

Annals of Mirce Science - Guidelines for Authors

The Annals welcomes the following types of original contributions:

- Presentations of the research results related to all aspects of Mirce Science Academy
- Applications of existing Mirce Science knowledge
- Observational knowledge that could be beneficial for further developments of Mirce Science
- Reports, book reviews and short news that are of a general benefit to Mirce Science

Author benefits

The benefits of publishing in the Annals of MIRCE Science include:

- global exposure of your work
- rapid publication times
- no restriction on being member of any particular institute, society or association.
- no page charges
- excellent author service
- effective, fair, constructive reviewing process
- dedicated team to manage the publication process and to deal with your needs
- free colour in electronic version

What we look for in your article

We consider for publication in the Annals articles that:

- are original, novel and add significantly to existing knowledge
- are of interest to the scientific and industrial community
- are based on your first hand experience
- have sound professional motivation and purpose
- have not been published previously
- are not under consideration for publication in any other annals or book available through a library or by purchase

Articles should not:

- present trivial and obvious results
- unsubstantiated conclusions
- bury new results beneath too much scene-setting and recapping of findings already published
- advertise any product, company or individual
- have religious, political or nationalistic sentiment

Articles based on theses for higher degrees may be submitted, although authors should take care that such articles are prepared in the format suitable for general public.

Articles presented at conferences may also be submitted, provided these articles do not appear in substantially the same form in published conference proceedings.

Reports that are not available to the general public are not regarded as prior publications.

All articles offered for publication are given unbiased consideration, each being judged on its merits without regard to the race, gender, religious belief, ethnic origin, citizenship or political philosophy of the author(s).

All articles are treated as confidential until they are published.

How to prepare your article

Please read these guidelines carefully. It is important to check that your paper fits into the scope of the annals before you submit it.

You are also advised to read the **Mirce Science Akademy Ethical Policy**. If you have any queries, please contact us.

Format

- We are able to receive papers prepared using Microsoft Word for Windows.
- Fonts used should be restricted to the standard Times New Roman font.
- If special symbols are needed (e.g. Greek characters, accented characters or mathematical symbols) these should be typed using the appropriate TrueType font. Do not use the Symbol facility on the 'Insert' menu as this often results in font conversion problems.
- Equations must be prepared using Microsoft Word Equation Editor or the full commercial MathType package.
- Please make sure all graphics are fully embedded in the Word document and also supplied as separate files where possible.

Language

All papers should be submitted in English.

Title

This should be concise but informative.

Authors and addresses

For multiple-authored papers list the names of all the authors first, followed by the full postal addresses, using superscript numeric identifiers to link an author with an address, where necessary. If an author's present address is different from the address at which the work was carried out, this should be given as a footnote to the page. You can also include e-mail addresses, telephone numbers and fax numbers on the title page.

Abstract

The abstract should give readers concise information about the content of your paper. It should be informative and not only indicate the general scope of the paper but also state the main results obtained and conclusions drawn. As the abstract is not part of the text it should be complete in itself; no table numbers, figure numbers, references or displayed mathematical expressions should be included. It should be suitable for direct inclusion in abstracting services and should not normally exceed 200 words.

Text

Research papers and review papers can be divided into numbered sections and subsections.

You should use tables only to improve conciseness or where the information cannot be given satisfactorily in other ways such as by histograms or graphs. Tables should be numbered serially and referred to in the text by number (Table 1, etc). Each table should have an explanatory caption that should be as concise as possible.

If your paper consists of a very large amount of tabular material such as long lists of results or computer programs we would not normally publish these in full. Instead these may be published online as supplementary data files.

In terms of general style, conciseness in writing helps the reader, but clarity is most important. Short sentences and paragraphs make reading easier. You should be consistent in matters such as hyphenation and spelling.

All acronyms and abbreviations should be clearly explained when they first appear in the text, and all units used should be consistent throughout the paper.

References

It is vitally important to fully acknowledge all relevant work and we advise that you also consult our ethical policy for general guidance on compiling your reference list.

A complete reference should provide your reader with enough information to locate the paper concerned and should consist of: name(s) and initials, date published, title of journal or book, volume number, editors (if any) and, for books, town of publication and publisher (in parentheses), and finally the page numbers. Where there are up to ten authors, all authors' names should be given in the reference list. Where there are more than ten authors, only the first name should appear followed by *et al.*

Material which is really a footnote to the text should not be included in the reference list, which should contain only references to bibliographic data.

Before submitting your paper, please ensure you have done a literature search to check for any relevant references you may have missed.

The preferred reference system is the Numerical system (Vancouver).

In the numerical system you should number your references sequentially through the text. The numbers should be given in square brackets and one number can be used to refer to several instances of the same reference. The reference list at the end of the paper lists the references in numerical order, not alphabetically.

Copies of cited publications not yet available publicly should be submitted for the benefit of the referees. Unpublished results and lectures should be cited for exceptional reasons only.

Figures

Carefully chosen and well-prepared figures, such as diagrams, can greatly enhance your paper. Characters should appear as they would be set in the main body of the paper. We will normally use

figures as submitted; it is therefore your responsibility to ensure that they are clear, legible and technically correct.

Wherever possible, figures should be tightly cropped to minimize superfluous white space surrounding them. This reduces file sizes and helps the alignment of figures on the printed page.

Figures should be numbered in the order in which they are referred to in the text. If there is more than one part to a figure (e.g. figure 1(a), figure 1(b) etc), the parts should be identified by a lower-case letter in parentheses close to or within the area of the figure. Captions should be included in the text and not in the graphics files.

If you are intending to use previously published figures, you must obtain written permission from the copyright holder before using them in your paper.

Submission information

You are required to provide us with important information about your submission and paper to allow us to process it correctly. Please include a typed sheet with your manuscript with the following information:

Paper submitted by: your full name

Postal address where we can contact you while your paper is being processed

E-mail address, phone and fax numbers where we can contact you

Paper title: the full title of your paper

Authors: full list of authors

Status of paper: new, revised, resubmitted or accepted

Reference number: if revised, or accepted

Keywords: a list of keywords for your paper

Send us your paper

Send your paper as an attachment to an email to the annals' e-mail address. Please do not send each of your text and graphics files as separate e-mails as this causes a considerable delay in processing your submission.

Our email address is: Mirce.Science@gmail.com

Acknowledgment of Receipt

Receipt your paper submission will be acknowledged and your paper will be assigned a reference number.

Paper Review

When we first receive an article here it is given a reference number. This number subsequently appears on all future correspondence.

You can enquire about your article by e-mail or post. In this case please quote the reference number and the name of the first author.

We use a reviewing system that aims to be both fair and consistent. For every submission that falls within the scope of the annals, we normally select two Fellows of the MIRCE Academy in the

subject of the article who normally act as reviewers and advise the Editors on whether the article should be accepted or rejected. We ask our reviewers to take into account the content of the article, its quality and presentation when reaching their recommendations. As a result we may ask you to revise your article in the light of the reviewers' comments. If the Reviewers give conflicting advice, the Editor in Chief will act as an adjudicator.

Revising your paper

When you submit a revised version of your article in response to the Reviewers' comments, you must accompany it with a detailed list of the changes made (ignoring typographical errors, but mentioning additional paragraphs, changes to figures, etc) suitable for transmission to the reviewer. Where changes have been made in response to the Reviewers' remarks it is important to mention this and indicate where they can be found. You may also wish to send in a second copy of your article with the changes marked or underlined.

You should go through the Reviewers' comments and for each comment mention whether you followed their suggestion or whether you disagree and wish to respond to the comment. If a reviewer has misunderstood a point, it is not necessarily their fault and may have been caused by ambiguity or lack of clarity in your article that needs to be corrected. Some authors copy out each of the Reviewers' comments in turn and include their response immediately after. In other cases responses can be made referring back to the reports. Finally, please ensure that you send your revised article to us and not simply the original version again. This is a common mistake, especially when authors send in their work electronically. Electronic revised articles should contain all text and graphics files needed to generate the revised version, and not just those files that have changed.

By observing these guidelines you will be assisting the reviewers, who give up their time to review manuscripts. Please prepare your article carefully as that can save valuable time during the publication process.

What we do with your article after it is accepted

After acceptance your article will be edited and processed and a proof will be produced.

Proofs

We will forward a PDF proof of your article by e-mail for you to check. You should check your proof carefully and return corrections to us by post, fax, or email. If you are using e-mail then we prefer to receive the corrections as a list with each correction given a precise location in terms of, for example, page and line number.

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