

The submission of a full workshop paper to the journal of NMD will be treated as a report on an ENMC workshop, with the convenor[s] listed as corresponding author[s]. They will not be subjected to peer review and, after approval by the Editor, will be published in the next available issue of the journal. The workshop report should be concise and follow the agenda of the workshop – it has the nature of a workshop report, not of a review article.

The length of a report will vary depending on the number of topics discussed. Workshop reports need to be succinct, focusing on the new information shared. The References should be confined to those directly relevant to the workshop. Up to three tables, figures or photos may be included. No abstract is required.

1. The basic format of the ENMC based workshop reports will be the same as in the past with a **TITLE** reflecting the number of the ENMC workshop, the number if appropriate of the topic workshop and the location and date.

Example:

**197<sup>th</sup> ENMC workshop : Neuromuscular disorders of mitochondrial fusion and fission – molecular mechanisms and therapeutic strategies**

*April 26<sup>th</sup>-28<sup>th</sup>, 2013 in Naarden, The Netherlands*

2. A full list of all **PARTICIPANTS** will be included at the end of the report, with their city and country. This list may also include any ENMC representative as appropriate with [ENMC] after their name.

3. Full **ACKNOWLEDGEMENT** will be given to ENMC and all its sponsoring organisations at the end of the report using the exact wording as requested by ENMC as one of the conditions in their original letter of acceptance of the workshop.

4. In principle, only the workshop organizers will be the author(s) of the workshop report. The organizers are to make sure that the tasks of all workshop participants regarding the preparation of the meeting report will have been discussed prior to closing the workshop. All workshop participants will be included in the "ENMC XXXX Workshop Study Group\*", so that they can be found in PubMed as co-authors of the workshop report. The workshop participants/report authors will be mentioned in an Appendix under the asterisk. The maximum number of authors for a workshop report (including the 'ENMC study group') will be five – so a maximum of four (organizer) names can be used for the workshop report.

The list of authors will be included on the first page of the report, under the title, with a similar format to original papers in the journal. A full but preferably brief address can be included for each author, and the corresponding author for proofs and reprints should also be indicated.

5. As in the past, these reports will not be subjected to any peer review and it will be assumed that the content has the approval of all participants of the workshop. Once approved by the editor, the report will be given priority publication in the next available issue of the journal.

6. **KEYWORDS** can be provided for reference.

8. **TIMELINES** to be followed are (at the latest):

**1 week before the workshop:** all presenters hand in synopsis of their presentations (approximately ½ A4) to the organizers.

**Within 10 weeks after the workshop:** organisers prepare draft report if feasible in close collaboration with young scientist(s) and patients (patient representatives), who attended the meeting.

**10 weeks after the workshop:** organisers send draft report to all participants with a cc to ENMC office, all participants should review the draft report and send comments to the organizer(s).

**12 weeks after the workshop:** organizers collect all comments from participants and rewrite report.

**16 weeks after the workshop:** send final report to participants, last chance of input.

**19 weeks after the workshop:** send final report to [enmc@enmc.org](mailto:enmc@enmc.org) for final check (see also <https://www.journals.elsevier.com/neuromuscular-disorders/>)

**20 weeks after the workshop:** send approved full report to Jane Miller from NMD ([jane.miller@ucl.ac.uk](mailto:jane.miller@ucl.ac.uk)) by the organizer(s).

These timelines will be actualized upfront and send to the chairperson of the workshop. ENMC office can assist the chairperson in adhering to these timelines.

Examples of ENMC workshop reports:

- Workshop report: 225th ENMC International workshop: A global FSHD registry framework. Neuromuscular Disorders 27 (2017) 782–790 ([http://www.nmd-journal.com/article/S0960-8966\(17\)30162-1/pdf](http://www.nmd-journal.com/article/S0960-8966(17)30162-1/pdf))
- Workshop report: 216th ENMC international workshop: Clinical readiness in FKRP related myopathies. Neuromuscular Disorders 26 (2016) 717–724 ([http://www.nmd-journal.com/article/S0960-8966\(16\)30905-1/pdf](http://www.nmd-journal.com/article/S0960-8966(16)30905-1/pdf))

Contact details for submission

Authors may send queries concerning the submission process, manuscript status or journal procedures to the Editorial Office ([jane.miller@ucl.ac.uk](mailto:jane.miller@ucl.ac.uk)).