# Guide for Authors

GUIDE FOR AUTHORS

## Manuscript preparation

- A typical submitted manuscript will not exceed 7000-8000 words including tables. Manuscripts that greatly exceed this will be critically reviewed with respect to length. Authors should include a word count with their manuscript.
- Manuscripts should be compiled in the following order: title page (including Acknowledgements as well as Funding and grant-awarding bodies); abstract; keywords; main text as; introduction, methodology, results and discussion, conclusion, conflict of interest, Acknowledgement and references. Please supply all details required by any funding and grant-awarding bodies as an acknowledgement in a separate Funding paragraph as follows:
- Abstracts of 200-400 words are required for all manuscripts submitted. The Abstract composition must be structures as: BACKGROUND AND OBJECTIVES + METHODS + FINDINGS + CONCLUSION.
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## Figures

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- All figures must be numbered in the order in which they appear in the manuscript (e.g. Fig. 1, Fig. 2). In multi-part figures, each part should be labelled (e.g. Fig. 1(a), Fig. 1(b)).
- Figure captions must be saved separately, as part of the file containing the complete text of the manuscript, and numbered correspondingly.
- The filename for a graphic should be descriptive of the graphic, e.g. Fig. 1, Fig. 2(a).

## References

### Citation

Reference citations in the text should be identified by the surname(s) of the author(s) and the year of publication.

- If there is no author, use the title (or a short form of the title, if it is lengthy) and the year.
- If there is no date, use "n.d." (without quotation marks) instead.

Some examples:

- Since the 1960s, East Asia has become the most common term for the region in international mass media outlets (Reischauer and Fairbank, 1960).
- This paper discusses the risk factors identified within the system at all the railway stations in Tehran (Rabbani *et al.*, 2008).

### Reference list

- The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or Endnotes as a substitute for a reference list.

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1. Accept without any further changes.
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