

JOURNAL ARTICLE PUBLISHING AGREEMENT FORM

European Journal of Oral and Maxillofacial Surgery

Manuscript title: _____

Authors' names: _____

Corresponding author: _____

DEFINITIONS

Article

The manuscript identified above (including text, figures, tables or other material submitted as part of the manuscript).

Authors

All investigators who meet the criteria established by the International Committee of Medical Journal Editors (ICMJE) for authorship.

Corresponding Author

An author chosen by all the authors who is responsible for the following requirements: managing all communications between the journal and all co-authors during the manuscript submission, peer review, publication process and after publication; ensuring that the names of authors, their arrangement and affiliations are correct; ensuring that all listed authors have approved the manuscript before submission; making sure all permissions to reproduce previously published material have been obtained from the copyright owner; making sure disclosures, declarations, statements from all authors are included in the manuscript as appropriate).

Publisher

Edizioni Minerva Medica hereinafter referred to as the Publisher.

I the undersigned _____, as Corresponding Author of the Article, declare that

- I am aware of my tasks as Corresponding Author
- All Authors have read and are aware of the terms of this agreement
- I sign on their behalf as their agent
- I am authorised by each Author to do so and I undersign the following:

COPYRIGHT

The Authors transfer copyright to the Publisher and assign exclusively all rights including but not limited to the right to publish, reproduce, transmit, sell, distribute the Article in whole or in part, in electronic and print format and in derivative works, throughout the world and in all languages and in all media (whether now known or later developed) and the right to license others to do the same.

RETAINED RIGHTS

The Authors understand that they retain proper attribution and credit, patents and trademarks for published article.

PERMITTED USES

DEFINITIONS

Submitted manuscript (preprint)

The version of the article exactly as it was submitted by the Authors. This version has not been peer-reviewed nor had any value added to it by the Publisher.

Accepted manuscript (postprint)

The version of article after peer review process. This version may include revisions/amendments resulting from peer review.

Final published article (Version of Record)

The version of article after formal publication. This version includes all the amendments added by the Publisher: peer review process, copyediting, DOI assignment, online (PDF/HTML) and print formatting, citation and other linking, deposit in abstracting and indexing services.

Personal website

Personal self-maintained websites or pages created by the Authors to present their CV and research, which can be hosted on their institute's website.

Personal profile pages in commercial sharing sites (such as Research Gate, Academia.edu, Facebook) are not considered to be personal web pages.

Department or institutional repository

Web pages hosted by an academic or research institute to provide private access to institute's staff performing institutional tasks or promoting the institute's activities without commercial aims.

Commercial sites

Websites that generate directly or indirectly financial gain.

Self-Archiving: Article Sharing Guidelines For Authors

The Authors understand that they are permitted to self-archive the preprint and postprint version of their research in several ways provided that they comply to the following guidelines about what can be archived, where and when.

Submitted manuscript (preprint)

The submitted manuscript (preprint) may be self-archived only as plain unformatted text and should not be enhanced in any way in order to appear as if it was the accepted manuscript or final published article. The version posted may not be updated or replaced with the accepted manuscript or final published article.

In order to promote wide dissemination of their articles, the Publisher requires Authors to include a clear statement declaring that the article has been submitted or accepted for publication or published in the journal with a DOI link (for all published articles: first online or formal publication) to the article at www.minervamedica.it [statement examples available online at [ARTICLE SHARING](#)].

Under these terms the Authors may make a preprint manuscript available:

- on personal website at any time
- by email to well-known colleagues regularly in contact with for scientific collaborations
- for teaching purposes to their own students (open sharing on the internet not allowed)
- on department or institutional repository privately performing institutional tasks at any time
- on not for profit preprint repositories (ArXiv, RePEc)
- for thesis and doctorate submission
- at a conference as a poster
- in a grant application
- on commercial repositories (such as Research Gate, Academia.edu) or social media **only as an abstract** (using the formal version of the abstract).

Accepted manuscript (postprint)

The accepted manuscript (postprint) may be self-archived only as plain unformatted text and should not be enhanced in any way in order to appear as if it was the final published article. The version posted may not be updated or replaced with the final published article.

In order to promote wide dissemination of their articles, the Publisher requires Authors to include a clear statement declaring that the article has been published in the journal with a DOI link to the final article at www.minervamedica.it [statement examples available online at [ARTICLE SHARING](#)].

Under these terms the author may make a postprint manuscript available on:

- personal website on expiry of an embargo period of 12 (twelve) months after formal publication of the final published article in a journal issue
- department or institutional repository on expiry of an embargo period of 12 (twelve) months after formal publication of the final published article in a journal issue

- non-commercial subject repositories (such as Pubmed Central) on expiry of an embargo period of 12 (twelve) months after formal publication of the final published article in a journal issue
- commercial repositories (such as Research Gate, Academia.edu) or social media **only as an abstract** (using the formal published version of the abstract)
- by email to well-known colleagues regularly in contact with for scientific collaborations
- for teaching purposes to their own students (open sharing on the internet not allowed)
- for thesis and doctorate submission
- at a conference as a poster
- in a grant application

Final published article (Version of Record)

The author may make the final published article available on:

- personal website **only as an abstract** (using the formal published version of the abstract)
- department or institutional repository **only as an abstract** (using the formal published version of the abstract)
- non commercial subject repositories (such as Pubmed Central) **only as an abstract** (using the formal published version of the abstract)
- commercial repositories (such as Research Gate, Academia.edu) or social media **only as an abstract** (using the formal published version of the abstract)

In order to promote wide dissemination of their articles, the Publisher requires Authors to include a clear statement declaring that the article has been published in the journal with a DOI link to the final article at www.minervamedica.it [statement examples available online at [ARTICLE SHARING](#)].

Permission to reuse abstracts, figures, tables and excerpts of the article

Authors may reuse free of charge in other publications abstracts, figures, tables and excerpts of the article (up to 200 words) after a formal request has been sent to the Publisher and provided that:

- full credit is given to the final published article (Version of Record)
- the reuse is not made for direct commercial purposes
- modifications to the figures and tables are indicated

AUTHORS' REPRESENTATION

The Authors represent that

- the Article is original, has not yet been totally or partially published, is not currently under evaluation elsewhere for simultaneous consideration, and, if accepted, will not be published elsewhere either wholly or in part in any form or language except in case of specific agreements;
- the Article is free of plagiarism and does not infringe any copyright or right of privacy;
- the Authors are responsible for the research that they have jointly designed and carried out and they agree on the results presented in the Article whose contents they approve;
- all Authors read and approved the final version of the manuscript;
- all Authors indicated in the byline meet the criteria for authorship and all persons who contributed as Authors are included in the byline;
- the Authors have specified the contribution of each person that has participated to the study at the end of the manuscript file in the notes under the "Authors' contributions" section;
- the Authors have obtained written permission from copyright owner for figures, tables and any excerpts from other publications that are included in the Article and they have credited the source;

- the Authors, when reporting studies that involve human subjects, have included a statement on ethics approval at the beginning of the methods section, indicating that the study has been approved by the institutional research ethics committee before experiment was started with the identification details of the ethics committee; the Authors declare that the study has been conducted in accordance with the principles set forth in the Helsinki Declaration and that patients have given their informed consent for participation in the research study; the Authors, in case of publication of photographs, have obtained permission from the patients for the publication of any material that might identify them;
- the Authors, when reporting experiments on animals, have included a statement on ethics approval at the beginning of the methods section, indicating that the study has been approved by the institutional research ethics committee and specifying the guidelines for care of animals that have been followed;
- the Authors agree to inform of any conflict of interest that may arise in the Potential Conflict of Interest Disclosure Form below and at the end of the manuscript file in the notes under the “Conflicts of interest” section (*also applicable if there is no conflict of interest*);
- the Authors, when reporting original research data, have included a statement on data availability at the end of the “Materials and Methods” section either including information on where research data can be found or specifying why research data cannot be made publicly available;
- the Authors agree to bear responsibility for payment of applicable publication charges, as specified in the journal’s instructions to Authors.
- the Authors declare that have read Edizioni Minerva Medica privacy policy at <https://www.minervamedica.it/en/privacy-policy.php> and they consent to the use of their personal data.

If contribution is not accepted for publication, this agreement shall be null and void.

Handwritten signature of Corresponding Author: _____

Printed name of the Corresponding Author: _____

Date: _____

European Journal of Oral and Maxillofacial Surgery

Potential Conflict of Interest Disclosure Form

*The purpose of this form is to enable the authors to provide information to readers about financial and non-financial relationships and activities related to the manuscript with entities such as government agencies, foundations, commercial sponsors, academic institutions. Although the existence of a relationship or an activity may not represent a problematic influence on the manuscript, a complete listing helps to reassure readers of authors' commitment to transparency. The authors should disclose any resources that they have received either directly or indirectly (via their institution) related to the manuscript from the time of initial conception and planning of the work to the present. Authors should also disclose any relationships or activities that are topically but not directly related to the work during the last 36 months. The corresponding author is required to complete this form with information from **all authors** listed in the manuscript.*

Author's names: _____

Manuscript title: _____

Conflicts of interest	Yes/No	Authors	Entities		Notes
			Directly related to manuscript	Topically but not directly related to manuscript	
1. Research funds, grants					
2. Consultant relationships					
3. Employment funds					

4. Patents or royalties					
5. Personal financial interests					
6. Honoraria for lectures, manuscript writing...					
7. Donations					
8. Financial supports for attending symposia, educational programs, writing assistance, receipt of equipment, drugs...					
9. Other financial interests that could have influenced the submitted work					

Handwritten signature of Corresponding Author: _____

Printed name of the Corresponding Author: _____

Date: _____