

RSER Author Checklist Table

Item	Check	Important notes for Authors/Requirement
Article type	<p>Select the single correct article type here and state in brackets the paper word count.</p> <ul style="list-style-type: none"> • Full-length article (Word count) • Review article (Word count) • Perspectives (Word count) • If the article submitted is by invitation to a Special Issue, also state the Special Issue short name (e.g. VSI: NAME) here. 	Papers will be indexed as Full-length articles, Review articles, Retractions, Corrigendum, Addendum or Editorials as explained above in this GFA.
Manuscript	This is the 'entire' article that the reviewers and authors will assess. It is used later to prepare the published article, so it is important that all details required by the GFA are included.	The manuscript should be a single MS Word file or pdf that includes the cover letter, the RSER Author Checklist table and the paper as per the layout in the GFA.
Cover letter	<p>A maximum of two pages, dated and addressed to the Editors stating the name and affiliation of the authors, it should state the following clearly;</p> <ul style="list-style-type: none"> • Title paper, key findings and why novel and meets the journal scope, • Article type and if relates to a conference special issue. • Any details relating to elements of the work already published as a Preprint/Archiv/Working paper/conference paper etc. or as a thesis or other with a precise explanation, • Any details of funding agencies etc., • Provide a declaration of interest, • List any recommended reviewers, • The corresponding author must sign the Cover letter as the person held responsible for all aspects of the paper during and after the publication process. 	<p>Note that the role of the corresponding author is very important as they are responsible for the article ultimately in terms of Ethics in Publishing, making sure that the GFA is adhered to, informing readers of any relationships with organisations or people that may influence the work inappropriately as discussed in the GFA, all the content of the article and that the Proof is correct.</p> <p>It is very difficult if not impossible to edit a paper once published. Most mistakes in articles occur when corresponding authors are changed after/during acceptance; examples include leaving out acknowledgements of funding agencies and the full and correct author affiliations.</p>
Layout of paper	<p>The elements/headings listed below should appear in the order below in the paper:</p> <ul style="list-style-type: none"> • Title • Author details • Abstract • Highlights • Keywords • Word Count • List of abbreviations including units and nomenclature • 1.0 Introduction • 2.0 Material and methods • 3.0 Theory/calculation • 4.0 Results • 5.0 Discussion • 6.0 Conclusion • Acknowledgements • List of References 	Note read carefully the specific details of each element/heading in this GFA. The main headings i.e. 2.0 to 6.0 can vary from article to article, but all articles must include the title, author details, abstract, keywords, highlights, word count and list of abbreviations on page 1 of the paper.
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