

## INSTRUCTIONS FOR AUTHORS

### Manuscript preparation

#### Blinded manuscript preparation guidelines

As part of the blind peer review process, authors will need to upload a blinded manuscript without a title page (no author details), as well as a separate title page (containing author details). Blinded manuscripts should be compiled in the following order: full article title; abstract; keywords; main text with tables and embedded figures; references; appendices (as appropriate).

The **title page** (saved as a separate file "**TitlePage.doc(x)**") should include the following: full article title; acknowledgments and credits; grant number(s) and/or funding information; each author's complete name and institutional affiliation(s); a short biography (fewer than 100 words) for each author (see previous issues for examples); corresponding author (name, address, phone/fax, e-mail).

All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.

Take the following steps to ensure the **blinded manuscript** (saved as a separate file "**BlindedManuscript.doc(x)**") is correctly prepared for double-blind peer review:

- Remove names and affiliations under the title within the manuscript
- Remove names or other identifying information from the abstract
- Use the third person to refer to work the authors have previously undertaken, e.g. replace any phrases like "as we have shown before" with "... has been shown before [Anonymous, 2007]".
- Make sure figures do not contain any affiliation related identifier
- Do not eliminate essential self-references or other references but limit self-references only to papers that are relevant for those reviewing the submitted paper.
- Cite papers published by the author in the text as follows: '[Anonymous, 2007]'.
- For blinding in the reference list: '[Anonymous 2007] Details omitted for double-blind reviewing.'
- Remove references to funding sources
- Do not include acknowledgments
- Name your files with care and ensure document properties are also anonymized.

When you submit the final draft of the accepted manuscript for publication, you will need to put back any references to yourself, your institution, grants awarded, acknowledgments etc.

### **Language and style**

*ESNBU* is published in English (either American or British standard, but not the mixture of both), with occasional articles in other languages, mainly in joint issues.

Translations should be supplied for quotations in languages other than English. Source of English translations of quoted material must be specified. If translator is the article's author, state in a footnote early on, for example, "Unless otherwise noted, all translations to English are my own."

Manuscripts written by authors whose mother language is not English should be checked by a native speaker or a professional language editing service before submission. This should be clearly stated in the submission letter. Authors should run a final spell-check and review the manuscript carefully for grammatical errors before submitting. Manuscripts submitted in poor English will be returned without review.

Abbreviations should be kept to a minimum and defined upon first use in the text. Non-standard abbreviations should not be used unless they appear at least three times in the text.

### **Length of paper**

Articles should be as concise as possible. Please use these guidelines for maximum length of the article, exclusive of tables, figures, references, and abstract: original contribution, 6,000 words; review or commentary, 4,000; letter to the editor, 500-600 words. Manuscripts that greatly exceed this will be critically reviewed with respect to length. Authors should include a word count with their manuscript.

### **Margins, fonts and spacing**

A standard manuscript page is A4, text with 1.5 line spacing (including references), 12-point Cambria font with 1 inch margins on all sides.

### **Title**

The title should summarize the paper's main idea and identify the variables under discussion and the relationship between them. Avoid titles longer than 15 words.

### **Abstract**

Concise and factual abstracts of 150 to 300 words are required for all manuscripts submitted. The abstract should state briefly the **purpose** of the research, the principal **results** and major **conclusions**. References, literature citations and abbreviations should be avoided.

## **Keywords**

Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Keyword terms may differ from the actual text used in the title and abstract, but should accurately reflect what the article is about.

## **Section headings**

Section headings should be concise. Do not begin with "Introduction" as a section heading.

## **Figures**

Please provide the highest quality figure format possible. Please be sure that all imported scanned material is scanned at the appropriate resolution: 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for colour.

Files should be saved as one of the following formats: TIFF (tagged image file format), PostScript or EPS (encapsulated PostScript), and should contain all the necessary font information and the source file of the application (e.g. CorelDraw/Mac, CorelDraw/PC).

Figures should be embedded in the manuscript file. All figures must be numbered in the order in which they appear in the manuscript (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)).

## **Footnotes**

Footnotes in the manuscript should be used sparingly.

## **References**

References should follow the Publication Manual of the American Psychological Association, 6th edition. Please visit [www.apastyle.org](http://www.apastyle.org) to learn more about APA style.

## **Reproduction of copyright material**

If you wish to include any material in your manuscript in which you do not hold copyright, you must obtain written permission from the copyright owner, prior to submission. Such material may be in the form of text, data, table, illustration, photograph, line drawing, audio clip, video clip, film still, and screenshot, and any supplemental material you propose to include. This applies to direct (verbatim or facsimile) reproduction as well as "derivative reproduction" (where you have created a new figure or table which derives substantially from a copyrighted source).

You must ensure appropriate acknowledgement is given to the permission granted to you for reuse by the copyright holder in each figure or table caption. You are solely responsible for any fees which the copyright holder may charge for reuse.

The reproduction of short extracts of text, excluding poetry and song lyrics, for the purposes of criticism may be possible without formal permission on the basis that the quotation is reproduced accurately and full attribution is given.

### **Author note**

“The author note should appear on printed articles and identifies each author’s department and institution affiliation and any changes in affiliation, contains acknowledgements and any financial support received, and provides contact information”. For more information, see the APA 6 manual, 2.03, page 24-25.

Provide the author’s **ORCID ID** (for each author) in the **TitlePage.doc(x)**. If you do not have one, you can register for free at <https://orcid.org>.

### **Author note template:**

An author note should appear as follows in a short narrative:

*First sentence/paragraph:* Degree(s), Complete departmental and institutional affiliation, changes in affiliation (if any).

*Second sentence/paragraph:* Acknowledgments, funding sources, special circumstances.

*Third sentence/paragraph:* Research interests.

*Fourth sentence/paragraph:* Contact information (e-mail).