Instructions for authors

Categories of Manuscripts

- **Research Article:**
The paper should describe new and confirmed findings. Experimental procedures should give sufficient details for others to verify the work. The paper should comprise: (a) an abstract, (b) key words, not more than 6, (c) important abbreviations, (d) introduction, **precise to introduce the subject with citations of relevant literature**, (e) materials and methods, (f) results and **discussion (in separate heading)**, (g) acknowledgements, and (h) references. No heading for abstract and introduction to be given.

- **Short Communication**
A short communication should be a record of completed short investigation giving details of new methods or findings. It should not exceed 4 to 5 typed pages with an abstract followed by key words. Body of the text will not have any title, like abstract, material and methods, results, and discussion except the acknowledgements and references.

- **Review Article**
It should be comprehensive, up to date and critical on a recent topic of importance. It should cite latest references and identify the gaps for future research. It should also contain an abstract, key words, acknowledgements and references.

Manuscript Submission

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Permissions
Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Online Submission
Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.
Please ensure you provide all relevant editable source files. Failing to submit these source files might cause unnecessary delays in the review and production process.

Compliance with Ethical Requirements

Conflict of Interest
Conflicts may be financial, academic, commercial, political or personal. Financial interests may include employment, research funding (received or pending), stock or share ownership, patents, payment for lectures or travel, consultancies, nonfinancial support, or any fiduciary interest in a company.
Authors must declare all such interests (or their absence) in writing upon submission of a manuscript **as declaration. This conflict declaration includes conflicts or potential conflicts of all listed authors.** If any conflicts are declared, the journal will publish them with the paper. In cases of doubt, the circumstance should be disclosed so that the editors may assess its significance.
All the listed authors are requested to click the link mentioned below and fill up the form therein so that the conflict of interest may get generated:

- Conflict of Interest disclosure
The statement generated here shall be published in a separated section before the Acknowledgments.

**Title Page**
The title page should include:
- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- A clear indication and an active e-mail address of the corresponding author
If address information is provided with the affiliation(s) it will also be published.
For authors that are (temporarily) unaffiliated we will only capture their city and country of residence, not their e-mail address unless specifically requested.

**Abstract**
Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

**Keywords**
Please provide 4 to 6 keywords which can be used for indexing purposes.

**Text**

**Text Formatting**
Manuscripts should be submitted in Word.
- Use a normal, plain font (e.g., 12-point Times New Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

**Headings**
Please use no more than three levels of displayed headings.

**Abbreviations**
Abbreviations should be defined at first mention and used consistently thereafter.

**Footnotes**
Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.
Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lowercase letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.
Always use footnotes instead of endnotes.

**Acknowledgments**
(Not exceeding 150 words)
Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.
References

Citation
Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson, 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999). (Abbott, 1991; Barakat et al., 1995; Kelso and Smith, 1998; Medvec et al., 1999).

Reference list
The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. Reference list entries should be alphabetized by the last names of the first author of each work.

- Journal article

- Article by DOI

- Book

- Book chapter

- Online document

EndNote style (zip, 2 kB)

Scientific style
Nomenclature: Insofar as possible, authors should use systematic names similar to those used by Chemical Abstract Service or IUPAC.

Generic names of drugs and pesticides are preferred; if trade names are used, the generic name should be given at first mention.

Artwork and Illustrations Guidelines

Electronic Figure Submission
- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Line Art
- **Definition:** Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts embedded in the files.

**Halftone Art**

- **Definition:** Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

**Combination Art**

- **Definition:** A combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

**Color Art**

- Color art is free of charge for online publication.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
- If the figures will be printed in black and white, do not refer to color in the captions.
- Color illustrations should be submitted as RGB (8 bits per channel).

**Figure Lettering**

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions within your illustrations.

**Figure Numbering**

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, ”A1, A2, A3, etc.” Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

**Figure Captions**
Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.

Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.

No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.

Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.

Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

**Figure Placement and Size**

- Figures should be submitted separately from the text, if possible.
- When preparing your figures, size figures to fit in the column width.
- For large-sized journals the figures should be 84 mm (for double-column text areas), or 174 mm (for single-column text areas) wide and not higher than 234 mm.
- For small-sized journals, the figures should be 119 mm wide and not higher than 195 mm.

**Permissions**

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free.

**Accessibility**

In order to give people of all abilities and disabilities access to the content of your figures, please make sure that

- All figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-Braille hardware)
- Patterns are used instead of or in addition to colors for conveying information (colorblind users would then be able to distinguish the visual elements)
- Any figure lettering has a contrast ratio of at least 4.5:1

**Ethical Responsibilities of Authors**

This journal is committed to upholding the integrity of the scientific record. Authors should refrain from misrepresenting research results which could damage the trust in the journal, the professionalism of scientific authorship, and ultimately the entire scientific endeavour. Maintaining integrity of the research and its presentation is helped by following the rules of good scientific practice, which include:

- The manuscript should not be submitted to more than one journal for simultaneous consideration.
- The submitted work should be original and should not have been published elsewhere in any form or language (partially or in full), unless the new work concerns an expansion of previous work. (Please provide transparency on the re-use of material to avoid the concerns about text-recycling (‘self-plagiarism’).
- A single study should not be split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (i.e. ‘salami-slicing/publishing’).
- Concurrent or secondary publication is sometimes justifiable, provided certain conditions are met. Examples include: translations or a manuscript that is intended for a different group of readers.
- Results should be presented clearly, honestly, and without fabrication, falsification or inappropriate data manipulation (including image based manipulation). Authors should adhere to discipline-specific rules for acquiring, selecting and processing data.
• No data, text, or theories by others are presented as if they were the author’s own (‘plagiarism’). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks (to indicate words taken from another source) are used for verbatim copying of material, and permissions secured for material that is copyrighted.

**Important note: the journal may use software to screen for plagiarism.**

• Authors should make sure they have permissions for the use of software, questionnaires/(web) surveys and scales in their studies (if appropriate).
• Authors should avoid untrue statements about an entity (who can be an individual person or a company) or descriptions of their behavior or actions that could potentially be seen as personal attacks or allegations about that person.
• Research that may be misapplied to pose a threat to public health or national security should be clearly identified in the manuscript (e.g. dual use of research). Examples include creation of harmful consequences of biological agents or toxins, disruption of immunity of vaccines, unusual hazards in the use of chemicals, weaponization of research/technology (amongst others).
• Authors are strongly advised to ensure the author group, the Corresponding Author, and the order of authors are all correct at submission. Adding and/or deleting authors during the revision stages is generally not permitted, but in some cases may be warranted. Reasons for changes in authorship should be explained in detail. Please note that changes to authorship cannot be made after acceptance of a manuscript.

*All of the above are guidelines and authors need to make sure to respect third parties rights such as copyright and/or moral rights.

Upon request authors should be prepared to send relevant documentation or data in order to verify the validity of the results presented. This could be in the form of raw data, samples, records, etc. Sensitive information in the form of confidential or proprietary data is excluded.

If there is suspicion of misbehavior or alleged fraud the Journal and/or Publisher will carry out an investigation following COPE guidelines. If, after investigation, there are valid concerns, the author(s) concerned will be contacted under their given e-mail address and given an opportunity to address the issue. Depending on the situation, this may result in the Journal’s and/or Publisher’s implementation of the following measures, including, but not limited to:

• If the manuscript is still under consideration, it may be rejected and returned to the author.
• If the article has already been published online, depending on the nature and severity of the infraction:
  - an erratum/correction may be placed with the article
  - an expression of concern may be placed with the article
  - or in severe cases retraction of the article may occur.

The reason will be given in the published erratum/correction, expression of concern or retraction note. Please note that retraction means that the article is maintained on the platform, watermarked “retracted” and the explanation for the retraction is provided in a note linked to the watermarked article.

• The author’s institution may be informed
• A notice of suspected transgression of ethical standards in the peer review system may be included as part of the author’s and article’s bibliographic record.

**Fundamental errors**

Authors have an obligation to correct mistakes once they discover a significant error or inaccuracy in their published article. The author(s) is/are requested to contact the journal and explain in what sense the error is impacting the article. A decision on how to correct the literature will depend on the nature of the error. This may be a correction or retraction. The retraction note should provide transparency which parts of the article are impacted by the error.
Suggesting / excluding reviewers
Authors are welcome to suggest suitable reviewers for their manuscripts. When suggesting reviewers, authors should make sure they are totally independent and not connected to the work in any way. It is strongly recommended to suggest a mix of reviewers from different countries and different institutions. When suggesting reviewers, the Corresponding Author must provide an institutional email address for each suggested reviewer, or, if this is not possible to include other means of verifying the identity such as a link to a personal homepage, a link to the publication record or a researcher or author ID in the submission letter. Please note that the Journal may not use the suggestions, but suggestions are appreciated and may help facilitate the peer review process.

Disclosures and declarations
All authors are requested to include information regarding sources of funding, financial or non-financial interests, study-specific approval by the appropriate ethics committee for research involving humans and/or animals, informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals (as appropriate). The decision whether such information should be included is not only dependent on the scope of the journal, but also the scope of the article. Work submitted for publication may have implications for public health or general welfare and in those cases it is the responsibility of all authors to include the appropriate disclosures and declarations.

Data transparency
All authors are requested to make sure that all data and materials as well as software application or custom code support their published claims and comply with field standards. Please note that journals may have individual policies on (sharing) research data in concordance with disciplinary norms and expectations. Please check the Instructions for Authors of the Journal that you are submitting to for specific instructions.

Role of the Corresponding Author
One author is assigned as Corresponding Author and acts on behalf of all co-authors and ensures that questions related to the accuracy or integrity of any part of the work are appropriately addressed. The Corresponding Author is responsible for the following requirements:

- ensuring that all listed authors have approved the manuscript before submission, including the names and order of authors;
- managing all communication between the Journal and all co-authors, before and after publication;*
- providing transparency on re-use of material and mention any unpublished material (for example manuscripts in press) included in the manuscript in a cover letter to the Editor;
- making sure disclosures, declarations and transparency on data statements from all authors are included in the manuscript as appropriate (see above).

* The requirement of managing all communication between the journal and all co-authors during submission and proofing may be delegated to a Contact or Submitting Author. In this case please make sure the Corresponding Author is clearly indicated in the manuscript.

Author contributions
Please check the Instructions for Authors of the Journal that you are submitting to for specific instructions regarding contribution statements.
In absence of specific instructions and in research fields where it is possible to describe discrete efforts, the Publisher recommends authors to include contribution statements in the work that specifies the contribution of every author in order to promote transparency. These contributions should be listed at the separate title page.

Affiliation
The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved, the current address may additionally be stated. Addresses will not be updated or changed after publication of the article.

- **Please note that author names will be published exactly as they appear on the accepted submission!**
  Please make sure that the names of all authors are present and correctly spelled, and that addresses and affiliations are current.
  Adding and/or deleting authors at revision stage are generally not permitted, but in some cases it may be warranted. Reasons for these changes in authorship should be explained. Approval of the change during revision is at the discretion of the Editor-in-Chief. Please note that journals may have individual policies on adding and/or deleting authors during revision stage.

**Deceased or incapacitated authors**

For cases in which a co-author dies or is incapacitated during the writing, submission, or peer-review process, and the co-authors feel it is appropriate to include the author, co-authors should obtain approval from a (legal) representative which could be a direct relative.

**Authorship issues or disputes**

In the case of an authorship dispute during peer review or after acceptance and publication, the Journal will not be in a position to investigate or adjudicate. Authors will be asked to resolve the dispute themselves. If they are unable the Journal reserves the right to withdraw a manuscript from the editorial process or in case of a published paper raise the issue with the authors’ institution(s) and abide by its guidelines.

**Confidentiality**

Authors should treat all communication with the Journal as confidential which includes correspondence with direct representatives from the Journal such as Editors-in-Chief and/or Handling Editors and reviewers’ reports unless explicit consent has been received to share information.

The authority of the journal has right to accept or reject the article.

After peer review, authors will be given a stipulated time of 15 days for editing and resubmitting the corrected MS to the journal authority.

After acceptance of the article, nothing can be altered.