CJPN
Communicating Science

<u>Author Guidelines</u>

1. **Submission Format:**
   - Manuscript must be submitted as a .docx document.
   - Written in 12pt Times New Roman font on 8 1/2" x 11" page
   - Double-spaced
   - Left aligned
   - Word count: max. 4000 words.
   - Margins must be a minimum of 1.9cm on all sides
   - Page numbers included on the bottom right corner
   - Line Numbers (found in the layout tab of Microsoft Word)
   - Citations and References. Your manuscript should include in-text citations and a full reference list at the bottom of the submission.
     - <u>In text-citations</u> should be numbered in **square** brackets (e.g., as in previous work [1], …) which should then be organized by order of appearance in the reference list again using square brackets. (Vancouver Reference Style)
     - <u>Reference list</u> should use APA formatting (https://guides.lib.monash.edu/citing-referencing/vancouver)

2. **Attachments Submission Format**

Attachments might include (but are not limited to): figures, tables, and graphical abstracts. Each file should be appropriately labeled.

   - **Tables and Figures**
     - Format Tables and figures in APA Style
     - Only include tables and figures that relate directly to the results that are being reported in the manuscript.
     - DO NOT INCLUDE supplemental graphs and figures.
     - Label figures as "**LASTNAME_Fig_number**" and tables as "**LASTNAME_Table_number**"
     - .tiff, .png, .jpg, and .pdf formats will be accepted.

   - **Graphical Abstracts**
     - Graphical abstracts are not mandatory, but they are encouraged! If you wish to provide a graphical abstract, please submit it along with your manuscript.
     - Label graphical abstracts as "**LASTNAME_VisualAbstract**"
     - .png, .jpeg or .tiff formats will be accepted.

3. **Receiving Acceptance/Rejection Notification**

Once you have submitted your article (by 11:59pm on May 27th, 2021), the editors in chief will look over your submission to ensure it respects the submission guidelines and is of high quality. All authors who submitted will receive an email notification from the editors in chief letting them know if their article will be going through revisions (accepted) or if it has been rejected (will not undergo the review process).

4. Response to Reviews

If your article was accepted, it will then be assigned to an Editor and 2-3 reviewers. Each reviewer will read and comment on your article in order to improve it. The editor will compile and anonymise these reviews before emailing them back to authors.

All authors are then to respond to these comments by re-submitting 3 documents to their editor:

> **a.** <u>The edited manuscript</u>

The original article is to be edited according to the comments from the reviewers using **track-changes.**

> **b.** <u>Cover letter to the editor (a template will be sent to authors by their Editor)</u>

The cover letter is addressed to your editor and summarises the main changes that were made to the article in order to improve it. These should be the main comments that came through from the reviewers, or the comments your editor highlighted in their email to you. **Please only edit the sections of the template cover letter that are in red. Format must remain the same.**

> **c.** <u>Response to reviewers (a template will be sent to authors by their Editor)</u>

Reviewer comments should be copied/pasted onto a word document and the answer to each comment should be provided below it. Note that the comments will be numbered as **C.1.1, C.1.2, C.1.3, etc.** In this numbering system, C stands for 'comment', the first number represents the reviewer number (1, 2, or 3) and the second number is the comment number.

Each response should include what was done to address the comment or a clear and compelling explanation as to why the comment was not addressed. Note that your editorial team might insist on a change being made. If this is the case, it must be addressed for your article to be published.

If any changes were made to the article in addressing comments, this needs to be noted in the response (e.g., This jargon has been removed from the current version of the article, as it was replaced by a definition. See paragraph 2). This ensures that reviewers can find the changes made to address their comments.

Similar to the numbering system for comments, responses should be numbered as **R.1.1, R.1.2, R.1,3,** etc., where R stands for 'response', the first number represents the reviewer number (1, 2, or 3), and the second number is the response number. See template for an example.

> **d.** <u>Submission format for response to reviewer documents:</u>
> - .docx format
> - Written in 12pt Times New Roman font on 8 1/2" x 11" page
> - Single-spaced
> - Margins must be a minimum of 1.9cm on all sides
> - Page numbers (excluding the cover page document)
> - Date of the resubmission should be at the top right in the header

Last updated on 2021-05-14