. If a feature is submitted after the article has been accepted, the article will have to be put on hold until the feature has been peer reviewed and approved.

Are usage metrics on digital features available?

Metrics are available on an article's associated Figshare page and include: the number of page views, the total downloads of the features on the page, where and how many times the Figshare page has been cited, and associated Altmetrics. For content embedded within the original article on SpringerLink, metrics are available on the article page, including number of downloads, citations and Altmetrics.

Are there fees for hosting digital features?

If a digital feature is submitted as part of the original article submission, there are no fees. However, if a feature is submitted after acceptance of the article, or if a feature is created by the Adis team, a fee will be applicable to cover editorial development and publication processing costs. Please contact Adis for more information.

Who should I contact for more information?

Adis welcomes any enquires and will be happy to answer any further questions you may have. Please contact niamh.clarke@springer.com.

MORE DETAILS ABOUT SPECIFIC DIGITAL FEATURES

Below you will find examples of digital features and instructions on how these are created and processed by the journal.
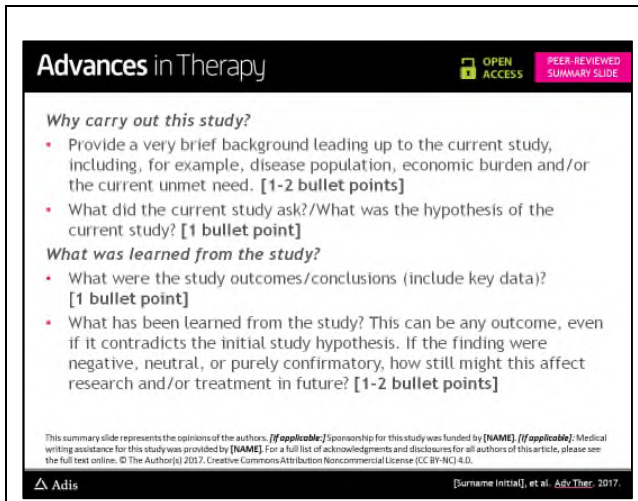
Summary slides

All Adis Rapid+ articles are accompanied by a summary slide, which is hosted on Figshare. The summary points from the slide are also reproduced within the article, just below the abstract. Summary slides are intended to explain the value and relevance of the research to a wider audience, including non-specialists. This broader audience should therefore be borne in mind during the creation of the summary slide. Summary points must reflect only the content of the article.

The summary slide template for original research in Advances in Therapy (available upon request).

Authors are asked to provide four or five single-sentence bullet points summarizing their paper. For original research articles, authors are encouraged to use the following headings: '*Why carry out this study?*' and '*What was learned from the study?*' A guide on what to include in a summary points slide can be seen in the image to the right.

However, this structure may not be suitable for all types of article, in which case, four or five single-sentence bullet points summarizing the key messages from the paper should be provided. For case reports, authors should state what is unique about the case being reported, and what this will add to the current literature.

Summaries should be a single slide only, with no more than five single-sentence bullets. These ideally should fit on the journal's summary slide template without the need to reduce the size of the font.

Summary points can be provided either in a Word document or in the journal's PowerPoint template. If you prefer to use PowerPoint, please request a PowerPoint template from Adis (see contact), indicating the journal to which you intend to submit.

Slide decks and audioslides (created by authors/funders or Adis)

Slide decks and audioslides summarize an article using bullet points and graphics to provide a more extensive presentation of the key facts and figures than can be achieved via summary slides. Whilst slide decks are simply presentation slides, audioslides include narration and are published as videos.

Authors are welcome to create their own, or may request Adis to create these on their behalf (in which case, a fee applies for this service). Slide decks and audioslides are perfect for readers who prefer assimilating data quickly and succinctly, and additionally enable others to present published findings to other colleagues.

The slide deck template for Advances in Therapy (available upon request).
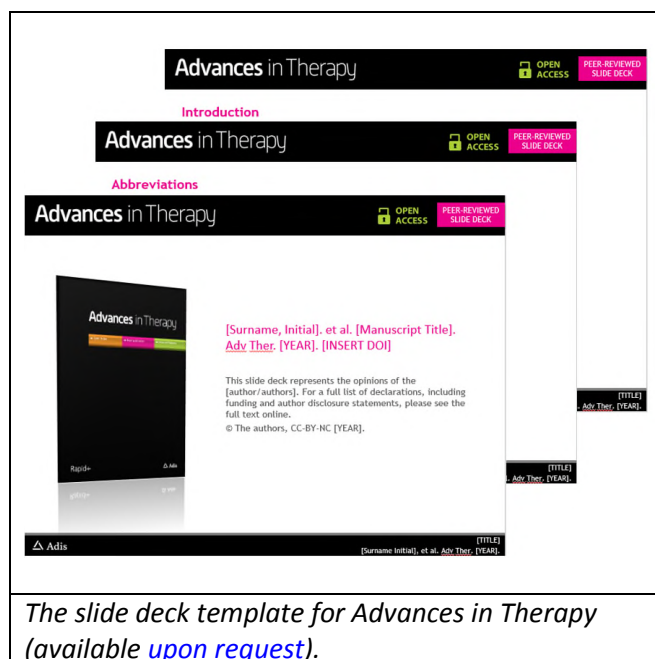
It is recommended that slides should have the following basic structure: Title slide, Abbreviations, Introduction, '*Slides related to the article content*', Discussion and Conclusion.

Slide decks and audioslides are published using the relevant journal's PowerPoint template. Please request a PowerPoint template from Adis (see contact), indicating the journal to which you intend to submit. However, Adis can transfer slide deck presentations to PowerPoint on behalf of an author, provided the slides are submitted in PowerPoint format.

For audioslides, both script and slides are required in order to carry out peer review. Recording of the audio can then commence after peer review. Once the final version has been submitted, this will be checked to ensure it sufficiently matches the original script.

If you would like Adis to create your slide deck/audioslides, please contact us for details of the fee and the process.

Supported file types for audioslides (video format) are: 3gp, avi, flv, gvi, m2v, m4v, mkv, mov, mp4, mpg, ogv, webm, wmv, mpeg. Maximum file size is 25 GB.

Animated videos (created by Adis)

Adis is able to create animated video abstracts through its partnership with ResearchSquare. On the basis of the full text, a 3 - 4-minute animated video can be created with a voiceover to showcase the key results and content of any research article or review. This process usually begins once the article has been accepted, to ensure that the video reflects the final version of the manuscript. Adis branding and declaration of peer review are clearly displayed on the title slide. Technical jargon is avoided, and engaging visuals are created, making the research accessible to a broad audience. Authors have

An example of the video title slide for an Adis-created video abstract (available upon request).

the opportunity to review the script and video before publication to ensure that they are happy with the finished product. Adis also arranges peer review of the digital feature to ensure that it faithfully reflects the manuscript. Animated videos can be hosted on our Figshare page in association with the article, ensuring an even wider audience. Standard timelines are: 10 working days for script creation, 5 days for storyboard creation, and 15 days for video creation. At the author's request, these features can be hosted on YouTube and Vimeo as well as the Adis Figshare platform to maximize discoverability.
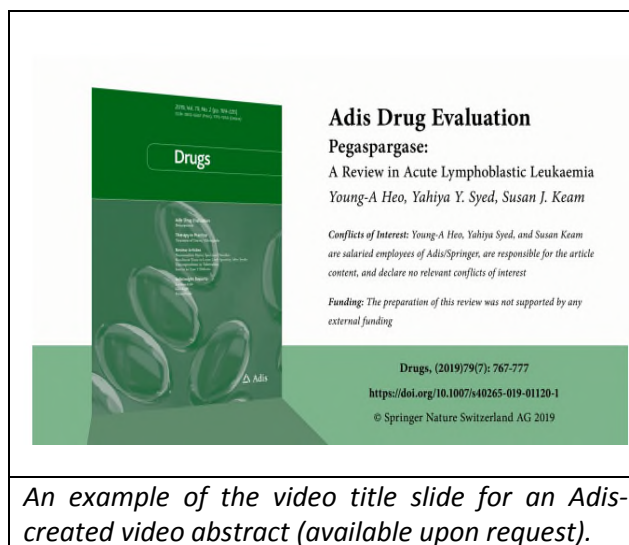
Videos and animations (created by authors/funders)

Authors are welcome to submit a video in association with an article to enhance its educational value. Authors may present the key findings of their research with a video abstract ('talking head'), demonstrate a device or procedure, or submit another type of video that communicates a complex aspect of the manuscript effectively. All videos must accurately represent the article or an aspect of it.

An example of the video title slide for Ophthalmology and Therapy (available upon request).

If the feature is a 'talking head' (i.e. just the author speaking without accompanying visuals), Adis recommends that the author provides a transcript of their video prior to recording. This allows the author the opportunity to revise the video content in the light of any feedback received during peer review, and thus avoids

the need for repeated recordings. For videos that contain any other visuals, a transcript and the visuals (i.e. the storyboard) will need to be provided for peer review purposes.

In such cases the raw video file should be provided, in case the file needs to be formatted in house. In any case, an Adis 'bumper' animation will need to be added to the video before publication. This bumper will usually be added by Adis, but can be provided to authors for inclusion if required (contact Adis - see contact).

Supported file types for submission include: 3gp, avi, flv, gvi, m2v, m4v, mkv, mov, mp4, mpg, ogv, webm, wmv, mpeg. Maximum file size is 25 GB.

There is no set limit on the length of a video – provided they do not exceed 25 GB. However, excessively lengthy videos may be queried during peer review, and authors may be requested to reduce the length.

Audio features (created by authors/funders or Adis)

Authors are able to submit audio features, such as podcasts, in which the author briefly describes their paper, explaining the motivation for performing the study, how the study was performed, what they found out, and the implications.

It is recommended that authors provide Adis with a transcript of their audio feature prior to recording. This allows authors the opportunity to revise content based on any feedback received during peer review, and thus avoids repeated recordings.

Most file types are supported, though mp3, wav, or wma are recommended.

Adis is able to create audio features such as podcasts for a fee. Examples can be found here. Please contact us for details.

In order to be hosted within the original article on SpringerLink, an audio recording must be converted into video, and an Adis bumper will then be added to this, either by the author or by the in-house editorial team (see "What should be included in a digital feature?" for more information). Audio alone can be hosted on Figshare only, in which case our disclosures statement must be spoken as part of the audio recording. The speaker should reference the original manuscript for details of the full disclosures and acknowledgements. Please contact Adis for more information on the exact wording.

Infographics (created by authors/funders or Adis)

Authors are welcome to create an infographic summarizing their research. Alternatively, Adis can create infographics on behalf of authors.

Infographics can be embedded as a figure in the HTML/PDF version of the manuscript, and/or uploaded onto the article's associated Figshare page. If an infographic is submitted or created post-article publication, it can be hosted only on the Figshare page.

Author-created infographics must include specific logos and disclaimer information (see "What should be included in a digital feature?" for more information). These should be requested from the relevant journal for inclusion in the final infographic.

If authors require an infographic to be embedded in the HTML/PDF version, the journal editors will need to be informed of this - either before or at the time of final acceptance of the article. Infographics will be created by the editorial team only once the article has been accepted for publication. If

An example of an infographic created by Adis (available upon request).

authors require an infographic to be embedded in the HTML/PDF version, they will need to specify where in the article the video is to be placed.
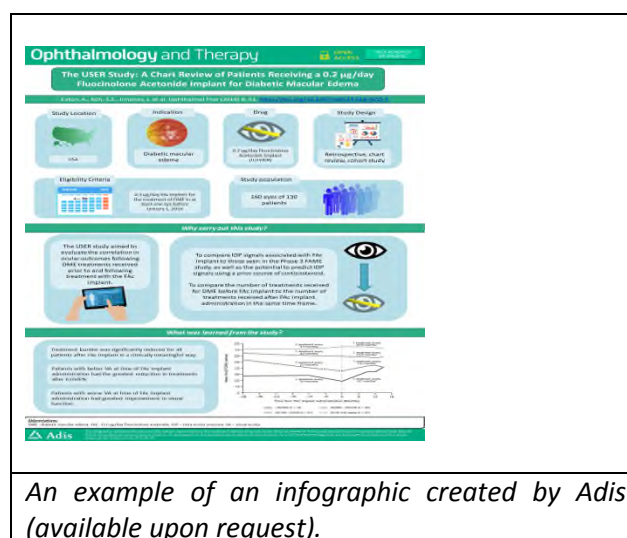
All infographics are peer reviewed. If these are created by the Adis Rapid+ team, the authors will be given the opportunity to review and suggest amends prior to publication.

PLAIN LANGUAGE SUMMARIES

Articles published in any Adis journal can be accompanied by a plain language summary (PLS), which is intended to provide a succinct, simplified overview of a manuscript, assisting readers who are time-poor, or who may not have an in-depth knowledge of the topic to understand the scientific content and overall implications. PLSs should be up to 250 words in length, and placed after the Abstract of the article under the heading: 'Plain Language Summary'. PLSs should be submitted to the relevant journal alongside the respective article in order for the PLS to appear immediately after the main abstract, however, if submitted retrospectively, the PLS will be published as an accompaniment to the article. All PLSs are peer-reviewed, either at the same time as the submitted article or later if submitted separately.

Please find examples below:

https://link.springer.com/article/10.1007%2Fs13300-018-0373-9

https://link.springer.com/article/10.1007%2Fs40744-020-00195-7

Please note that for the Adis Premier journals, if a PLS is submitted after article publication a correction notice will need to be published to add the Figshare link into the original manuscript. If advance notice is given of a PLS, the Adis Premier journals will create a 'holding' Figshare page so that the feature can be uploaded post publication, in which case a correction notice will not be required.

Are PLS peer reviewed?

All PLS are peer reviewed. If submitted with the manuscript, initial comments on the PLS and manuscript will be returned at the same time. We highly recommend submitting the PLS and the manuscript together so that the materials can be reviewed simultaneously. If you wish to submit a PLS after the acceptance or publication of the article, this is possible - but there will be a fee to cover the separate peer review and processing of the PLS. See above for more information.

Where does the PLS appear?

Authors are encouraged to submit PLS as no more than 250 words, text only, formatted as one single paragraph. In this format, the PLS will appear in the HTML and PDF versions of the manuscript directly under the abstract. This format of PLS will then also be included in the PubMed entry of the article. The PLS will then also be hosted on the Figshare page associated with the original article. This will ensure that the PLS is easily discoverable/accessible for all readers.

However, if the submitted PLS is substantially longer than 250 words, or is not submitted as a single paragraph, it will be hosted on Figshare only. If the PLS is graphical (i.e. not simply text), it will not appear on PubMed.

Are graphical PLS accepted?

Yes, Adis is happy to consider the inclusion of graphical PLS, which can be hosted within the original article on SpringerLink (provided Adis receives them prior to publication – see above) and also on Figshare. However, graphical PLS will not appear on PubMed. A graphical PLS should contain the necessary bumper information and Adis logo images which Adis will be happy to provide. Please email Adis for details on the information that should be included (see contact).

Is Adis flexible regarding the format of the PLS?

If an author decides to create a PLS outside of the above-mentioned recommended formats, it will usually be possible for this to be accommodated. However, in such cases it may not be possible for the PLS to be included in the article and in the PubMed entry. In such cases, these non-standard PLS types will be hosted on the Figshare page associated with the article only.

At what point in the publication process are PLS required to ensure they are published at the same time as the article?

In order for a PLS to be included in the article and on PubMed, it is necessary for Adis to receive the final PLS upon acceptance of the article. In cases where the PLS is not provided in PubMed-recommended format (i.e. in under 250 words and as a single paragraph) and will therefore be hosted on the associated Figshare page only, Adis would ideally still like to receive the final PLS as soon as possible – preferably once the article has been accepted or at least by the time the author receives typeset proofs for checking (usually 3 weeks after acceptance). This will give Adis the time to populate the Figshare page.

Once the PLS has been received by Adis, it will be peer reviewed and uploaded to Figshare (the Figshare page will be 'hidden' until the article is published, and then made accessible once the article is online). If a PLS is taking longer than anticipated to finalise, it is possible for an article to be held back from publication until the PLS is ready to send to Adis – or the article can be published first, with the PLS added afterwards. We try to be as flexible as we can, where possible.