

## MANUSCRIPT ORGANIZATION

### **FILE 1: Title Page**

1. Article title
2. Author(s) name, title, institution, address, telephone number, and e-mail address
3. Author(s) note
4. Acknowledgment (this point can be placed after Conclusions section)

### **FILE 2: Main Document**

Page 1:

1. Article title
2. Abstract
3. Keywords

Page 2 and on, with each new element beginning on its own page:

4. Main text
5. References
6. Footnotes
7. Tables
8. Figures
9. Appendixes
10. Web appendixes

## MANUSCRIPT COMPONENTS

### **Article Title**

- A title of not more than ten words should be provided. The title should present the study design.

### **Author Details**

- The full names, institutional addresses and email addresses for all authors and a corresponded author should be listed.

### **Abstract**

- The abstract should not exceed 250 words.
- **Keywords**
- It is recommended to indicate three to ten keywords.

## **MAIN TEXT**

### **Introduction**

The context and purpose of the study are presented.

### **Literature Review**

A summary of the existing literature

### **Methods**

This section is a clear description of all processes, interventions and comparisons.

It reflects the type of statistical analysis used.

### **Results**

The main findings are depicted in this section.

### **Conclusions and Discussion**

This section is represented as brief summary and potential implications.

### **Recommendations**

Suggestions about what should be done in accordance with this research.

### **Acknowledgements and Research Funding**

Authors who wish to include Acknowledgements should send them together with the submission in an MS Word file. **Research Funding** should appear in the Acknowledgements section.

### **List of Abbreviations**

If abbreviations are used in the text they should be defined in the text at first use, and a list of abbreviations should be provided.

### **References**

References should be written in Roman script. They begin on their own page and are listed in alphabetical order by the first author's last name. References to other publications must be carefully checked for completeness and accuracy.

## **For example:**

### Journal article

Author, A.A., Author, B.B., Author, C.C., Author D.D. (2005). Title of article. Title of Journal, vol. no. (2), pp. 49-53.

### Article by DOI

Slifka, M.K., & Whitton, J.L. (2000). Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, doi:10.1007/s001090000086.

### Book

Timoshenko S.P., Young D.H., Weaver W. (1974). *Vibration problems in engineering*. 4th ed. New York, Wiley. 521 p.

### Online document

Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. [http://www.psych.org/edu/other\\_res/lib\\_archives/archives/200604.pdf](http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf). Accessed 25 June 2007.

Journal names and book titles should be italicized.

Self-citation should be terminated.

## **Appendix**

If Appendixes are provided, they appear on a new page after the figures. Multiple appendixes are labeled with letters (Appendix A, Appendix B).

## **GENERAL FORMATTING FOR SUBMISSIONS**

Articles should be between 3000 and 7500 words in length.

All submissions should be formatted in the following way: typewritten in 11 Times New Roman, alignment justified, double-spaced, no page numbers, no page breaks, and with no tables or figures included within the text. Article files should be provided in Microsoft Word or PDF formats.

Please minimize the use of abbreviations and do not cite references in the abstract.

Abstracts should be informative, original, meaningful (reflecting the main content of the article and the results research), structured (follow the logic description of the results in the paper), “English-speaking” (written in quality English language), compact.

Equations should be saved in either .jpg, .pdf or png. Equations can be either submitted separately or clearly labeled in a combined file. Equations should to be submitted using Math type.

Notes must be identified in the text by consecutive numbers.

Authors should avoid the use of personal pronouns within the structured abstract and body of the paper (e.g. “this paper investigates...” is correct, “I investigate...” is incorrect).

Figures and tables created in MS Word should be included in the main text rather than at the end of the document.

Figures and other files created outside Word (i.e. Excel, PowerPoint, JPG, TIFF, EPS, and PDF) should be submitted separately.

Please note that images supplied in colour will be published in colour online and black and white in print.

### **Figures**

All Figures (diagrams, line drawings, web pages/screenshots and photo images) should be submitted in electronic form.

Submit figures as separate high-resolution (300 dpi) JPEG, PDF or PNG images.

All Figures should be of high quality, legible and numbered consecutively with arabic numerals.

### **Tables**

Tables should be typed and included in a separate file to the main body of the article. The text of Tables should be written using Times New Roman 10pt. 8. The position of each table should be clearly stated in the body text of article. Do not submit tables as non-editable images.

### **Language**

All journals of our Company use American English.