

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 and should follow the format indicated in the Guide to Authors for all submissions to Neuromuscular Disorders. 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 include a **TITLE** reflecting the number of the ENMC workshop, the topic of the workshop, the date and the location.

Example:

269th ENMC workshop: Clinical trials in DMD

date: 9 – 11 December 2022 in Hoofddorp, The Netherlands

Names of organisers: Prof. F. Muntoni (UK), Prof. N. Goemans (Belgium) Prof. C. McDonald (USA), Prof. E. Mercuri (Italy) on behalf of the workshop study group

There should be a maximum of four authors / convenors of the meeting who compile and write the report, but there can also be a corporate author. This could be a study group or the workshop participants.

2. A full list of all **PARTICIPANTS** will be included at the end of the report, with their institute, town 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 organizations at the end of the report using the exact wording as provided by the ENMC office.

4. AUTHORSHIP

In principle, only the workshop organisers and one or maximally two Early career researchers will be the author(s) of the workshop report. The (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.

Early career researchers may be nominated by the workshop organisers and ENMC to become co-author of an ENMC full report if significant contributions are made to the workshop and its reports. This should be approved by the Editor-in-Chief of NMD.

5. AUTHORSHIP OF THE WORKSHOP PARTICIPANTS

The organisers are to make sure that the tasks of all workshop participants regarding the preparation of the meeting report will have been discussed before and prior to closing the workshop. Presenters will be asked to hand in a half A4 describing the key elements of their talk and the subsequent discussion.

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.

Neuromuscular Disorders and PubMed accept authorship from the Study group. It is important to stress that this request is made upon submission to NMD (Elsevier) with Jane Miller informed as well, to make sure the Study group is indeed correctly coded for authorships in the published manuscript. Tagging of the ENMC workshop participants need to be actioned on Science Direct.

6. SUBMISSION PROCESS

- a) The ENMC office will have to give final approval on the full report and will check the acknowledgements for correctness.
- b) The report can then be sent to Jane Miller, Editorial Office (jane.miller@ucl.ac.uk), who will do a preview
- c) Organisers need to indicate to Jane Miller to accept the Early-career researchers, if applicable, and the Study Group to be accepted for authorship by NMD and Elsevier
- d) Then the organisers are requested to submit the manuscript to portal Elsevier for publication in Neuromuscular Disorders.

7. PEER-REVIEW

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.

8. ACCESSIBILITY

Every ENMC workshop report (in PDF) is freely accessible as agreed upon with NMD in the past. In case the PDF cannot be opened after publication please notify Jane Miller who can contact the right people at Elsevier.

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 Early-career researchers and patients (patient representatives), who attended the meeting.

10 weeks after the workshop: organisers send draft report to all participants, and 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 for final check, and verify the acknowledgements

20 weeks after the workshop: send approved full report to Jane Miller from NMD (jane.miller@ucl.ac.uk) with the specific requests mentioned above.

21 weeks after the workshop: organisers submit the full report and including figures, tables, key words, references etc.in the NMD portal
<https://www.editorialmanager.com/nmd/default2.aspx>

Examples of ENMC workshop reports:

264th ENMC International Workshop: Multi-system involvement in spinal muscular atrophy
Hoofddorp, the Netherlands, November 19th – 21st 2021
Neuromuscular Disorders Vol. 32 Issue 8p697–705 Published online: June 17, 2022
Nora Tula Detering, Alberto Zambon, Niko Hensel, Rashmi Kothary, Kathryn Swoboda, Thomas H. Gillingwater and others of the Study group
link to the lay- and full report: <https://tinyurl.com/bdz7tdzk>

256th ENMC international workshop: Myositis specific and associated autoantibodies (MSA-ab):
Amsterdam, The Netherlands, 8-10 October 2021
Neuromuscular Disorders Vol. 32 Issue 7p594–608 Published online: May 19, 2022
Jan Damoiseaux, Andrew L. Mammen, Yves Piette, Olivier Benveniste, Yves Allenbach on behalf of the ENMC 256th Workshop Study Group
link to the lay- and full report: <https://tinyurl.com/4294kks5>

Contact details for submission

Authors may send queries concerning the submission process, manuscript status or journal procedures to the NMD Editorial Office (jane.miller@ucl.ac.uk) or to enmc@enmc.org.