

# INFORMATION FOR SUBMISSION OF PAPERS TO JOURNALS

## A. FREQUENTLY ASKED QUESTIONS (FAQ)

### What papers can I submit to ACTA Press?

The following are acceptable for possible publication: unpublished papers; extended and enhanced versions of papers presented at conferences; surveys; or tutorial papers.

### How do I submit papers?

Submit your papers electronically using the secure portion of our website at <http://www.actapress.com/review/>. One corresponding author **must** sign up for an account indicating the following: the corresponding author's complete name, affiliation, address, phone and fax numbers, and e-mail address. This account may also be used for future paper submission.

### What is the page limit?

For papers exceeding **eight** printed pages (single-spaced, 12-pt font size) inclusive of illustrations, there is a charge of \$100.00 (US currency) per additional page. Please contact ACTA Press ([journals@actapress.com](mailto:journals@actapress.com)) for the exact amount.

### What is ACTA Press' policy on plagiarism?

ACTA Press has a zero-tolerance policy for plagiarism. It now employs anti-plagiarism technology and will investigate every allegation of plagiarism. If a paper submitted to an ACTA Press journal has been plagiarized in whole or in part, the following measures may be taken: the paper will be rejected; and the author(s) will be prohibited from submitting papers to ACTA Press journals in the future.

### What is ACTA Press' policy on self-plagiarism?

The Editor-in-Chief may require the author(s) to include a full citation to the original paper and make modifications to the submitted paper to include a discussion of the previously submitted paper; or the paper will be rejected.

### What are Open Access Journals published by ACTA Press?

Authors will pay a charge of \$450 (US) for each article published in the open-access journal. ACTA Press employs a "delayed" Open Access model, in which articles can be downloaded from the website for a charge of \$30 (US) each for the first 3 months after their publication. After this time the charge is lifted, and articles can be downloaded free of charge. The open-access journals allow unlimited, free, open access to all articles in the journal to all interested parties. This gives the authors the maximum possible exposure to their work within the academic community and promotes the sharing of research and ideas to the widest possible audience.

## B. INITIAL PAPER SUBMISSION

Use the ACTA paper [formatting guide](#) and [document template](#) when submitting your paper to ACTA Press. The initial paper **MUST** be submitted as an **Adobe PDF file**. Upon submission, the author will be given a **reference number** assigned to the paper that is to be used in all future correspondence.

## C. FINAL PAPER SUBMISSION

Should your paper be accepted for publication in a journal, we will request that you send us a soft copy of your final paper, clearly stating your paper number, electronically as an e-mail attachment to [journals@actapress.com](mailto:journals@actapress.com). Ensure that your final paper is kept in double-spaced, single column format (same formatting requirements as initial paper submissions). Use the ACTA paper [formatting guide](#) and [document template](#).

Your final paper (text **and** embedded figures) must be sent in one of the following combination of files:

- MS Word Document
- MS Word Document and PDF file
- PDF file and LaTeX file

**\*Camera-ready copies will NOT be accepted.**

If high-resolution figures are not already embedded in your final paper, an electronic copy of your figures must be sent with your final paper. Acceptable figure formats include high-resolution JPEG, TIFF, EPS, PSD, and Adobe PDF.

If you have not included a biography section in your **initial** paper submission, please include a brief biography for **all** authors at the end of your **final** paper. Small passport-size photographs of the authors may also be included.

#### D. FINAL PAPER FOR PRINTING

Your final paper will be sent for copy editing and type setting. Once this has been completed, you will receive a copy of the paper, which you must carefully proof (read). Please pay particular attention to the equations. After noting any errors and indicating the corrections to be made, return the paper to us electronically as an e-mail attachment to [journals@actapress.com](mailto:journals@actapress.com).

#### E. CHECK LIST

We request that you go through a checklist (<http://www.actapress.com/SubmissionCheckList.aspx>) of formatting specifications and check off each item as it is completed. Compliance with these formatting instructions will expedite the publication process and ensure high-quality publication of your work.

#### F. FORMATTING INSTRUCTIONS FOR BOTH INITIAL PAPER AND FINAL PAPER

The formatting specifications for both initial paper and final paper submissions are identical and must be followed exactly.

##### Language and Grammar

All papers must be written in English language. Please note that British/Canadian spelling is adopted. Acronyms are spelled out at first mention but not thereafter unless there is good reason to do so. For editorial guidelines, refer to The Chicago Manual of Style, Ed. 16<sup>th</sup> (The University of Chicago Press, 2010).

##### Document Structure

Each article **must** contain the following sections: Title, Author Information, Abstract, Key Words, Introduction, Body, Conclusion, and References. The Acknowledgements section is optional for both (initial and final) papers; the Biography section is optional for the initial paper but is mandatory for the final paper.