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| Item | Formatting |
| General Guidelines | * Content for manuscripts needs to be original * Manuscripts submitted to [*The publisher*], cannot be under consideration from another, different publisher * All content or parts of content, cannot have been published elsewhere * All content or parts of content, cannot be already accepted for publication * Will await decision from this publisher before being offered to other publishers * Preferably in MS Word, not PDF, as the publisher formats to their Style Guide requirements |
| Font face : | Sans serif  Calibri or Arial preferred |
| Normal body text | 11 or 12 points |
| Columns | 1 single column |
| Line Spacing | 1.5 |
| Justification | Full justified, not left justified |
| Headings | Left justified |
| Paragraph Spacing | Equal to font size |
| Margins | 2.54 cm for left, right, bottom, top |
| Title Page | Select and follow the appropriate Style Guide, such as APA, MLA, Vancouver, or proprietary Style Guide determined by the Publisher   * Title – must be permanent title * Authors – with full names, organization, department and contact details |
| Abstract | Generally, 250 words, briefly describing   * Introduction * Methods * Results * Conclusions |
| Tags/Indexing | Keywords for digital publications to tag for indexing and including in DOI |
| Main Text | Following components of the Abstract in more detail |
| Conflict of Interest | All contributors indicate any Conflict-of-Interest areas regarding the publication of the manuscript |
| Sources of Funding | Listing of acknowledgement for key supporters |
| Acknowledgements | Listing of acknowledgements for people and organizations that were vital in the creation of the manuscript |
| Author’s Contributions | Indication of the content that an individual author wants to specify  Indication of the content that multiple authors have contributed, and to ensure credit for databases |
| Tables and Figures | Generally placed at the end of a manuscript  Numbered in sequence based on their order within the content |
| References/In-text Citations | As per Publisher Style Guide |