

ABR Author Guidelines

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Manuscript Requirements

Please prepare your manuscript before submission, using the following guidelines:

Format

All files should be submitted as a Word document (docx.).

Article Length

Articles should be between 3000 and 6000 words in length. This includes all text including references and appendices.

Article Title

A title of not more than twelve (12) words should be provided.

Article Title Page

An **Article Title Page** should be submitted alongside each individual article using the followings:

(a) Article Title; (b) Author Details (see below); (c) Acknowledgements; (d) Author Biographies; (e) Abstract (see below); and (f) Keywords (see below)

Author Details

Details should be supplied on the **Article Title Page** including:

- Full name of each author
- Affiliation of each author, at time research was completed
- Where more than one author has contributed to the article, details of who should be contacted for correspondence
- E-mail address of all contributor authors
- Brief professional biography of each author.

Abstract

Authors must supply an abstract on the **Article Title Page** including: (a) Purpose; (b) Design/methodology/approach; (c) Findings; (d) Research limitations (if applicable); (e) Practical implications (if applicable); (f) Social implications (if applicable); (g) Originality/value. Maximum is 300 words in total (including keywords and article classification, here).

Keywords

Please provide up to 7 keywords on the **Article Title Page**, which encapsulate the principal topics of the paper.

Whilst we will endeavor to use submitted keywords in the published version, all keywords are subject to approval by ABC's in house editorial team and may be replaced by a matching term to ensure consistency.

Headings

Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics.

Research Funding

Authors must declare all sources of external research funding in their article and a statement to this effect should appear in the Acknowledgements section. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.

Figures

All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form.

All Figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be supplied in color to facilitate their appearance on the online database.

- Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into an MS Word document or alternatively create a .pdf file from the origination software.
- Figures which cannot be supplied in as the above are acceptable in the standard image formats which are: .pdf. If you are unable to supply graphics in this format then please ensure they are .tif, .jpeg, or .bmp at a resolution of at least 300dpi and at least 10cm wide.
- To prepare web pages/screenshots simultaneously press the "Alt" and "Print screen" keys on the keyboard, open a blank Microsoft Word document and simultaneously press "Ctrl" and "V" to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by simultaneously pressing "Ctrl" and "Print screen".)
- Photographic images should be submitted electronically and of high quality. They should be saved as .tif or .jpeg files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible.

Tables

Tables should be typed and included to the main body of the article (not in a separate file).

References

References to other publications should be in **Harvard** style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.

You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, and (Adams *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied, numeric referencing list [example [1], [2]] should not be submitted for evaluation:

For books

Surname, Initials (year), *Title of Book*, Publisher, Place of publication.

e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY.

For book chapters

Surname, Initials (year), "Chapter title", Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages.

e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.

For journals

Surname, Initials (year), "Title of article", *Journal Name*, volume, number, pages.

e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.

For published conference proceedings

Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), *Title of published proceeding which may include place and date(s) held*, Publisher, Place of publication, Page numbers.

e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.

For unpublished conference proceedings

Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).

e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007).

For working papers

Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.

e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.

For encyclopedia entries (with no author or editor)

Title of Encyclopedia (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.

e.g. *Encyclopaedia Britannica* (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.

(For authored entries please refer to book chapter guidelines above)

For newspaper articles (authored)

Surname, Initials (year), "Article title", *Newspaper*, date, pages.

e.g. Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp. 1, 3-4.

For newspaper articles (non-authored)

Newspaper (year), "Article title", date, pages.

e.g. *Daily News* (2008), "Small change", 2 February, p. 7.

For electronic sources

If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.

e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).

Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (Roman numeral within square brackets within text followed by the full URL address at the end of the paper).

Submissions

Prospective authors should ensure their papers meet the journal scope and must adhere to the manuscript requirements. Every submission must spell out the implications of findings in the paper (these should be mentioned in the introduction, objectives, and research methodology, discussion and conclusion sections of your paper.) Papers which focus on findings for specific sectors without adequate attention to the objectives of the study will not be accepted. In general only research-based submissions will be considered. Such submissions may be any type of research, including technical or conceptual. There are several types of submissions that 4A Journal generally rejects:

- Viewpoints, literature reviews or general reviews of a field or topic
- Papers that require mathematics to develop, test or analyze concepts or findings (these require non-mathematical explanations for the readership of 4A Journal)
- Questionnaire-based studies based on convenience samples that expand previous studies only moderately (these should focus on a new topic, and argue convincingly that convenience sampling is necessary, to be acceptable)

Final Revised Submission

The author must ensure that the manuscript is complete, grammatically correct and without spelling or typographical errors. Before submitting, authors should check their submission completeness using the available Author Guidelines and Submission System. Galley Proofs will be emailed prior to publication.

Editorial Policies

Editorial Objectives

ABR is the international, peer-reviewed journal devoted to research in the broad field of medical and biological sciences. Within this broad framework the journal seeks to provide a forum for experts. This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

The journal registered in the ISSN Register (the world catalogue of serials and continuing resources, taken from the ISO standard 3297 which defines the ISSN and its uses). Articles in this journal have undergone a rigorous peer review system, based on initial editor screening and involving in-country and international refereeing, ensures that articles meet the standards of quality.

Peer Review Process

All articles submitted to ABR are initially assessed (in-house screening) by the Managing Editor for overall suitability for the journal. If an article is deemed suitable it is assigned to an Editorial Board Member (Section Editor) who scrutinizes the article even more closely, who decides whether or not the article is suitable for peer review. Submissions considered suitable for peer review are assigned to one or more independent experts, who assess the article for clarity, validity, and sound methodology. If the section editor feels that the article is not yet ready for peer-review, (s)he sends it back to the Author with an explanation of why the article is not ready and what might help it to be more suitable for the journal. ABR operates the peer review process which is expected to take period around 10 to 40 days. Reviewers are asked to provide formative feedback, even if an article is not deemed suitable for publication in the journal. Reviewers will be asked to consider whether or not the submission is suitable for the ABR audience. Based on the reviewer reports the section editor will make a recommendation for rejection, minor or major revisions, or acceptance. If major revisions are requested, then re-submitted files will be sent for a second round of review. Overall editorial responsibility rests with the journal's Editor-in-Chief/ Managing Editor, who is supported by an expert, international Editorial Board. Reviewers will make one of four recommendations:

- **Accept submission:** no revisions are required other than those that would normally be carried out during the copy-editing/proof-reading process.
- **Revisions required:** the submission would be acceptable for publication if minor revisions were made as outlined in your reviewer's comments. The editorial team will be responsible for checking that the revisions have been completed satisfactorily.
- **Resubmit for review:** the submission is relevant for the ABR audience and has the potential to be of publishable quality. It requires major revisions and should be resubmitted for review.
- **Decline submission:** the submission is unfortunately not relevant for the ABR audience.

Following Publication

ABR review process usually takes 5-40 days, depending on the number of papers available for review. Based on the recommendations of the reviewer, as well as consultation between relevant Editorial Board members the Managing Editor then decides whether the paper should be accepted as is, revised or rejected. The authors will receive an unsigned copy of the referees' reports and editor's pen. Acceptance and rejection notification will be sent to all authors. The editor may make use of Grammarly and Paperrater software for checking the originality of submissions received. Once accepted for publication, the corresponding author is encouraged to send the final version of the manuscript. Authors should submit only papers that have been carefully proof read and polished. Before submission please make sure that your submission is prepared after proofreading and grammar checking according to **editor's pen**. This will ensure fast processing and publication.

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Invoice for Processing Fee

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COPE (Committee on Publication Ethics)

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Errors and letters

As we are all human we all make mistakes. You may find after your paper has been published that it contains an error. If this happens you need to contact the editorial team immediately, the paper cannot be changed (if it will already have been deposited with DOI) but an addendum to the paper can be published in the journal as soon as possible. If the error is a major one eg, there was a problem with your original study that now invalidates your findings the paper may be retracted, but this is very rare.

Waiver Policy (*valid only for online payment option*):

According to UNDP [Human Development Reports](#) authors from world's [42 underdeveloped countries](#) shall publish their articles at a reduced fee (25% waiver on APC). PhD students and Masters Thesis students from these countries are also welcome to publish their articles with the ABR at a reduced fee (50% waiver on APC), applicable for only student author).

Refund Policy

Article processing charge paid for publication "as is". The author assumes the responsibility for the payment, and no refunds will be issued.

Submission Checklist

Submitted articles will only be considered for evaluation if they meet the following criteria:

- Submitted papers MUST be written in **English**.
- Articles need to be in MS Word format with file extension **.doc or .docx**, PDF and others cannot be accepted.
- The title should have references in Roman script (example **(Robert, 2013)**). Numeric referencing style (example **[3], [7]**) cannot be accepted for evaluation.
- The submission has not been previously published, nor is it before another journal for consideration.
- All the author(s) have seen and agreed to the submitted version of the manuscript and to the inclusion of their name(s) as co-author(s).
- The text adheres to the stylistic and bibliographic requirements outlined in the Submission Guidelines.
- No additional authors will be added post submission, unless editors receive agreement from all authors and detailed information is supplied as to why the author list should be amended.