

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 (see also <https://www.nmd-journal.com/content/authorinfo>).

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 topic of the workshop, the date and the location.

*Example:*

238<sup>th</sup> ENMC workshop: Updating management recommendations of cardiac dystrophinopathy.

30<sup>th</sup> November – 2<sup>nd</sup> December 2018 in Hoofddorp, The Netherlands

John Bourke, Denis Duboc, Michela Guglieri and Teresinha Evangelista on behalf of the Cardiac Dystrophinopathy workshop study group

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 (including the Company Forum) 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 organisers and one or maximally two young scientists will be the **AUTHORS** of the workshop report.

Young scientists who participate through the Early-Career Programme are required to take a very active role in contributing to (the organisation of) the ENMC workshop that they attend and in the writing of the workshop full report. The goal is to reinforce their motivation and

involvement in the NMD field and to provide an opportunity to learn these organizational and scientific communication skills from the more experienced organisers.

In agreement with Neuromuscular Disorders, the traditional four authors of the ENMC workshop report can now be extended with maximally two extra names of those Early-Career researchers who are proactive and efficient contributors to both the workshop and the writing of the full report. Thus, not all the young scientists who participate in a workshop will necessarily be included as an additional co-author, however all names will be automatically be added to the list of participants at the end of the full report.

The organisers 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.

In summary, the maximum number of authors for a workshop report (including the 'ENMC study group') will be seven – so a maximum of four (organisers) and two Early-Career researcher names can be used as (co-)authors for the workshop report.

Neuromuscular Disorders and PubMed accept authorship from the Study group. It is important to stress this request is made upon submission to NMD (via Evise) with Jane Miller informed as well, to make sure Study group is indeed correctly coded for authorships in the published manuscript.

The list of (co-)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.

7. **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 organisers.

**Within 10 weeks after the workshop:** organisers prepare draft full 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 organiser(s).

**12 weeks after the workshop:** organisers 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 organiser(s).

These timelines will be actualised 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: **229th ENMC international workshop: Limb girdle muscular dystrophies – Nomenclature and reformed classification** Naarden, the Netherlands, 17–19 March 2017. Volker Straub, Alexander Murphy, Bjarne Udd on behalf of the LGMD workshop study group. NMD Vol. 28, Issue 8, p702–710.
- Workshop report: **233rd ENMC International Workshop:: Clinical Trial Readiness for Calpainopathies**, Naarden, The Netherlands, 15–17 September 2017. William Lostal, J. Andoni Urtizbera, Isabelle Richard on behalf of the Calpain 3 workshop study group. NMD Vol. 28, Issue 6, p540–549.

#### 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)).