

# GUIDE FOR AUTHORS

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## **Submission checklist**

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

### **Ensure that the following items are present:**

1. Only one author is designated as the corresponding author with contact details:
  - E-mail address
  - Full postal address
2. All necessary files have been uploaded:
  - Include keywords.
  - All figures (include relevant captions)
  - All tables (including titles, description, footnotes)
  - Ensure all figure and table citations in the text match the files provided.
  - Indicate clearly if color should be used for any figures in print.
3. Further considerations
  - Manuscript has been 'spell checked' and 'grammar checked.'
  - All references mentioned in the Reference List are cited in the text, and vice versa.
  - Place secondary figures and tables, pictorial figures, and over-sized tables in Supplementary Material.
  - Permission has been obtained for use of copyrighted material from other sources (including the Internet)

## **Article Structure (A template is provided [here](#) as an example for the structure)**

### **1. Title page**

#### **1.1. Title Page**

- Please use this **template title page** for providing the following information.
- The title page should include:
  1. A concise and informative title
  2. The name(s) of the author(s)
  3. The affiliation(s) of the author(s), *i.e.* institution, (department), city, (state), country
  4. A clear indication and an active e-mail address of the corresponding author
  5. If available, the 16-digit ORCID of the author(s)
- 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.

#### **1.2. Abstract**

- Please provide an abstract of 200 words. The abstract should not contain any undefined abbreviations or unspecified references.

#### **1.3. Keywords**

- Please provide 3 to 6 keywords which can be used for indexing purposes.

### **2. Text**

- For first (initial) submissions, we require a single file containing your manuscript as a minimum (Word or PDF).
- For revised submissions we strongly recommend uploading the editable source files together with a PDF of the revised manuscript for reference. We can process a PDF-

only submission, but upon acceptance source files are mandatory and providing source files after acceptance may delay production.

## 2.1. Text Formatting

- Manuscripts should be submitted in WORD. The submission should include the original source (including all style files and figures) and a PDF version of the compiled output.

## 2.2. Headings

- Please use the decimal system of headings with no more than three levels.

### 2.2.1. **Subdivision** - numbered sections

*Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.*

## 2.3. Abbreviations

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

## 2.4. 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.

## 2.5. Acknowledgments

- 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.

## 3. References

### 3.1. Citation

- Reference citations in the text should be identified by numbers in square brackets. Some examples:
  6. Negotiation research spans many disciplines [3].
  7. This result was later contradicted by Becker and Seligman [5].
  8. This effect has been widely studied [1-3, 7].

### 3.2. 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.
- Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see ISSN.org LTWA. If you are unsure, please use the full journal title.
- For authors using EndNote, use an output style that supports the formatting of in-text citations and reference list like **Vancouver style using square bracket in-text citation**.

- The entries in the list should be numbered consecutively.
  1. *Journal article*
    - Hamburger, C.: Quasimonotonicity, regularity and duality for nonlinear systems of partial differential equations. *Ann. Mat. Pura Appl.* (1995), **169**, 321–354
  2. *Article by DOI*
    - Sajti, C.L., Georgio, S., Khodorkovsky, V., Marine, W.: New nanohybrid materials for biophotonics. *Appl. Phys. A* (2007). <https://doi.org/10.1007/s00339-007-4137-z>
  3. *Book*
    - Geddes, K.O., Czapor, S.R., Labahn, G.: *Algorithms for Computer Algebra*. Kluwer, Boston (1992)
  4. *Book chapter*
    - Broy, M.: Software engineering — from auxiliary to key technologies. In: Broy, M., Denert, E. (eds.) *Software Pioneers*, pp. 10–13. Springer, Heidelberg (2002)
  5. *Online document*
    - Cartwright, J.: Big stars have weather too. IOP Publishing PhysicsWeb. <http://physicsweb.org/articles/news/11/6/16/1> (2007). Accessed 26 June 2007

#### 4. Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Tables captions begin with the term **Table** in bold type, followed by the figure number, also in bold type.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

#### 5. Equations

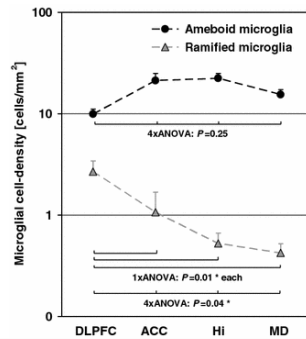
- If you are using Word, please use either the Microsoft Equation Editor or the MathType add-on.
- Equations should be editable by the editorial office and not appear in a picture format.
- Equations should be numbered consecutively as they appear in the text. Numbers should be enclosed in round brackets like (3) and flushed to the right margin.

#### 6. Artwork and Illustrations Guidelines

##### 6.1. Electronic Figure Submission

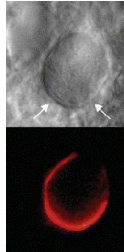
- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable.
- Name your figure files with "**Figure**" and the figure number, e.g., **Figure 1**. eps.

##### 6.2. Line Art



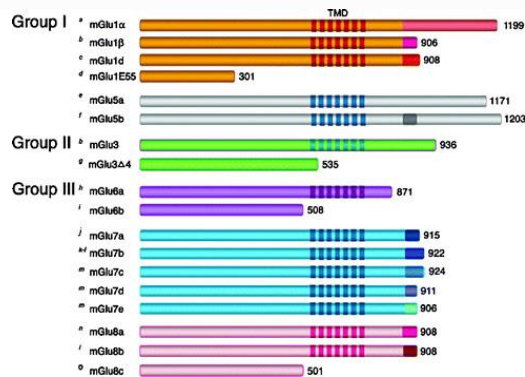
- **Definition:** Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should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

### 6.3. 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.

### 6.4. 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.

### 6.5. 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).

## 6.6. Figure Lettering

- 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.

## 6.7. 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 [Supplementary Information (SI)] should, however, be numbered separately.

## 6.8. 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 **Figure** 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.

## 6.9. 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.

## 6.10. 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.