

## Paper Submission Guide

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### Submission:

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2. Acknowledgement will be sent to the corresponding author as early as possible upon receiving of the manuscript.
3. The manuscripts submitted to ERJ are subject to plagiarism checking through Turnitin and peer review. The manuscript is evaluated by external reviewers (anonymous to authors) and refereed within one month.

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1. A paper which is going to be submitted to this journal should be according to the journal Paper Submission Guideline as explained below.
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### General Requirements:

1. **Language:** Please write your text in proper English; American or British usage is accepted, but not a mixture of both. We only accept manuscripts written in English.
2. **Length of Paper:** There is no word/page limit in a manuscript, but the manuscript should not exceed 35 pages (Single space, Times New Roman 12).
3. **Word Processing Formats:** The manuscript file should be provided in Microsoft Word format only.
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  - ii. List of authors, their affiliations and email addresses
  - iii. Keywords
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  - vi. Literature review
  - vii. Methodology
  - viii. Results & Discussion
  - ix. Conclusion
  - x. Recommendations (if required)
  - xi. Acknowledgements (optional)
  - xii. References

Tables and Figures may be put inside the paper text or at the end of paper, Footnotes/Endnotes may be used according to the flow of ideas and spontaneity.

5. **Title:** The title should be a concise and informative description of the work that accurately reflect the main scope and content of the paper. It should not contain abbreviations.
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10. **Literature Review:** This section is dedicated to the significant literature resources that contributed to the research. The author should survey scholarly articles, books and other sources relevant to the area of research, providing a description, summary, and critical evaluation of each work.
11. **Methodology:** This section should contain detailed information about the procedures and steps followed in the study. It can be divided into subsections if several methods are described.
12. **Results and Discussion:** This section is a comparative or descriptive analysis of the study based on the results/findings, previous literature, etc. The results should be offered in a logical sequence, given the most important findings first and addressing the stated objectives of the study. The author should deal only with new or important aspects of the results obtained. The relevance of the findings in the context of existing literature or contemporary practice should be addressed as well.
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**Basic Check:** The first stage of the review process takes place in the editorial office. On submission, a manuscript is reviewed to ensure that it meets the minimum requirements of the journal before it is sent to external reviewers. At this stage, the manuscript is reviewed for the following:

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**Double Blind Peer Review:** Once a manuscript successfully completes the editorial office review process, it proceeds to the second stage. The second stage of the review process employs the double-blind review system. A minimum of two external reviewers are selected from our database, editorial board of the journal or other sources. These reviewers have expert knowledge of the subject area of the manuscript. The reviewers are invited to review the manuscript by sending them the abstract of the manuscript. Upon acceptance to review the manuscript, the full text of the manuscript is sent to the reviewers after the author(s) have been concealed. Reviewers are required to evaluate the manuscripts and provide useful comments to enable the author(s) improve the quality of the manuscript. Reviewers also score the manuscript in terms of originality, contribution to the field, technical quality, clarity of presentation and depth of research. Finally, reviewers make one of the following suggestion about the manuscript;

- **Accept without any changes:** The journal will publish the paper in its original form.
- **Accept with minor revisions:** The journal will publish the paper after making minor corrections suggested by reviewers.
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It should be noted that though a reviewer may give a positive report on a particular manuscript, if another reviewer raises concerns that may fundamentally undermine the study and results the manuscript may be rejected. Upon receipt of the reviewers' comments, the editorial office reviews the comment. If the two reviewers' comment have significantly different/or contradictory opinions about the same manuscripts, the manuscript is re-sent to a third reviewer.

All reviewers' comments (including the third reviewers' comment where necessary) are thereafter sent to the author(s). The reviewers' identities are concealed from the author(s). The total time taken to complete the second stage of the manuscript review dependent on the availability of the reviewers. However, it is usually completed between one to four weeks.

Using the reviewers' comments, author(s) makes corrections to the manuscript and submits a revised manuscript.

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- **Accept with minor revisions:** The journal will publish the paper after making minor corrections suggested by reviewers.
- **Accept with major revisions / Revise and resubmit:** The journal will publish the paper provided the authors make the changes suggested by the reviewers and/or editors.
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- iii. Where available, URLs for the references have been provided.
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