# Author Guidelines

Updated: October 2026

Everything you need to prepare and submit new scholarly work that has not previously been published as a journal article in any language. If it has been published before, in any form, it belongs in the Translated section, not here.

## 1. Before You Start

Write in English. Download Paper-Template-Original.docx, write your manuscript in it, and upload the finished file.

| Article type | Body words | Abstract | Reviewed by |
|---|---|---|---|
| Original Article | 4,000–9,000 | 150–250 words | Single-anonymised, 2+ referees |
| Review Article | 6,000–10,000 | 150–250 words | Single-anonymised, 2+ referees |
| Conceptual / Theoretical Paper | 4,000–8,000 | 150–250 words | Single-anonymised, 2+ referees |
| Research Note / Short Communication | 2,000–4,000 | 150–250 words | Single-anonymised, 2+ referees |
| Book Review | 800–1,500 | Not required | Editorial review |
| Editorial / Guest Editorial | 1,000–2,500 | Not required | Editorial review |
| Commentary / Reply | 1,000–3,000 | Not required | Editorial review |

*Length counts the body text only. References, tables, figures and appendices are not counted.*

## 2. Ethics and Integrity

This journal follows the COPE Core Practices. Four things you must have in order before you submit:

Originality. The work has not appeared as a journal article in any language. Conference papers, theses and preprints can be considered — mention them in your cover letter.

Authorship. Everyone listed meets the ICMJE criteria, and everyone who meets them is listed. Record each person’s roles in Author Contributions.

Data. State where supporting data can be found, or why it cannot be shared.

Approvals. Ethics committee approval, consent, and any permission needed for third-party material were obtained before the work began.

Tell the editor promptly if any of these change, or if you find an error in your own work after submission.

## 3. Preparing Your Manuscript

### 3.1 File and layout

Use the template as it is. Its margins, fonts, heading levels, header and footer are already set — do not restyle the file, do not retype the running head, and do not add a watermark, a manuscript number or an author name to it. Replace every [placeholder] and delete the red instruction text. The editorial office completes the dates, the year and the DOI.

### 3.2 Structure

The template sets out Introduction, Methods, Results, Discussion and Conclusion. Adapt it: rename, combine or omit sections to suit your discipline, article type and research design. Reviews, theoretical papers, humanities scholarship, qualitative studies and data papers usually need a different shape, and that is fine as long as it is clear and consistent.

### 3.3 Equations, tables and figures

Equations are editable text, not images. Centre them and number them (1), (2) …

Tables are editable, with a number and a title above and any note below.

Figures are numbered in the order first cited and carry their own caption. Supply them separately, at 300 dpi or better.

Do not put the same data in both a table and a figure.

## 4. References

Use APA Seventh Edition for in-text citations and the reference list — it governs citations and entries, not the layout, which follows the template. Cite everything you draw on and nothing else; every in-text citation appears in the list and every entry is cited. Arrange entries alphabetically with a hanging indent of 1.27 cm, and give a DOI as a full URL, https://doi.org/xxxxx, whenever one exists. For anything beyond these rules, follow the APA manual.

## 5. The First Page

The manuscript is one file: the first page already carries every block — Article Type, Title, Authors and Affiliations, ORCID iDs, Abstract and Keywords — and the body begins on the same page. The Article Type goes on the line above the title. Give each author's ORCID in full, as https://orcid.org/…, and mark the corresponding author with an asterisk. The Abstract is one paragraph of 150–250 words; supply 3–10 Keywords. Give the corresponding author's postal address and e-mail address in the submission form, not on the first page: the template's correspondence line is completed by the editorial office at production. Every name, affiliation and identifier in the template is a placeholder — replace all of it.

## 6. Statements and Declarations

Put this section at the end of your article, after the body and before the reference list. Complete every item below — where something does not apply to you, use the model wording rather than deleting the line.

| Statement | What to give |
|---|---|
| Author Contributions | Each author's name or initials, then the roles that apply, using the CRediT taxonomy. List only the roles that apply. Not required for single-author works. |
| Acknowledgements | Contributors and funding sources. Otherwise: "Not applicable." |
| Declarations | The 5 items below. |

| Declaration | What to state — or use this wording |
|---|---|
| Funding | State every grant number, funder and funder role. Otherwise: "This research received no external funding." |
| Competing interests | State any financial or non-financial interest that could be perceived as influencing the work. Otherwise: "The authors declare that they have no competing interests." |
| Data availability | Give the repository and a DOI or URL, or the reason the data cannot be shared. Otherwise: "Not applicable; no datasets were generated or analysed." |
| Ethical approval and consent | Give the committee and reference number, or the exemption and its basis, and the consent obtained. Otherwise: "Not applicable; no human or animal subjects were involved." |
| Use of AI and AI-assisted technologies | Name the tool, version, date and function, and confirm that the authors reviewed the output. Otherwise: "No generative AI or AI-assisted technologies were used in the preparation of this manuscript." |

## 7. Peer Review

Single-anonymised, 2+ referees: the referees see your name, and you are not told who they are. Expect a decision of accept, revise or reject, with reasons either way. If you are asked to revise, return the file with a note answering each referee point.

## 8. Licence, Copyright and Charges

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## 9. Submission Checklist

| Done | Item |
|---|---|
| ☐ | Manuscript in Paper-Template.docx, all placeholders replaced |
| ☐ | All red instruction text, comments and tracked changes removed |
| ☐ | Abstract and keywords within the limits in section 1 |
| ☐ | References in APA 7, hanging indent, and every in-text citation matched |
| ☐ | Tables and figures editable, numbered, and supplied separately |
| ☐ | Statements and Declarations complete — all 5 items |
| ☐ | Ethics approval, consent and third-party permissions obtained |
| ☐ | Cover letter with suggested reviewers, or excluded reviewers and why |

## 10. After Acceptance

You receive page proofs before publication. Correct production errors and factual inaccuracies; substantial rewriting, or any change to authorship, data or conclusions, needs editorial approval and may be declined. After publication, cite the version of record by its DOI.