



**COAS Open Journals**

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## **AUTHOR GUIDELINES**

The COAS Open Journals, as international multi-disciplinary peer-reviewed **online open access academic journals**, provide a platform for the research manuscripts in different scientific disciplines. The journals welcome original theoretical works and empirical investigations. The manuscripts may represent a variety of theoretical perspectives and different methodological approaches.

Authors are required to check off their submission's compliance with all of the following items:

- The submission is original, previously not published elsewhere, and/or not under consideration for publication by any other journal (any exceptions should be explained in the Comments to journal editors)

- The author reviewed and understood the specific submission guidelines provided by the journal.

- The author carefully reviewed the entire manuscript for grammatical errors, typos, and clarity.

- The paper should have checked for possible accidental plagiarism. Some plagiarism checker websites include: [www.grammarly.com](http://www.grammarly.com), [www.plagtracker.com](http://www.plagtracker.com), <http://www.ithenticate.com/> or [www.duplichecker.com](http://www.duplichecker.com).

To verify originality, an article may be checked by the originality detection service CrossCheck.

### **Details for submission**

Authors are requested to submit their manuscripts electronically as Open Office or MS Word document (e.g., .doc, .docx, .rtf, etc.), via **Open Journal Systems** or using journal's e-mail.

One author has been designated as the corresponding author with contact details: (1) e-mail address, (2) full postal address.

All necessary files have been uploaded: **Manuscript**: include keywords, all figures (include relevant captions), all tables (including titles, description, footnotes), ensure all figure and table citations in the text match the files provided, indicate clearly if color should be used for any figures in print; **Graphical Abstracts/Highlights files** (where applicable), **Supplemental files** (where applicable).

Further considerations: (1) manuscript has been "spell checked" and "grammar checked", (2) all references mentioned in the "References" need to be cited in the text, (3) permission has been obtained for use of copyrighted material from other sources (including the Internet), (4) competing interests statement need to be provided, even if the authors have no competing interests to declare.

### **Language (usage and editing services)**

You should write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English should use some of proof-reading services.

### **Length**

Manuscripts should be between 4,000 and 7,000 words in length (including references, tables and figures).

### **Article structure**

Manuscripts should be prepared according to APA, 6th ed., except for the additional requirement of numbering the sections, as described below.

#### *Subdivision - numbered sections*

Divide your article into clearly defined and numbered sections, starting with the 'Introduction' section. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text". Each heading should appear on its own separate line.

The sections in a research article:

#### *Introduction*

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

#### *Method*

Describe here the methodology applied in research, including descriptions of sample, hypotheses, statistical methods, etc.

#### *Results*

Results should be clear and concise.

#### *Discussion*

This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

#### *Conclusions*

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

The review article should have initial Introduction and final Conclusions sections, and some other section and subsections between them, with appropriate titles and subtitles.

### **Essential title page information**

- *Title*. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

- *Author names and affiliations*. Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

- *Corresponding author*. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the postal address and e-mail address is given and that contact details are kept up to date by the corresponding author.

#### *Abstract*

A concise and factual abstract (maximum 150 words) should state briefly the purpose of the research, the crucial results and major conclusions. An abstract will be presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

#### *Highlights*

Highlights are mandatory for these journals. They consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate editable file.

Please use “Highlights” in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

Highlights example: *Learning and Instruction*, 22(1), 47-61.

- Students’ misconceptions exist at different levels of representational complexity.
- They could be at the level of false beliefs, mental models, or ontological categories.
- To achieve conceptual change at mental model level, instruction should be at a holistic level.
- One way to do this is through analogical comparison of flawed self model and correct expert model.
- This leads to more robust conceptual change than instruction directed at false beliefs.

### *Keywords*

Immediately after the abstract, provide a maximum of 5-6 keywords, using British or American spelling, but not a mixture of these, and avoiding general and plural terms and multiple concepts (avoid, for example, “and”, “of”). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

### *Abbreviations*

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

### *Acknowledgements*

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.). Formatting of funding sources List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence: This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

### *Figure captions*

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

### **Tables**

You need to submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article.

### **Visual materials**

Visual materials (e.g., figures and photographs) must be sent as Bitmap images (e.g., .PNG, .JPEG, .TIFF, .GIF, etc.) with a resolution of 300 dpi at least. Each figure contains a brief caption of no

more than one sentence placed under the figure. If required, a legend for charts and graphs is added to the figure or in the figure caption.

## References

### *Citation in text*

You need to ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either “Unpublished results” or “Personal communication”. Citation of a reference as “In press” implies that the item has been accepted for publication.

### *Web references*

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

### *Reference style*

Text: Citations in the text should follow the referencing style used by the American Psychological Association. You are referred to the *Publication Manual of the American Psychological Association*, Sixth Edition.

List: in the section “References”, the references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters “a”, “b”, “c”, etc., placed after the year of publication.

### *Examples:*

#### Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton, R. A. (2010). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51-59.

#### Reference to a journal publication (with DOI):

Himma, K. E. (2009). Artificial agency, consciousness, and the criteria for moral agency: what properties must an artificial agent have to be a moral agent? *Ethics and Information Technology*, 11(1), 19-29. <https://doi.org/10.1007/s10676-008-9167-5>

#### Reference to a book:

Strunk, W., Jr., & White, E. B. (2000). *The elements of style*. New York: Longman.

#### Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (2009). How to prepare an electronic version of your article. In B. S. Jones & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing Inc.

#### Reference to a website:

Cancer Research UK. Cancer statistics reports for the UK (2003). Retrieved 13 March 2003, from <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/>.

## Supplementary material

Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the “Track Changes” option in Microsoft Office files as these will appear in the published version.

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### **Peer review**

The journals operate a double-blind review process. All contributions will be initially assessed by the editor for suitability for the journal (sector editor). Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor-in-Chief is responsible for the final decision regarding acceptance or rejection of articles. The Editor-in-Chief's decision is final.

### **Declaration of interest**

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then please state this: "Conflicts of interest: none".

### **Submission declaration**

Submission of a manuscript implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder.

### **Role of the funding source**

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

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### **The rules for special issues**

The COAS journals invite researchers to submit proposals for special (or thematic) issues, which also can involve papers from a conference. Those responsible for an approved proposal may be invited to take on the role of guest editors.

The following rules for **special issues** are applied:

- Number of articles in an issue: minimum 5, and maximum 30;
- Length of article: maximum 6,000 words;
- All articles may be evaluated by reviewers chosen by editors of an issue;
- Final decision for publishing will be made by the COAS Editorial Council;
- All articles should be formatted and copy edited by the COAS copy editors, strictly in accordance with the COAS Editorial Rules applied for all COAS journals;

- Time required for the preparation of an issue can be two years, beginning on the date of the proposal's submission and ending on the date of a special issue's publication;
- Publishing deadlines may be suggested by editors of an issue;
- Special issue may be published in one of the following options: (1) No. 1, (2) No. 2, or (3) special (additional) issue as No. 3.