

The Journal of Innovative Student Research

# Author Guidelines

11.07.2023

# Contents

Preparation of Manuscripts .....	2
Submissions: .....	2
Submission documents:.....	3
Units of Measurement.....	5
Peer Review .....	5
Proofs .....	5
Originality of Manuscripts.....	5
Manuscript Length .....	5
Copyright.....	5
Competing Interests .....	6
Ethical Issues and Disclosure Policy .....	6
Disclosure Policy and Publication Ethics:.....	7
Use of Human and Animal Subjects.....	7
Plagiarism .....	7
Duplicate Submission .....	7
Citation Manipulation .....	7
Data Fabrication and Falsification.....	7
Redundant Publications .....	7
Responsibilities: .....	8
Publisher Responsibilities.....	8
Ethical Responsibilities Standards.....	8
Editors' Responsibilities .....	8
Reviewers' Responsibilities .....	8
Authors' Responsibilities .....	9
Dealing with Unethical Behaviors.....	9

## **Preparation of Manuscripts**

Manuscripts should generally be arranged in the following order:

- Title page
- Abstract
- Introduction
- Materials and methods (or Methodology or Procedure)
- Results
- Discussion (or results and discussions)
- Conclusion (or conclusion and recommendations)
- Acknowledgments
- References

## **Submissions:**

Manuscripts should be submitted by one of the authors of the manuscript through the website of *The Open Access Journal of Innovative Student Research*. Regardless of the source of the word-processing tool, only electronic PDF (.pdf) or Word (.doc, .docx, .rtf) files can be submitted through the Google Form Submission Page. Only online submissions are accepted to facilitate rapid publication and minimize administrative costs. Submissions by anyone other than one of the authors will not be accepted. The submitting author takes responsibility for the paper during submission and peer review. If submission through the system is not possible for technical reasons, the author can contact [innovativestudentresearch@gmail.com](mailto:innovativestudentresearch@gmail.com)

## **Submission documents:**

### **Title Page**

The first page of any manuscript shall include the title, name(s) of authors, their institutional affiliations and addresses, city and country (zip codes, if applicable). The title of the article is typed in bold capitals. Title must be within one hundred characters (including spaces) and descriptive of the contents of the manuscripts. Authors should be listed with initial names first followed by their surnames. Addresses (including emails) should be listed under the names of authors. Where authors work at different addresses, they should be identified by numbered superscripts against their names. References to professional qualifications/titles are not required. The first author will be assumed to be the contact person unless otherwise stated.

### **Abstract**

The abstract is a concise abbreviated version of the paper which tells the reader whether the paper is worth reading at all; it must therefore be informative with respect to aim, methods, procedures, results, discussion, and conclusion. An abstract should not exceed 250 words.

### **Keywords**

A maximum of five keywords (separated by comma) that best describe the material being presented must follow the abstract.

### **Introduction**

The introduction should follow the key words and should be as brief as possible; it should concern itself with a clear justification for the work undertaken and the underlying theory and hypothesis; a short review of literature in the field of study is obligatory although any exhaustive review properly belongs to the Discussion section.

### **Materials and Methods**

This section describes concisely the methodology/procedures employed so that anyone wishing to replicate the trial can do so and obtain comparable results. Provide sufficient detail so as to remove any possible ambiguities with respect to design, treatments, measurements, analysis, etc. Where methods employed are commonly known in a given field details should be omitted and the reference given instead. Modifications to known methodology must however be clearly described and explained.

## Result and Discussion

This section describes clearly the observations made and their concise interpretation; the discussion is probably the single most important section. While the two sections (Results and Discussion) may be separated, it is generally advisable to combine them to facilitate easy discussion of the results without having to repeat the results. Results should be presented in tables and/or figures whenever possible, but should be clearly explained in the text taking care to avoid unnecessary repetition of tabular data. Information presented in tables should not be repeated in figures, or vice versa. Standard deviations/errors help the reader to follow the trend of results and should be supplied whenever appropriate. The discussion should interpret observations – i.e. explain the causes of events – and not simply state the obvious. The discussion should include references to earlier or contemporary literature relevant to the topic studied; this way, a reviewer can decide on the merits of the manuscript.

## Tables

Tables are to be numbered according to their sequence in the text and should also be referred to in the text before they are placed. The tables should be inserted at the exact positions where they belong in the body of the paper. All tables must have short but self-explanatory titles. Table numbers and titles should be placed at the top left of the tables. Arabic numerals are to be used. Tables should be numbered from Table 1 and continued serially to 2, 3, etc.

## Figures

Figures should be inserted at the exact positions where they belong in the body of the paper and should also be referred to in the text before they are placed. They should be clearly captioned and numbered in sequence below each figure. Figures should be supplied in either vector art formats (Illustrator, EPS, WMF, FreeHand, CorelDraw, PowerPoint, Excel, etc.) or bitmap formats (PhotoShop, TIFF, GIF, JPEG, etc.). Bitmap images should be of 300 dpi resolution at least unless the resolution is intentionally set to a lower level for scientific reasons. If a bitmap image has labels, the image and labels should be embedded in separate layers. Figures should be numbered from 1 and continued serially to 2, 3, etc.

## Footnotes

Footnotes to tables should be superscript numbers (1) while superscript letters (a) should be reserved for statistical analysis; asterisks (\*) are reserved for probability values. Footnotes to the title page (including title, authors, addresses, etc.) are numbered sequentially from the beginning. Footnotes should be used sparingly and only if absolutely required, otherwise the information should be embodied in the text of the paper.

## References

Authors are responsible for ensuring that the information in each reference is complete and accurate. All references must be numbered consecutively and citations of references in text should be identified using numbers in square brackets (e.g., “as discussed by Smith [9]” “as discussed elsewhere [9, 10]”). All references should be cited within the text; otherwise, these references will be automatically removed.

## Units of Measurement

The metric system (SI) of measure is obligatory.

## Peer Review

All manuscripts are subject to peer review by designated editorial board members or reviewers and are expected to meet standards of academic excellence.

## Proofs

Galley proofs of all accepted manuscripts are sent to the senior author (or as indicated in the original manuscript) who should check for typographical errors and answer queries raised by the technical compositor. The checked proofs should be returned to the technical compositor via the journal Manuscript Management System of *The Open Access Journal of Innovative Student Research*. The publisher will do everything possible to ensure prompt publication. It will therefore be appreciated if the manuscripts and figures conform from the outset to the style of the journal.

## Originality of Manuscripts

The Publisher, Journal and Editorial Board Members of *The Open Access Journal of Innovative Student Research* assume no responsibility for statements made or opinions expressed by authors who should ensure that all submitted manuscripts have resulted from their own original work.

## Manuscript Length

There is no page limit.

## Copyright

Authors retain the copyright of their manuscripts, and all Open Access articles are distributed under the terms of the Creative Commons Attribution 4.0 License ([CC-BY](#) license), which permits unrestricted use, distribution, and reproduction in any medium, provided that the original work is properly cited.

The use of general descriptive names, trade names, trademarks, and so forth in this publication, even if not specifically identified, does not imply that these names are not protected by the relevant laws and regulations. The submitting author is responsible for securing any permissions needed for the reuse of copyrighted materials included in the manuscript.

While the advice and information in this journal are believed to be true and accurate on the date of its going to press, neither the authors, the editors, nor the publisher can accept any legal responsibility for any errors or omissions that may be made. The publisher makes no warranty, express or implied, with respect to the material contained herein.

## **Competing Interests**

All parties involved in a publication (i.e. the authors, reviewers, and editors) should transparently declare any potential Competing Interests (also known as Conflicts of Interest). The disclosure of a Competing Interest does not necessarily mean that there is an issue to be addressed; it simply ensures that all parties are appropriately informed of any relevant considerations while they work on the submission.

Potential competing interests should be declared even if the individual in question feels that these interests do not represent an actual conflict. Examples of Competing Interests include, but are not limited to: possible financial benefits if the manuscript is published; prior working, or personal, relationships with any of the authors; patent activity on the results; consultancy activity around the results; personal material or financial gain (such as free travel, gifts, etc.) relating to the work; personal convictions (religious, political, etc.) which may have a bearing on the work, and so on.

## **Ethical Issues and Disclosure Policy**

Authors **MUST** follow ethical means of undertaking research, acquiring data, and presenting information. We require that our authors reveal all possible conflicts of interest in their submitted manuscripts.

## **Disclosure Policy and Publication Ethics:**

### **Use of Human and Animal Subjects**

In any studies, involving human subjects all work must be conducted in accordance with the Declaration of Helsinki (1964). Papers describing studies on human subjects must include a statement that their relevant institutional committee has approved the described work.

In the case of experiments involving animals, the author(s) should provide a statement assuring that the described experiments have been approved by the relevant institutional committee.

### **Plagiarism**

All journals published by *The Open Access Journal of Innovative Student Research* are committed to publishing only original material, i.e., material that has neither been published nor is under review elsewhere. *The Open Access Journal of Innovative Student Research* might use softwares to detect instances of overlapping and similar text in submitted manuscripts. Manuscripts that are found to have been plagiarized from a manuscript by other author(s), whether published or unpublished, will incur plagiarism sanctions.

### **Duplicate Submission**

Manuscripts that are found to have been published elsewhere, or to be under review elsewhere, will incur duplicate submission/publication sanctions. If author(s) have used their own previously published work, or work that is currently under review, as the basis for a submitted manuscript, they are required to cite the previous work and indicate how their submitted manuscript offers novel contributions beyond those of the previous work.

### **Citation Manipulation**

Submitted manuscripts that are found to include citations whose primary purpose is to increase the number of citations to a given author's work, or to articles published in a particular journal, will incur citation manipulation sanctions.

### **Data Fabrication and Falsification**

Submitted manuscripts that are found to have either fabricated or falsified experimental results, including the manipulation of images, will incur data fabrication and falsification sanctions.

### **Redundant Publications**

Redundant publications involve the inappropriate division of study outcomes into several articles.



## Responsibilities:

### Publisher Responsibilities

- The publisher is committed to following the standards stated by COPE, maintaining the integrity of the published work, and taking the required actions, such as publishing corrections and applying retractions, when needed.
- The publisher is committed to following and complying with the International Committee of Medical Journal Editors (ICMJE) Recommendations.
- The publisher does not influence the editors' decisions and pledges the review process probity.
- The publisher is committed to responding to research misconduct complaints promptly, received at

*The following is a summary of our expectations from editors, reviewers, and author(s) to follow the publication ethics standards and the procedures for handling unethical behaviors.*

### Ethical Responsibilities Standards

#### *Editors' Responsibilities*

- Act objectively without any kind of discrimination grounded on ethnic or geographical origin, religious or political beliefs, gender, or sexual orientation of the author(s).
- Handle regular as well as special issue submissions following the same standards, without any commercial influence, focusing mainly on the quality of the presented material.
- Maintain the honesty of the academic record and keep the intellectual standards.
- Follow the journal standard procedures in handling ethical complaints.
- publish corrections, clarifications, retractions, and apologies when required.

#### *Reviewers' Responsibilities*

- Provide journals with accurate personal affiliations and professional information.
- Share the responsibility of the decision-making in the reviewing process with the aim of improving the published papers and ensuring their quality.
- Commit to carrying out their fair share of reviews in a timely manner.
- Respect the confidentiality of the manuscripts they handle during the peer review process.

- Be able to discover the similarity between the newly submitted manuscripts and those that are already published or under review and report such issues to the responsible editor.
- Declare any potential conflicts of interest (financial, institutional, and collaborative) informing the responsible editor and if necessary decline to review that manuscript.

### *Authors' Responsibilities*

- Acknowledge that the submitted manuscript is not under consideration or accepted for publication elsewhere.
- Confirm the originality of the submitted manuscript and to acknowledge and cite any content reproduced from other sources. Obtain permission to reproduce any content from other sources, providing the editor with a copy of any submitted manuscript that might contain overlapping or closely related content.
- Declare funding sources or financial support and any potential **competing interests** that could reflect a non-objective attitude during the publication process. These may be financial, non-financial, professional or personal. *Author(s) should provide a statement at the end of the manuscript revealing all possible **competing interests** related to the work presented in the manuscript, or the lack thereof.*
- Only individuals who have made **significant contributions** to the intended publication may be listed as authors. Authors who have **contributed equally** to the intended publication must be identified and acknowledged.
- Promptly notify the journal editor or publisher if a significant error is identified and accordingly cooperate to publish an erratum, addendum, corrigendum notice, or to retract the paper when necessary.
- Must follow ethical means of undertaking research, acquiring data, and presenting information.

### *Dealing with Unethical Behaviors*

#### *Identification of Unethical Behavior*

When the editor or publisher is informed of misconduct or unethical behavior, they should be provided with sufficient information and evidence to help investigating such issues.

#### *Investigating Violations*

Evidence should be gathered accurately and privately, avoiding spreading any allegations beyond those who should be informed.

#### *Sanctions*

In case that there are documented violations, the following sanctions will be applied:

- Immediate rejection of the manuscript of the infringing author(s).

- Immediate rejection of every other manuscript submitted to any journal published by *The Open Access Journal of Innovative Student Research* by any of the infringing author(s).
- Prohibition against all the infringing author(s) for any new submissions to any journal published by *The Open Access Journal of Innovative Student Research*, either individually or in combination with other author(s). This prohibition will be imposed for a minimum of 6 months.
- Prohibition against all the infringing author(s) from serving on the Editorial Board of any journal published by *The Open Access Journal of Innovative Student Research*.

In cases where the violations of the above policies are found to be particularly egregious, the publisher reserves the right to impose additional sanctions beyond those described above.