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Advancing Humanity

Make a Submission

1.0 Overview

Information herein is meant to provide the [author's guidelines](#) and assist you to [submit your manuscript\(s\)](#) to any of [our hosted journals](#). If you have any [questions and clarifications](#) about the information herein, you can have a look at the [Frequently Asked Questions](#) that scholars usually approach us with or simply [contact us](#) for assistance. You can also read [about our journals](#) to get a head start on what we are all about and our [peer-review process](#). You should also read about our [open access policy](#), our [publication ethics](#), the [applicable fees](#) and our [Editorial and Advisory Board](#). If your manuscript is ready, you can send it to the Editor-in-Chief through the email editor@eanso.org.

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2.0 Preparation Checklist

It helps for you to make sure that the following information has been taken care of before the [submission of your manuscript](#) to any of our [hosted journals](#).

- If you do not already have one, get an [Open Researcher and Contributor ID \(ORCID\)](#) for all the authors or at least the corresponding author.
- You should have the full names, academic titles, email addresses, phone numbers, affiliations and postal addresses of all the contributors in the submission as part of the [submission metadata](#).
- The submission should be original and should not have been published before by any other academic journal or is in the process of being published by another journal.

- The file formats allowed by our journals are OpenOffice, Microsoft Word and Rich Text Format. We do not accept PDF submissions.
- Citations and References should be presented in the APA format and URLs or DOIs for the respective references given where available.
- The text is font size 12 and single-spaced, employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- An Abstract of up to 300 words should be included together with at least 5 Keywords.
- The word count is between 3000 and 7000 words and adheres to the author's guidelines.

If you do not fulfil the above before submission, chances are your manuscript will be returned to you for compliance even before the review process begins and will impact on the publication speed. If you need your work published urgently, please only submit it after you have checked it against the above list, the author's guidelines and the rest of the information on this page.

Please once again note that we only publish original work. This thus means that if you have already published the manuscript in a different journal, then it is automatically disqualified from being published by any of our hosted journals. We usually carry out an originality test to ascertain this before publication is done.

An exception is made for manuscripts presented at a conference and appearing only in the conference proceedings. You can also officially withdraw your manuscript from the other journal if you wish to resubmit the same to our hosted journals. This will, however, require you to explicitly present the intention to the Editor-in-Chief during submission.

3.0 How to Submit

If your manuscript passes all our checklist items and follows the instructions in the author's guidelines, it is now time to submit it to any of our hosted journals. There are currently only two ways of submitting a manuscript to our journals and are both perfectly accepted. These are as follows:

3.1 Email Submission

The first is through sending the manuscript directly to the Editor-in-Chief through the email address editor@eanso.org. When using this method, please make sure that you:

- include the subject 'Manuscript for Publication' in the email subject,
- do not leave the email body blank,
- confirm if the manuscript is correctly attached,
- include your academic titles, official names, phone number and address within the body of the email for us to correctly address and contact you.

We usually have a strong anti-spamming system that sometimes marks emails without a subject and/or a body as spam. Therefore, make sure that you at least add some text in the title and body of the email to ensure that our system will not mark your mails as spam. If done correctly, you should [receive a confirmation](#) that the manuscript was received and be issued with a [tracking code](#) for your manuscript.

3.2 Submission through the system

If you like the challenge, you can use our online [submission system](#) to submit your manuscript. We use an improvement of the [Open Journal Systems](#) developed by the [Public Knowledge Project](#) that most journals use. This means that the submission process will be familiar to some. The important thing to note is that you must create an account before submitting the manuscript. This means that you must either first [login to your account](#) or [register a new account](#) if you do not already have one. Please note that you must select [all the journals](#) that you will want to interact with during the submission process to avoid being prevented by the system from submitting to those journals. If you encounter any problem, you can always revert to [email submission](#). Below are some points that will ensure that the submission through this method is successful.

- [Each journal](#) is different from the other and registration is made at the individual journal level. This means that if you register with a particular journal in [the list](#), you will only be able to make submissions to that journal. You should therefore either register with [all our journals](#) or select the ones that best fit your current and future submissions.
- Once your account is created, you shall be redirected to your dashboard where you can click on *New Submission* and follow the five simple steps (*Start, Upload Submission, Enter Metadata, Confirmation, Next Step*) to submit the manuscript.
- Make sure that you are not using any adblocker against our site and that JavaScript is enabled. Failure to do so, you may experience some problems during the submission process. This is especially true during the Metadata submission stage 3.

- Be sure to add all the [authors that contributed](#) to your manuscript during the third stage of submission. [Keywords](#) should be entered one by one in the provided input area pressing enter or tab after each keyword.

3.3 What ORCID is and why you need to have it

3.3.1 What ORCID is

ORCID is an abbreviation for Open Researcher and Contributor ID. It is most of the time described as a nonproprietary alphanumeric code that is used to uniquely identify academic authors and contributors.

3.3.2 Why it is important

The idea behind the development of ORCIDs is that human names alone are not unique and it can sometimes be quite difficult to rightfully credit authorship to the right authors. For example, imagine two people with exactly the same names and affiliations. Also, imagine situations like after marriages where authors change names. One may easily lose credit for the work published before the change of names. Even the ordering of your names varies from one cultural convention to another and may interfere with how your work is cited.

3.3.3 How to get it

Getting it is free and as simple as visiting the [ORCID official website](#) and signing up for an account. Once you have registered, you access your account by signing in. The ID is a 16 digits code appended to a URI as follows <https://orcid.org/0000-0001-XXXX-XXXX>.

ORCID is not a must. However, it is highly recommended that you get one for yourself and your co-authors for us to accurately credit your work. It is fun to note that these days, some project funders use the information available through your ORCID to determine the extent of merit for each applicant. So please give this the seriousness it deserves.

3.4 Expectations

Once you have [submitted your manuscript](#), it is expected that it shall be promptly sent to the [respective journal](#) and given to the relevant reviewers for the peer-review process. The time period taken will range from 2 weeks and 6 weeks. If your manuscript is accepted, you will be informed and advised on how to make the payment. Your manuscript will remain in the review stage after being accepted until you make the payment. If your manuscript is rejected, we will still communicate the same to you and accompany

the reasons behind the decision during the verdict communication. You can always address the reasons that informed the decision and resubmit the corrected manuscript to us for further review and verdict.

4.0 Manuscript Tracking

After the manuscript is submitted, the office of the Editor-in-Chief assigns it a five-character alphanumeric code (e.g. 0X0X0) that is unique to your manuscript. The first character of the code is usually a number, the second a letter, the third a number, the fourth a letter and the last one a number.

4.1 How to track your manuscript

Depending on how you submitted your manuscript, you can have either two or only one way of tracking your submission. For both the [submission channels](#), you can easily [visit our Tracker](#) and input the five-character code that you were assigned during the submission process. For submissions made through [our online submission procedure](#), the author who submitted the manuscript can [login into the system](#) and check the progress.

4.2 What to do when you forget your Manuscript Tracking Code

Just go back to the email account you used to [submit the manuscript](#) and search for the responses from the Editor-in-Chief when you submitted the manuscript. If for one reason or the other this is not possible, you can [contact us](#) as soon as possible and ask for assistance. If you submitted your manuscript through [our online system](#), you should use the email address that you used to register the account.

4.3 What to do if you are not receiving any notifications from us

We usually respond to all emails on [manuscript submission](#) within 1 hour of submission. The longest it can take without getting a response from us after submitting your manuscript should be 24 Hours.

If it happens that you haven't gotten any response even after 24 hours, please first check your spam folder. Your email client might be wrongly marking mails from our address as spam. If you get the email in the spam folder, please make sure that you mark it as not spam because there will be more communications to follow that will require your quick address.

If you do not get an email from us in the spam folder, please [contact us immediately](#). That will mean that the error is on our side and we shall promptly assist.

5.0 Author's Guidelines

This section contains information that will help you align your work to our standards. It includes the [submission metadata](#) required, the sections (e.g. [abstract](#), [keywords](#), [title](#), [authors](#), [topics](#) etc) that should be included in your manuscript, [intext citation](#) and [referencing](#) requirements. You will also get useful tips like the [authors naming convention](#), [number of authors](#) and [text formatting](#).

5.1 Submission Metadata

All manuscripts should be submitted with the following data in order to speed up the review and publication process:

- Full names of the author(s) in their correct order and precedence. The first author typically gets more publication points than the rest whereas the last author typically gets the least publication points.
- The affiliation of all the authors. This can be seen as the institution, company or the Nongovernmental Organization, Governmental Organization and other types of organizations hosting the author(s).
- The ORCID of at least the corresponding author. We have changed our privacy terms to protect our author(s) from email harvesters that lead to the spamming of authors by web crawlers and other malicious end users. This is why we are no longer using email addresses to link submissions to their authors.
- The postal address. This is useful in making sure that the letters we write to you are properly addressed and is most of the time similar to the affiliations' postal addresses. This is also useful when sending the hard copies of the published issues.
- Email addresses for all the authors. No submission can be published without the email addresses of all the authors of the given submission. This is because our online system requires all the participating authors to be notified after publication is done.
- Phone numbers for all the authors. Email communication alone has become slow with respect to modern technology. This is why we require the phone numbers of the authors in order to speed up the peer-review and publication process. We also have scholarly groups that we add our scholars afterwards after their manuscripts have been published.

5.2 The title, authors' names and authors' details

The title of your manuscript should be the first thing appearing on the manuscript. It should use Times New Roman font 14, be bolded and centered. The names of the authors should follow after the title of your work. These names should be font 12, italicized and follow the [authors' names conventions](#). Following the authors' names should be the authors' details that include their affiliations, contact information and ORCIDs. The formatting should be as shown below.

Your Title e.g. EANSO Journals Manuscript Preparation Template

First Author¹, Second Author², ... & Last Author^N

¹ First Author's Affiliation, Postal address, Country; Email Address; [ORCID](#).

² First Author's Affiliation, Postal Address, Country; Email Address; [ORCID](#).

^N Last Author's Affiliation, Postal Address, Country; Email Address; [ORCID](#).

5.3 Author(s) Names Convention

Please note that you should provide the full names of the author(s) when submitting your work. The names order is very important when developing automatic references and citations. You should, therefore, present your names in the order of *First Name*, *Middle Name* and finally the *Last Name*. The author(s) *Titles* (e.g. Prof., Dr., Mr., Mrs., Ms. and Rev.) should appear as prefixes whereas accomplishments (e.g. PhD) should appear as suffixes as demonstrated below:

Prof. John Middle Doe (PhD)

Please note that providing initials like J. M. Doe or Doe, JM is not allowed. Whereas most scholars do this, it is incorrect when submitting your manuscript. These are only useful when making [reference](#) to or [citing](#) an already published document (e.g. J. M. Doe (2020)). On the same note, you realize that John Middle Doe (cited as J. M. Doe) might not be the same person as Doe Middle John (cited as D. M. John) when referencing comes into play. You should, therefore, be very consistent with how you order your names across all journals.

5.4 Abstract

The abstract should have between 250 and 300 words. Abstracts longer than 500 words are not allowed. It is important to accurately capture what readers should expect from the body of your manuscript. Good abstracts are not only summaries of the expectations in the body but also a tool to entice readers into

developing interest in the article. Do not include in-text citations in your abstract. Finally, try as much as possible to limit your abstract to only one paragraph.

5.5 Keywords

They should be comma-separated and at least 5 in number. They are important when categorizing and indexing your submission in scholarly indexes and optimizing it for general search engines.

5.6 Topics and Subtopics

We do not have strict guidelines on what to include in the body of your manuscript as long as you start with the INTRODUCTION and end with the CONCLUSION. Depending on the type of paper you are submitting, the topics and subtopics between the INTRODUCTION and the CONCLUSION will vary from one manuscript to the other. For example, a typical research paper may consist of an *Introduction, Materials and Methods, Results, Discussion, Conclusions, Recommendations, Acknowledgements, and References*.

5.7 In-text citations

Citation is one of the traits that tell apart an academic article from creative writing. If you do not make any in-text citations in your manuscript, the reviewers will not only have a hard time reviewing your work but also return it to you for improvement. Make sure that you include at least 6 citations from peer-reviewed academic sources. Some of our reviewers will flag your work if you make sensational, generalized or provocative statements without providing proper citations. Our journals accept the APA in-text citation format. If you are not familiar with APA, you can quickly learn about it online.

5.8 Word Count

The manuscript should not be less than 3000 words and more than 7000 words. Manuscripts with fewer words than the required standard are usually returned to the author(s) for improvement. On the other hand, manuscripts with more than 7000 words will either be counted as two submissions for purposes of review and payment or once again returned to the author(s) for words reduction.

5.9 Text Formatting

The text formatting for your work should reflect these guidelines. The following are the specifics of the formatting that submissions should follow:

- The font type for all the text in the submission should be Times New Roman. This is a default font available in most word processors.
- The font size for the entire document should be 12. This is with the exception of the Title where font size 14 should be used and the authors' details where font size 10 should be used.
- The paragraphs should be fully justified whereas the headings should be bolded and aligned to the left. The title, authors and authors' details should be centred.

5.10 Tips on the number of authors

Whereas it is true that the number of authors sometimes determines the credibility of a published article, there are a number of things you need to have in mind when including contributors in a given submission. These are as follows:

- The more the contributors, the lesser the publication points that each contributor gets.
- Having many contributors to a poorly done manuscript casts doubt on the expertise and qualifications of all the authors. It is therefore important to make sure that all the listed contributors go through the manuscript before it is submitted to us.
- The order of names in the contributors' list is sometimes used to determine the weight of contribution for each author in the list. Main contributors should therefore be listed first whereas the contributors with the least input be listed last.

We are aware of the fact that some lead contributors feel the need for including their friends in their publications for one reason or the other. We highly discourage this practice. Only include people that have actually contributed to the creation of the manuscript.

5.11 Tables, Figures and Equations

All your *Tables*, *Figures*, *Charts* and *Plates* should follow the APA formatting style. The titles of the *Tables* should appear before the tables with notes appearing below the tables. For *Figures*, both the titles and the notes should appear after the *Figures*. Your equations should also follow the APA guidelines for equations as shown below.

$$E=mc^2 (1)$$

Equation (1) is Einstein's energy relation to mass and speed formula. E is the Energy, M the mass and C the speed of light.

5.12 References

All our journals follow the APA citation and referencing style. If you are not familiar with APA, you can simply make an online search and learn about it. We also accept the IEEE citation format for information technology manuscripts.

Only sources actually cited in the text should be included in the reference list as per APA 6th edition format. The references list should be ordered alphabetically based on the last names of the first author. An auto space should be added below each reference. Below are some examples of APA referencing:

Book

Collier, A. (2008). *The world of tourism and travel*. Rosedale, New Zealand: Pearson Education New Zealand.

Edited Book

Aspinall, V. (Ed.). (2014). *Clinical procedures in veterinary nursing* (3rd ed.). Edinburgh, Scotland: Elsevier.

Chapter in an edited book

Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins & S. Jackson (Eds.), *Sport in Aotearoa/New Zealand society* (2nd ed., pp. 307-334). South Melbourne, Australia: Thomson.

Journal articles

Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport*, 13(6), 578-583

Online periodical

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 17-123. Retrieved October 13, 2001, from <http://journals.apa.org/prvention/volume3/pre0030001a.html>

Encyclopaedia or dictionary

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

Unpublished doctoral dissertation

Wilfley, D.G. (2018). *Interpersonal analyses of bulimia: Normal weight and obese*. Doctoral Thesis, Columbia, MO: University of Missouri.

6.0 Privacy Statement

The names, phone numbers and email addresses submitted to us will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party. We have updated our privacy policy to improve the protection of your data. We have also adopted the use of [ORCID](#)s and discontinued the use of email addresses as the unique identifiers of authors.

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