

INSTRUCTIONS FOR THE AUTHORS

INROADS JOURNAL JNU

Review Process

All manuscripts are reviewed by an editor and members of the Editorial Board or qualified outside reviewers. Authors should take care to ensure the accuracy of data and references. Manuscripts are accepted for publication on the understanding that they are subject to editorial revisions. Proofs will be sent to the authors.

Authors have an obligation to correct mistakes once they discover a significant error or inaccuracy in their published article. The author(s) is/are requested to contact the journal and explain in what sense the error is impacting the article. A decision on how to correct the literature will depend on the nature of the error. This may be a correction or retraction. The retraction note should provide transparency which parts of the article are impacted by the error.

Copyright

Submission of a manuscript implies: that the work described has not been published before (except in the form of an abstract or as part of a published lecture, review, or thesis); that it is not under consideration for publication elsewhere; that its publication has been approved by all coauthors, if any, as well as by the responsible authorities at the institute where the work has been carried out; that, if and when the manuscript is accepted for publication, the authors agree to automatic transfer of the copyright to the publisher; that the manuscript will not be published elsewhere in any language without the consent of the copyright holders; that written permission of the copyright holder is obtained by the authors for material used from other copyrighted sources; and that any costs associated with obtaining this permission are the authors' responsibility.

Manuscript Submission

The covering letter should include the corresponding author's full address and telephone and should be in an email message to the Editor. Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Permissions

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Manuscript Length

Please note that there is a **page limitation** of 15 pages for submissions.

Title Page

Please make sure your title page contains the following information.

Preparation of Manuscripts

Manuscripts should be typewritten or prepared on a word processor, with all material double-spaced, on one side of letter-sized paper, with suitably wide margins. All pages should be numbered consecutively, beginning with page 1, the title page. Tables and figures should be numbered serially, and legends to illustrations should be prepared on separate sheets. Tables and figures will be placed near their first mention in the text; all tables and figures must be referred to in the manuscript.

Title Page: The following elements must be included:

- Title of the article;
- Name(s) and initial(s) of author(s), preferably with first names spelled out;
- Affiliation(s) of author(s);
- Footnotes to the contribution title;
- Name, address, telephone and fax numbers, and e-mail address of the corresponding author.

Abstract: Each article is to be preceded by a succinct abstract, of up to 250 words, that highlights the objectives, methods, results, and conclusions of the paper.

Key Words: To identify the subjects under which the article may be indexed, 5-6 key words should be provided.

Declarations

All manuscripts must contain the following sections under the heading 'Declarations'.

If any of the sections are not relevant to your manuscript, please include the heading and write 'Not applicable' for that section.

Conflicts of interest/Competing interests (include appropriate disclosures)

Consent for publication (include appropriate statements)

Citation

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995a, b; Kelso and Smith 1998; Medvec et al. 1999, 2000).

Responsibility for the accuracy of bibliographic references rests entirely with the author, who is requested to use as few "in press" citations as possible. In press citations must include the name of the journal that has accepted the paper.

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.

Reference list entries should be alphabetized by the last names of the first author of each work. Please alphabetize according to the following rules: 1) For one author, by name of author, then chronologically; 2) For two authors, by name of author, then name of coauthor, then chronologically; 3) For more than two authors, by name of first author, then chronologically.

Journal article

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:731-738. <https://doi.org/10.1007/s00421-008-0955-8>

Ideally, the names of all authors should be provided, but the usage of “et al” in long author lists will also be accepted:

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. *N Engl J Med* 341:325–329

- Book
South J, Blass B (2001) *The future of modern genomics*. Blackwell, London
- Book chapter
Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York, pp 230-257
- Online document
Cartwright J (2007) Big stars have weather too. IOP Publishing PhysicsWeb. <http://physicsweb.org/articles/news/11/6/16/1>. Accessed 26 June 2007
- Dissertation
Trent JW (1975) *Experimental acute renal failure*. Dissertation, University of California

Footnotes: Those in the text should be numbered consecutively. Footnotes to the title or authors of the article are marked by asterisks and placed on the title page. The Footnote will be as per Harvard style footnoting.

Sequences: Sequences that are used merely as data points in statistical calculations or graphs should, if possible, be referred to by their accession numbers only. Authors should be quoted by name when their sequences are discussed individually or presented in alignments.

Illustrations: These should be suitable for reproduction, and should clarify or shorten the text. Information provided in figure legends should not be repeated in the text. Figures and graphs should always be mentioned in the text and numbered with Arabic numerals. Preferred file formats include .tif and .jpg; please see Manuscript Central for more details.

Color Figures: Color can be used without charge for the electronic edition of the journal.

Computer Software: Any software referred to among methods used must be obtainable either commercially or upon request from the authors. In submitting a manuscript to the Journal, authors accept the obligation to furnish upon request any information necessary for reproducing

the methodologies on which their results are based. The methods used for preparing and analyzing alignments must be stated precisely.

Mathematical Equations: These should be clearly prepared, and annotated if necessary. Primes and dots must be called to the attention of the typesetter. Differentiate legibly between number 1, capital letter I, and lower case letter l. Use fractional exponents instead of root signs and the solidus (/) for fractions wherever their use will save vertical space. Use exp () notation when the exponent is sizable. All equations must be numbered sequentially, on the right-hand side of the column, in parenthetic Arabic numerals.

Suggesting / excluding reviewers

Authors are welcome to suggest suitable reviewers and/or request the exclusion of certain individuals when they submit their manuscripts. When suggesting reviewers, authors should make sure they are totally independent and not connected to the work in any way. It is strongly recommended to suggest a mix of reviewers from different countries and different institutions. When suggesting reviewers, the Corresponding Author must provide an institutional email address for each suggested reviewer, or, if this is not possible to include other means of verifying the identity such as a link to a personal homepage, a link to the publication record or a researcher or author ID in the submission letter. Please note that the Journal may not use the suggestions, but suggestions are appreciated and may help facilitate the peer review process.

Authorship

For authors submitting to the Inroads journals, papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:

1. Made a substantial contribution to the concept or design of the work; or acquisition, analysis or interpretation of data
2. Drafted the article or revised it critically for important intellectual content
3. Approved the version to be published
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Third party submissions

Where an individual who is not listed as an author submits a manuscript on behalf of the author(s), a statement must be included in the Acknowledgements section of the manuscript and in the accompanying cover letter. The statements must:

- Disclose this type of editorial assistance – including the individual's name, company and level of input
- Identify any entities that paid for this assistance
- Confirm that the listed authors have authorized the submission of their manuscript via third party and approved any statements or declarations, e.g. conflicting interests, funding, etc.

Where appropriate, INROADS reserves the right to deny consideration to manuscripts submitted by a third party rather than by the authors themselves.

Article publishing agreement

Depending on the ownership of the journal and its policies, you will either grant the Publisher an exclusive licence to publish the article or will be asked to transfer copyright of the article to the Publisher.