# Preparing Manuscripts for Publication

# in *Eastern Academic Journal*:

# A Guide for New Authors

Last Update: Oct. 2014

This guideline is intended to help you through the journal publishing process. Please take time to read it and, if you have any queries, consult the editorial team (contact details at the end).

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher. The Editors reserve the right to edit or otherwise alter all contributions, but authors will receive proofs for approval before publication.

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The authors authorize the publisher archive the article into databases and indexes (such as EBSCO, DOAJ, ProQuest), and permit the publisher apply DOI name to the article.

The text and references must meet the formatting requirements outlined in the Author Guidelines. We strongly suggest that you use the template for preparing your paper. After acceptance, you may be required to re-format the paper in the template format. All manuscripts should be prepared in MS-Word format and submitted to journal's E-mail address – editor@e-acadjournal.org If you have any questions, please contact with the editor of the journal.

## 1. Paper Selection Process

a. On receiving the paper, the editor will send an acknowledgement and manuscript number to the corresponding author in 24 hours.

b. The process of peer review may take 2-3 weeks.

c. We will send an acceptance E-mail to the corresponding author, indicating acceptance or

not, as well as the date of publication. The authors should decide whether or not to accept our arrangements for publishing.

d. Authors need to prepare the paper, using the template
http://www.e-acadjournal.org/EAJ_template.doc

e. After publishing, the authors may download the original paper from the website.

## 2. General Requirements

*Language*

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Use decimal points (not commas); use a space for thousands (10 000 and above). We only accept manuscripts in English language.

*Length of paper*

The submitted manuscript should be between 7 and 20 pages. The publication of any manuscript over 20 pages long is to be negotiated with the publisher.

*Page setup*

We strongly suggest you use the template for preparation of your paper. Please download the template at: http://www.e-acadjournal.org/publication-requirements.html

## 3. Title Page

*Title*

The title should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible, and do not exceed 10 words.

*Author names and affiliations*

Please indicate the given name and family name clearly. The given name should be in front of the family name. Present the authors' affiliation (where the actual work was done) below the names. Provide the full postal address of each affiliation, including the country name. Then, list the e-mail address, and, if available, the telephone and fax number of each author.

*Corresponding author*

Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. Please add the words "corresponding author" into parentheses after his/her name.

*Abstract*

A concise and factual abstract is required (maximum length 250 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone.

References should therefore be avoided but, if essential, they must be cited in full, without reference to the reference list.

*Keywords*

Immediately after the abstract, provide a maximum of 7 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

## 4. General Rules for Text

Please use the following rules for whole text (except for the title), including abstract, keywords, headings, tables, references, acknowledgement, glossary and appendixes.

Front: Times New Roman; Size: 12

Paragraph Spacing: Before paragraph – 0.5 line; After paragraph – 0.5 line

Line Spacing: Single

## 5. Main Body of Manuscripts

*Subdivision of the article*

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1., 2., (then 1.1, 1.1.1, 1.1.2; 1.2, etc.) (the abstract, acknowledgement, references, glossary and appendix are excluded from the section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text.' Authors are urged to write as concisely as possible, but not at the expense of clarity.

*Title of subdivision*

Heading Level-1: Times New Roman; Size-12; Bold; for example, **1. INTRODUCTION**

Heading Level-2: Times New Roman; Size-12; Italic; for example, *1.1 Research Methods*

Heading Level-3: Times New Roman; Size-12; Normal; for example, 1.1.1 Analysis of Results

*Tables*

Number tables consecutively in accordance with their appearance in the text. Place descriptions of tables below the table body. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables does not duplicate results described elsewhere in the article.

Tables should be:

Integrated into the submitted document.

Captioned above the table.

Should NOT be submitted as an image, but as MS Word-Table.

Subtitled with all units of measurement (metric units).

Borders setting: all; width: 1/2 pt.

Cited in the text as e.g. Table 1.

*Figures, Photos, Illustrations*

Figures, photos, illustrations and so forth should be:

Of reproducible quality and attached in TIF format or in JPG format. They should have a minimum resolution of 300 dpi.

Integrated as well into the submitted document at the appropriate place.

Accompanied by a clear legend or key, if necessary.

Presented with metric units.

Captioned below the figures.

Cited in the text as e.g. Figure 1.

*Formulae*

The text size of formulae should be with the same as normal text size.

## 6. Acknowledgement and Sponsoring information

Put the acknowledgement or sponsoring information after the main body and before the references.

## 7. References

Responsibility for the accuracy of bibliographic citations lies entirely with the authors.

*Citations in the text*

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

*Citing and listing of web references*

As a minimum, the full URL should be given. Any further information if known (author names, dates, reference to a source publication, etc.) should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or they can be included in the reference list.

*Text*

References must be cited in the text mentioning the last name of the author and year within parentheses (e.g. Harper, 2000). In case of two authors, both should be mentioned. When three

or more authors included, mention only the first author followed by et al (e.g. Harper et al., 2000). When two or more references are cited in the same parenthesis, the authors should be in chronological order. And if they have the same year, they should be in alphabetical order.

Examples:

*Journal article*

Gray, C.B. (2011). Democracy where and where not. *J. Soc. Sci. 7*, 284-289.

Kumar, A.E., Prasad, A.S., Aarssen, L.M., Koriheva, L.K., Rossi, G. & C.J. Dortie (2009). Assessment of impacts and risks of air pollution. *Ecology and Evolution*, *21*, 7-26.

*E-journal article*

 Loker, W M. (1998). The crisis of modernization in Chile. J. Ec. Sci. Available: http://www.library.arizona.edu/ej/jpe/volume_3/ascii-lokeriso.txt. Accessed on [2007-08-17].

*Book*

Brooks, R.R. (1999). *Plants that hyperaccumulate heavy metals*. Wallingford: CAB International.

*Chapter in book*

Mason, J., Tluston, M. (2005). Recent developments in the prediction of global warming. In: K.L. Reekie (Ed.). *Energy demand and planning*. San Diego, USA: Elsevier, pp: 210-234

*DOIs in References*

The authors are encouraged to cite those items (journal articles, conference proceedings, book chapters, technical reports, working papers, dissertations, etc.) that have DOIs. When the cited items have DOIs, the authors should add DOI persistent links to the regular references. The DOI persistent links should be the last elements in the references. The persistent links should be active.

Format of persistent link: http://dx.doi.org/+DOI (without "doi:")

Example of persistent link: http://dx.doi.org/10.1109/2.901164

The authors or editors may retrieve articles' DOIs at:
http://www.crossref.org/SimpleTextQuery/

You can open a free account, to start retrieving articles' DOIs. CrossRef allows you check multiple references. Please read this webpage very carefully. Only articles with assigned DOIs can be retrieved through the above mentioned webpage.

## 8. Glossary

Technical language should be accompanied by a comprehensive glossary of terms used. Entries in the glossary should be presented in alphabetical order.

The glossary list should follow the Reference List.

## 10. Privacy Statement

The names and E-mail addresses entered in this journal's site will be used exclusively for the purposes of this journal and will not be made available for any other purpose or to any other party.

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