Although the LiXuid author submission interface does not require conformance to any specific style of manuscript preparation for the automatic extraction of data in PeerTrack, the following tips should yield higher-quality results.

1. The file that is designated as the Primary Manuscript File must contain the data to be extracted. This is the case even if the text of the submission is in a separate file (see #13 below).

2. The auto-extraction tool will only work on Microsoft Word – readable files (.doc and .docx).

3. Submission files should not be formatted for publication. In other words, authors should not use complex visual formatting such as multi-column layouts, Word text boxes, or Word drawing tools.

4. The ideal order for the front matter of a submitted manuscript is as follows. (Please note that the LiXuid Manuscript process will only attempt to extract those fields in teal below. The order of the other fields can help identify the correct fields to extract.).

   a) **Title/subtitle**

   b) Short title (if included)

   c) **Authors**

   d) **Affiliations**

   e) **Corresponding author information**

   f) Other author footnotes (if included, such as present address, equal contribution)

   g) **Abstract** (use the heading "Abstract" on the previous line)

   h) Keywords (if included)

   i) Conflict of interest or funding statement (when not part of the acknowledgements)

5. The uploaded manuscript file should contain distinct linkages from each author to his or her affiliation(s). The best way is to follow PubMed recommended style, which is to use superscript numbers after each author name and begin each affiliation with a superscript number. For example:

   Mary Smith[1]
   Albert Author[2]

   [1]University of Great Research
   [2]Doing Good, Inc.

6. Authors should include complete affiliations in all cases. Use this:

   [1]Department of Psychiatry, PeerTrack University, Lawrence, KS, USA,
   [2]Department of Psychology, PeerTrack University, Lawrence, KS, USA
   [3]Department of Neurology, PeerTrack University, Lawrence, KS, USA.

   Not this:

   Departments of [1]Psychiatry, [2]Psychology, and [3]Neurology, PeerTrack University, Lawrence, KS, USA.

7. Author names and affiliation information should be placed in separate paragraphs; for example, this:

   John Smith, Professor
   PeerTrack University, Lawrence, KS, USA

   Not this:

   John Smith, Professor, PeerTrack University, Lawrence, KS, USA

8. Include the heading "Abstract" above the abstract paragraph(s).

9. Use the Enter or Return key only for new paragraphs, not at the end of a line in the middle of a paragraph.

10. Do not place any front matter information in MS Word tables.

11. Do not include information in the MS Word file that does not typically appear in the published article, such as word count, table count, page count, or table of contents.

12. Do not include information about the publication to which you are submitting the manuscript, such as the journal name or the editors of the journal.

13. For blind submission workflows, ask the author to upload a separate file that includes Title, Abstract, Author Titles, Author Names, Author Degrees, and Author Affiliations. The author should upload this file first. This file will be the source for the extraction process. Allen Press will need to configure this file as the Primary Manuscript File when configuring submission items for article types.

    a. Note: for double-blind workflows, this file type will be called "Cover Page", and it will be set to be excluded from the merged PDF. The author should not include any identifying information in the actual manuscript file.

14. An author who uploads a zip file as the Primary Manuscript File should include only one MSWord–readable file in the zip file. This MSWord–readable file should contain the extractible data mentioned above if the author wants to take advantage of the extraction process.