

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.

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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

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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 lower-case 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
Alber, John, Daniel C. O’Connell, and Sabine Kowal. 2002. Personal perspective in TV interviews. *Pragmatics* 12: 257–271. (Surname Full and (,) then Name (.) like Sardar, S. and Mukherjee, A.)
- Article by DOI
Suleiman, Camelia, Daniel C. O’Connell, and Sabine Kowal. 2002. ‘If you and I, if we, in this later day, lose that sacred fire...’: Perspective in political interviews. *Journal of Psycholinguistic Research*. <https://doi.org/10.1023/A:1015592129296>
- Book
Cameron, Deborah. 1985. *Feminism and linguistic theory*. New York: St. Martin’s Press.
- Book chapter
Cameron, Deborah. 1997. Theoretical debates in feminist linguistics: Questions of sex and gender. In *Gender and discourse*, ed. Ruth Wodak, 99-119. London: Sage Publications.
- Online document
Frisch, Mathias. 2007. Does a low-entropy constraint prevent us from influencing the past? PhilSci archive. <http://philsci-archive.pitt.edu/archive/00003390>. Accessed 26 June 2007.

Journal names and book titles should be italicized.

- 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.
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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

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