

Writing Submission Guidelines

Submission guidelines ensure that the articles and other materials submitted by authors are appropriate to your publication. They will help authors to match your publication's style conventions and submit files and supplementary media in preferred formats.

Answering the following questions will help you to craft your submissions checklist and guidelines for authors:

What are the word limits for articles? For any other kinds of content that you accept?	
What kind of materials should authors submit along with their manuscripts? (Abstract, CV, Cover sheet, etc.)	
Will formerly published materials be accepted? Will you accept resubmissions?	
What file formats will you accept?	
How should the manuscript be formatted? Double-spaced, line-numbered, page numbered, etc.?	
What citation style should be used?	

<p>What types of illustrations and supplemental materials will you accept? (eg. Texts, charts, tables, graphics, images, multimedia, supplementary datasets, etc.)</p>	
<p>How should illustrations be captioned and referenced in the text?</p>	
<p>Will you accept texts in any other languages?</p>	