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# Author Pack

## A guide to publishing in scholarly journals

# Choosing the right journal, article formatting and cover letter

- Check aims and scope of the journal to see if your article is a good fit.
- Check if the journal is invitation only. Please be aware that some journals will only accept invited articles.
- Submit only to one journal at a time.
- Check the guide for authors which will include information on the types of article accepted, editorial team contacts, graphics specification, acceptable language and article length.

### Format your article

In addition to being properly written, your article should be properly formatted.

- We accept most word processing formats (Microsoft Word, WordPerfect or LaTeX is preferred).
- Please see your journal's guide for authors to check the style of the individual journal, and particularly the reference style. By submitting an article in the journal's preferred style, fewer changes will need to be made later on, reducing the possibility of errors being introduced. Visit http://www.elsevier.com/authors, select *journal* and click on *guide for authors*.
- Most formatting codes are removed or replaced when we process your article, so there is no need for you to use excessive layout styling.

  *Please do not use options such as automatic word breaking, justified layout, double columns or automatic paragraph numbering (especially for numbered references).*
- You may use bold face, italic, subscripts, superscripts, etc., as appropriate.
- When preparing tables, if you are using a table grid, please use only one grid for each separate table and not a grid for each row. If no grid is used, use tabs to align columns (instead of spaces).
- When you create your article, as a general rule, please make sure it appears in the following order, although please check each journal's guide for authors for specific instructions.

| Section | Purpose |
|---|---|
| Title | Clearly describes contents |
| Authors | Ensures recognition for the writer/s |
| Abstract | Describes succinctly what was done |
| Keywords | Ensures the article is correctly identified in abstracting and indexing services |
| **Main text** | |
| Introduction | Explains the hypothesis |
| Methods | Explains how the data were collected |
| Results | Describes what was discovered |
| Discussion | Discusses the implications of the findings |
| Acknowledgments | Ensures those who helped in the research are recognized |
| References | Ensures previously published work is recognized |
| Supplementary material | Provides supplementary data for the expert reader |

### Illustrations

Submitting your illustrations, pictures, tables and other artwork such as multimedia and supplementary files in an electronic format helps us produce your work to the best possible standards, ensuring accuracy, clarity and a high level of detail. For more information on artwork requirements, visit http://www.elsevier.com/artwork



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### Produce your cover letter

**All submissions must be accompanied by a cover letter detailing what you are submitting and which journal you are submitting to.**

Please indicate:

- The author to whom we should address our correspondence.
  (In the event of multiple authors, a single corresponding author must be named.)
- E-mail address, contact address and telephone/fax numbers.
  (Authors receive PDF proofs by e-mail.)
- Details of any previous or concurrent submissions.
- It is also useful to provide the editor-in-chief with any information that will support your submission
  (e.g., original or confirming data, relevance, topicality).
- Any conflict of interest in producing the research (e.g., funding resources).

**Note:** When your article is received at Elsevier, it is considered to be in its final form. Therefore, please check your article carefully before you submit.

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