

European Science Editing: Instructions for Authors

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**European
Association of
Science
Editors**

EASE

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European Science Editing: Instructions for Authors

European Science Editing (ISSN 0258-3127) is a peer-reviewed academic journal published by the European Association of Science Editors (EASE). The journal welcomes primary contributions related to science writing, indexing, editing, archiving, communication, informatics, scientometrics, and publishing that may be of interest to scholarly journal publishers, editors, reviewers, and authors. The following article categories are accepted: editorials, original research, essays, viewpoints, letters, interviews, book reviews, news notes.

Ethics and editing of contributions

Submission

Contributions should be sent by email (see file format below) to the appropriate section editor with a copy to the chief editor.

Language

Contributions should be submitted in British English. Before submission, authors are advised to consult an updated version of the *EASE Guidelines for Authors and Translators* (available in many languages at <http://www.ease.org.uk/publications/author-guidelines>) and to refer to an author's editor if necessary.

Duplicate/secondary publications

Submission of items that overlap substantially with any already published, deposited, or submitted for publication elsewhere should be avoided. Where a contribution is based on previously published material, including a meeting abstract, this should be declared at the time of submission. Such declaration does not preclude publication, provided that original analysis or opinion is offered. In particular, authors are requested to consult the chief editor if the same or very similar work has been published elsewhere in a language other than English. Data contained in contributions are assumed not to have been falsified. Current widely recognized codes of publication ethics apply (<http://publicationethics.org/resources/guidelines>).

Eur Sci Ed adheres to research ethics principles declared by the Singapore Statement on Research Integrity (<http://www.singaporestatement.org>).

Authorship criteria

Authors of submissions should meet all four of the following criteria (International Committee of Medical Journal Editors [ICMJE], 2013; <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>).

- “Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.”

Upon submission the corresponding author shall provide information about affiliations or freelance status and contact details of all authors along with a statement about contributions and approval of the final version of the manuscript by each co-author.

Competing interests

Potential financial and non-financial competing interests, including any relationship with editorial associations, commercial editing companies, or other organizations that might have an interest in the submission must be declared in the footnotes of each submitted manuscript (before references).

Copyright

All articles published in *Eur Sci Ed* items are the copyright-protected property of the publisher (EASE).

Publication ethics checklist

Corresponding authors are required to send a signed copy of the publication ethics checklist (http://www.ease.org.uk/sites/default/files/ease_guidelines-june2014-ethics.pdf) with the submitted manuscript.

Citing European Science Editing

The ISO 4 abbreviation of the journal title is *Eur Sci Ed*.

Journal sections

Editorials are usually written or commissioned by editorial board members. However, unsolicited submissions for this section are also welcome. Editorials are checked for clarity and consistency in-house and do not undergo external review. They represent the opinion of the author(s) and do not suggest that they are those of EASE.

Original articles are subject to in-house and then external peer review by at least two independent experts in the field. Final acceptance or rejection is the decision of the chief editor and relevant section editor. Articles should not exceed 3200 words in length, including title page, main body, bibliographical references, figure legends, and footnotes. A structured abstract of not more than 250 words along with 4-6 keywords is obligatory. Articles should follow the IMRaD format (Introduction, Methods, Results, and Discussion). The number of figures and tables should not exceed 4. The maximum number of references is 30.

Essays are subject to in-house and then external peer review by at least one independent expert in the field. These may be up to 2400 words long, including title page, main body, bibliographical references, figure legends, and footnotes. The maximum number of references is 20. An unstructured abstract of not more than 100 words along with 3-4 keywords should accompany the manuscript.

Viewpoints are also subject to peer review, as are essays. These represent the opinions or personal editorial experiences of the author(s) and should be not more than 800 words, including title page, main body, bibliographical references, and footnotes.

Correspondence is welcomed on items that have appeared in recent issues of *Eur Sci Ed* and matters of interest to the membership of EASE. These items are checked and edited for clarity and consistency by the section editor.

Reports of Meetings should be up to 800 words, depending on the length of the meeting and the novelty of the material. Authors should describe only those presentations and other contributions that will interest *Eur Sci Ed* readers. Concentrating on new information and discussed facts rather than opinion is advisable. One or two photographs taken at the meeting may be included. The section editor may edit and shorten the text if required.

Regular sections compiled by *Eur Sci Ed* section editors

The EASE-Forum Digest summarizes the discussions of recent months. The compiler may ask initiators of some discussions to provide a concise summary or re-write their contributions for other sections of *Eur Sci Ed*.

Book Reviews should provide balanced views and analyse recent publications in the field of science writing and editing and should be no more than 700 words in length. A cover image of the reviewed book should be supplied if possible.

This Site I Like reviews web-based resources of interest to science editors. An item may focus on one or several related websites.

News Notes is a compilation of recent news items related to editing, indexing, archiving, and publishing journals from around the world.

The Editor's Bookshelf contains details of recently published articles or books on science editing. Details of publications in European languages other than English are welcome. Related abstracts are placed on the EASE blog (<http://ese-bookshelf.blogspot.com>) for comment. For an invitation to join the blog (which enables you to post to it directly) please contact the coordinator.

File format and text style

Articles, essays and other items of similar length should be sent as email attachments; others may be sent either as attachments or in the body of an email message. All files must be checked for viruses before being submitted.

Attachments should be in Microsoft Word format (.doc extension), preferably in 12-point *Times New Roman*, with no special styles. For Word documents, accents and text in italics or bold lettering will be recognized by the *Eur Sci Ed* desktop publishing software. Remove any endnotes, running heads, page numbers, or page divisions before saving the final version of the file.

Headings should use bold type for a level 1 and italics for a level 2. Avoid level 3 headings.

Tables should be sent in a separate file, and must be in Microsoft Word format (not as spreadsheets or .tif). For guidance on the presentation of Tables please refer to an updated version of the "Editing and design of tables" chapter of the *EASE Science Editors' Handbook*.

Figures must be in sharp focus and of high resolution (300 dpi, minimum width 12 cm). Each figure should be sent in a separate file saved in .tif or .jpg format. For guidance on the presentation of Figures please refer to an updated version of the "Illustration basics" chapter of the *EASE Science Editors' Handbook*.

Style: use the spelling of the Oxford English Dictionary (Concise or Shorter), including *-ize*, *-ization* where appropriate. Use inclusive language (non-sexist, non-racist). Avoid abbreviations other than SI units or others that are widely accepted and understood to non-expert readership. Explain all abbreviations when they are first mentioned. Write numbers one to nine in full in the text, except when they are attached to units of measure. Use double quotation marks for citing direct speech or for underscoring a term being used out of its usual context, with single quotation marks only for quotations within quotations. Avoid redundant statements and excessively complex sentences. For general reference please refer to the *EASE Guidelines for Authors and Translators* and updated version of the *EASE Science Editors' Handbook*.

Citations should be formatted according to the Vancouver style and using superscript consecutive numbers in the text (see <http://www.icmje.org>, section IV.A.9). Journal titles and page ranges should be given in full, with book and journal titles in italics. The DOI (digital object identifier) in a URL format (<http://dx.doi.org/>) should be given where available.

The following are acceptable examples of formatting references:

Utrobičić A, Šimić J, Malički M, Marušić M, Marušić A. Composition of editorial boards and peer review policies of Croatian journals indexed in Web of Science and Scopus. *European Science Editing* 2014;40(2):31–33.

Gilliver S. Recommended procedures for retracting articles: Inadequate and patchily applied? Analysis of a recent article in PLoS ONE examining the fates of retracted articles. *Medical Writing* 2014;23(2):122–124. DOI: <http://dx.doi.org/10.1179/2047480614Z.000000000202>

O'Connor M, Cooter M, Ufnalska SB. Copy-editing scientific papers. In: Smart P, Maisonneuve H, Polderman A (eds). *Science Editors' Handbook*, 2nd edition. European Association of Science Editors, 2013: 3–6.

References to electronic sources should include the web address (URL) and the date the reference was accessed:

Roig M. Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing. Available at: <http://www.cse.msu.edu/~alexliu/plagiarism.pdf> (accessed 22 August 2014).

Deadlines and proofs

Deadline dates for contributions other than original articles, reviews and viewpoints are 1 December, 1 March, 1 June and 1 September, for the February, May, August and November issues, respectively. Original articles, reviews and viewpoints should be submitted one month earlier than those dates. Proofs will be sent to authors for final checks and approval.

EASE website

All material published in *Eur Sci Ed* will be reproduced on the EASE website. The version of any item on the website will reflect exactly the content of the printed issue, and no changes will be permitted to the PDF after uploading. The current issue of *Eur Sci Ed* and the one preceding it will be located in the members-only area of the website; older issues will be generally available.

Submission and publication charges

Eur Sci Ed is open for the submission of relevant scholarly items from all over the world. There are no submission or publication fees.