GUIDELINES FOR AUTHORS

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This guide summarises the main steps in preparing and submitting a manuscript. Page names below refer to the journal website shown in the header. Check the current online requirements before submitting, particularly article types, word limits, fees, and licensing. Contact the editorial office through the Contact page if clarification is needed.

1. Scope and Article Types

Choose an article type accepted by the journal and explain how the work contributes to its field. Empirical articles should report original research with a suitable design, transparent methods, and conclusions supported by evidence. Critical reviews should explain their approach to selecting and evaluating scholarship and provide analysis beyond a descriptive summary. Check whether the journal accepts the proposed type of review. For all details, refer to Aims and Scope; Author Guidelines.

2. Length, Abstract, and Keywords

Follow the word range and abstract limit specified for the selected article type. Check what the word count includes. Where the journal permits longer manuscripts, additional length should be justified by the scope and depth of the work. The abstract should accurately summarise the purpose, approach, principal findings or synthesis, and contribution. Choose informative keywords and enter each keyword or multiword phrase as a separate item in the submission form. Follow the prescribed number, capitalisation, and formatting requirements. For all details, refer to Author Guidelines; Manuscript Tips.

3. Structure and Formatting

Use the current journal templates. Organise empirical articles around the research background, methods, findings, discussion, and conclusions. For reviews, include a clear review methodology or approach and a critical synthesis. Adapt the organisation to the research design and the instructions for the article type. Apply the template heading styles consistently. Check the heading hierarchy in the Navigation Pane of Microsoft Word rather than relying on manual font formatting. Follow the specified reference style, number and label tables and figures, and check citations and references against their original sources. Include DOI links where available. Online title and abstract formatting may differ from manuscript formatting. For all details, refer to Author Guidelines; Manuscript Tips; article templates.

4. Required Submission Files

Prepare the Cover Page, Article Manuscript Without Author Information, Article Manuscript With Author Information, and Declaration as separate documents, following the current file requirements of the journal. Replace sample content and placeholders and remove unused instructions. Use descriptive filenames without author names or institutional details. Provide

accurate author names, affiliations, contact details, and biographical notes in the appropriate identified files and submission fields. Check that the author order and other details agree across files and the online form. For all details, refer to Author Guidelines; Submission Preparation Checklist; template package.

5. Anonymity and Participant Privacy

For double-blind review, remove or anonymise author-identifying names, affiliations, acknowledgements, self-identifying references, and other identifying details in the review manuscript. Check headers, footers, filenames, document properties, comments, and tracked changes. Keep sufficient methodological and contextual information for reviewers to evaluate the work. Retain author-identifying declarations in the separate Declaration file. Protect participant privacy independently of review anonymity. Use pseudonyms or anonymised descriptions where needed, and include identifiable information only with the necessary consent and authorisation. Permission to name a research site does not remove the need to conceal details that could identify authors during double-blind review. For all details, refer to Author Guidelines; Manuscript Tips; Ethics Policy.

6. Declaration

Complete all six sections of the Declaration: Ethics Approval and Informed Consent; AI Tool Use; Funding; Conflicts of Interest; Data Availability; and Author Contributions. Use the current template, select and adapt accurate statements, remove unused examples, and explain when a section is not applicable. Report approval and consent where required, or explain the basis for an exemption, waiver, or non-applicability. Do not claim arrangements that were not obtained. Disclose funding, sponsor involvement, and relevant financial or non-financial interests, including editorial roles. Describe actual contributions and confirm that all authors approve the submission. State where supporting data can be accessed, any conditions or restrictions, or why sharing is not applicable. Do not promise access that cannot be provided. Protect confidential information and respect consent, permissions, and applicable retention requirements. For all details, refer to Declaration template; Academic Integrity; Ethics Policy.

7. AI and Automated Tools

Follow the applicable journal and publisher policies. Where permitted, technical or linguistic assistance must support rather than replace the intellectual contribution of the authors. Do not fabricate data, findings, citations, or references. Authors must check all output and remain responsible for submitted content. Declare the tools used, their purpose and extent of use, and affected materials, with versions where available. Include the required no-use statement when applicable. AI used as part of the research methodology must be justified and described in the Methods section, including validation and human oversight where relevant. AI tools cannot be authors. Do not disclose confidential or protected information to external tools without appropriate authorisation and safeguards. For all details, refer to Author Guidelines; Academic Integrity; publisher AI policy.

8. Originality, Authorship, and Permissions

Do not submit the same manuscript to more than one journal at a time. Disclose related publications and earlier dissemination, including preprints, theses, repository postings, or conference material. Seek clarification before submission if these could affect eligibility; disclosure alone does not establish acceptance of previously disseminated work. Acknowledge sources, identify direct quotations, and obtain permission for reused material where required. All authors must approve the submission and qualify for authorship. Requests to change the author list or order must follow the editorial procedure rather than being made only in the manuscript or metadata. For all details, refer to Submission Preparation Checklist; Academic Integrity; Malpractice Policy.

9. Online Submission and ORCID

Register or sign in and follow the submission instructions. Upload the required documents in the Upload Files step, selecting the appropriate file type when prompted. Check the files, author details, title, abstract, keywords, and declarations before completing submission. Where ORCID authentication is requested, follow the authorisation link and sign in through the official ORCID website. Typing an ORCID iD into a field does not by itself authenticate it. Contact the editorial office if assistance is needed. For all details, refer to Author Guidelines; Manuscript Tips; Submission Preparation Checklist.

10. Review, Revision, and Publication

Submissions are screened for suitability and compliance before external review where applicable. Following the templates does not guarantee review or acceptance. Processing times vary. Respond clearly to revision requests, explain any recommendations not followed, and preserve anonymity in revised review files. After acceptance, check proofs, author details, references, and declarations carefully. Consult the published schedule and publication model rather than assuming an acceptance or publication date. Report material errors discovered after publication. For all details, refer to Review Process; Overview; Malpractice Policy.

11. Fees, Copyright, and Reuse

Check Publication Fees before submitting, including any charges, effective dates, and waiver arrangements. Consult the Open Access Policy and Copyright Notice for ownership, licensing, attribution, and reuse conditions. These terms can differ between journals and must not be inferred from this general guide. For all details, refer to Publication Fees; Open Access Policy; Copyright Notice.

12. Questions, Complaints, and Appeals

Use the Contact page for enquiries. When reporting an error, raising a concern, or appealing a decision, identify the manuscript or article, explain the issue, and provide relevant evidence. Follow the published procedure. An appeal does not guarantee further review or reversal of a decision. For all details, refer to Contact; Malpractice Policy.