

## **Frequently Asked Questions (Faq)**

### **What papers can I submit to ACTA Press?**

Our journals publish the following types of manuscripts:

- Original, unpublished papers
- Extended and enhanced versions of papers presented at conferences
- Surveys
- Tutorial papers

*NOTE: Submissions may not be considered for publication elsewhere at any time during the review period.*

### **How do I submit papers?**

Submit your papers electronically at <http://www.actapress.com/review/>. One corresponding author must sign up for an account indicating the following: the corresponding author's complete name, affiliation, address, phone and fax numbers, and e-mail address. This account may also be used for future paper submission.

### **What is the page limit for the initial paper submission?**

Please submit a manuscript of 16 printed pages (double-line spacing, one-column page, 12-pt font size) inclusive of illustrations.

### **What is the page limit for the FINAL paper submission?**

Please submit a manuscript of 16 printed pages (double-line spacing, one-column page, 12-pt font size) inclusive of illustrations.

*NOTE: Authors must submit the final paper in the same format as the initial paper (please refer to section "C" below).*

### **What is the extra page charge (page limit)?**

For a paper that has been accepted after the peer-reviewing for publication, the publisher will reformat the final paper submitted by the author into the publication format (single-line spacing, double-column page, 12-pt font-size). If it exceeds eight printed pages (single-line spacing, two-column page, 12-pt font size) inclusive of illustrations, but excluding the author biographies, there is a charge of \$100.00 (US currency) per additional page.

Please contact **ACTA Press** for the exact amount.

*NOTE: Extra-page charges will be waived for papers written by authors from institutions that subscribe to the journal in question.*

### **How will I know if my paper exceeds the 8-page limit?**

Authors may estimate their final page count by converting their papers to our publication format: single-line spacing, double-column page, 12-pt font-size. We strongly advise authors to reformat their paper into the publication format only for the purpose of estimating the page count (but do NOT submit it in this format). Submissions will ONLY be accepted in our submission format: double-line spacing, one-column page, 12-pt font size. We will contact the author when a paper exceeds the 8-page limit, and the extra-page fees must be paid before we can publish the paper.

### **What is ACTA Press' policy on plagiarism?**

ACTA Press has a zero-tolerance policy for plagiarism. It now utilizes advanced plagiarism detection software called **iThenticate** on each submitted paper and will investigate every allegation of plagiarism.

If a paper submitted to an ACTA Press journal has been plagiarized in whole or in part, the following measures may be taken: the paper will be rejected; and the author(s) will be prohibited from submitting papers to ACTA Press journals in the future.

### **What is ACTA Press' policy on self-plagiarism?**

The Editor-in-Chief may require the author(s) to include a full citation to the original paper and make modifications to the submitted paper to include a discussion of the previously submitted paper; or the paper will be rejected.

### **How do the Delayed Open Access Journals work?**

Authors may opt in to an open access publication charge of \$450 (US) for each article published in the open-access journal. The authors then retain the copyright for their article. The 8-page limit applies to all open-access papers (i.e., US\$100 fee per each extra page). ACTA Press employs a “delayed” Open Access model, in which articles can be downloaded from the website for a charge of \$38 (US) each for the first 3 months after their publication. After this time the charge is lifted, and articles can be downloaded free of charge. The open-access journals allow unlimited, free, open access to all articles in the journal for all interested parties. This gives the authors work maximum exposure within the academic community and promotes the sharing of research and ideas to the widest possible audience.

### **Initial Paper Submission**

Use the ACTA paper [initial paper checklist](#) and [initial document template](#) when submitting your paper to ACTA Press. The initial paper MUST be submitted as an Adobe PDF file. Upon submission, the author will be given a reference number assigned to the paper that is to be used in all future correspondence.

Authors will be required to suggest two potential Reviewers for all new manuscript submissions.

Authors should also check their papers for originality before submitting the manuscripts to ACTA Press.

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Author names, affiliations, etc. should NOT appear on this copy, nor should biographies be present.

### **Final Paper Submission**

Should your paper be accepted for publication in a journal, we will request that you send us a soft copy of your final paper, clearly stating your paper number, electronically as an e-mail attachment to [journals@actapress.com](mailto:journals@actapress.com). Ensure that your final paper is kept in double-spaced, single column format (same formatting requirements as initial paper submissions). Use the ACTA [final paper checklist](#) and [final document template](#).

Your final paper (text and embedded figures) must be sent in one of the following combination of files:

- MS Word Document
- MS Word Document and PDF file
- PDF file and LaTeX file

\*Camera-ready copies will NOT be accepted.

If high-resolution figures are not already embedded in your final paper, an electronic copy of your figures must be sent with your final paper. Acceptable figure formats include high-resolution JPEG, TIFF, EPS, PSD, and Adobe PDF.

Please include a brief biography for all authors at the end of your final paper. Small passport-size photographs of the authors should also be included.

### **Final Paper For Printing**

Your final paper will be sent for copy editing and type setting. Once this has been completed, you will receive a copy of the paper from the type setter, which you must carefully proof (read). Please pay particular attention to the equations. After noting any errors and indicating the corrections to be made, return the paper electronically as an e-mail attachment.

## Check List

We request that you go through [the initial paper checklist](#) or [the final paper checklist](#) of formatting specifications and check off each item as it is completed. Compliance with these formatting instructions will expedite the publication process and ensure high-quality publication of your work.

## Formatting Instructions For Both Initial Paper And Final Paper

The formatting specifications for both initial paper and final paper submissions are identical and must be followed exactly.

### Language and Grammar

All papers must be written in English. Please note that British/Canadian spelling is adopted. Acronyms are spelled out at first mention but not thereafter unless there is good reason to do so. For editorial guidelines, refer to The Chicago Manual of Style, Ed. 16th (The University of Chicago Press, 2010).

### Document Structure

Each article must contain the following sections: Title, Author Information, Abstract, Key Words, Introduction, Body, Conclusion, and References. The Acknowledgements section is optional for both (initial and final) papers; the Biography section is mandatory for the final paper, and must NOT be present in the initial paper.

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