



Manuscript presentation policy

I. Generalities:

The following guidelines apply to all manuscripts acceptable by the INES Scientific Journal (ISJ): the line spacing is 1.5; the font is Times New Roman; the font size is 11pt; the maximum number of pages is 27 (in one column format). The references must be written using the American Psychological Association (APA) referencing style. All manuscripts must be written in English; this is based on the INES research and consultancy policy.

II. Components of a manuscript:

A manuscript acceptable by ISJ must be presented in a clear and logical manner, with specifications of the components of it depending on the author and the field. The following are indicative guidelines:

- Title page: the title should be as concise as possible but reflecting the content of the manuscript; names of author and co-authors, just below the title; name and address of institution where the research was carried out, just below the authors' names; email addresses of author and the first two co-authors (if any).
- Abstract: This should contain the most important points of the research findings. It should not exceed 300 words and should be followed by 4 to 6 key words.
- Introduction: The introduction must clearly present the problem(s) and the objective(s) of the research and justify its relevance, referring to related work in the literature.
- Materials and methods/Methodology: They should be presented in a sufficiently detailed way. The repetition of the methods and well-known techniques should be avoided by referring to works that describe them in detail.
- Results: The results can be presented in the form of text, tables and/or figures (See section III). There must be comments on the results presented in the form of tables and/or figures. The results must either demonstrate significant new contribution in the specified field or other contribution that has been established to rigorous scientific standards.
- Discussion: The discussion must focus on the implications and the practical significance of the findings, their link with the problem of research and their possible limits. It must show the contribution of the publication compared to previous studies on the research problem. The discussion should not be a repetition of the results. Sometimes, depending on the author, results and discussion may be combined in one section.
- Conclusion (and recommendations): This section summarizes the content of the manuscript in a concise way, emphasizing the major findings from the research and recommendations. If possible, it should give orientation to further areas of research.
- Acknowledgement: The source of funding, intellectual contributions of researchers not involved in the manuscript as co-authors, etc, must be acknowledged. Note that the Acknowledgement section is not a numbered section.
- Reference section: The reference section must follow the style mentioned in Sec. I, in alphabetical order (A to Z).

III. Figures and tables

Tables and figures (display items) are often the quickest way to communicate large amount of complex information that would be complicated to explain in text. Many readers will only look at your display items without reading the main text of your manuscript. Therefore, ensure that your display items can stand alone from the text and communicate clearly your most significant results. Display items are also important for attracting readers to your work. Well designed and attractive display items will hold the interest of readers, compel them to take time to understand a figure and can even entice them to read your full manuscript. Figures and tables should be centre-aligned.

Figures

All illustrations (photographs, drawings, graphs, etc.), not including tables, must be labelled as “Figure.” All figures must have a caption and/or legend and be numbered (e.g., Figure 2), unless there is only one figure. In this case, it should be labelled “Figure” with no numbering. Each figure should have a concise caption describing accurately what the figure depicts. Captions must be written in sentence case. All figures must be cited in text. Figures will be placed as close as possible to the first text citation. Figures must be numbered consecutively with Arabic numerals; each one must be referred to in the text as, e.g., Fig. 1, Figs 1-3., in the brackets, except at the beginning of a sentence where the word Figure should be written out in full. Figure parts should be denoted by lowercase letters (a, b, c, etc.), example Fig. 1a. They should be self-explanatory, i.e. understandable without reading the text. Data presented in tables should not be repeated in figures. The legend of figures should be placed at their bottom.

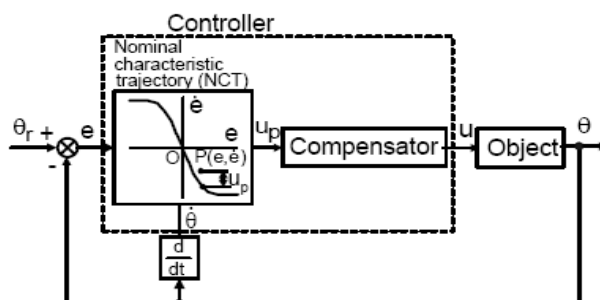


Figure 1: This is the position of a caption of a figure in a manuscript publishable by the INES Scientific Journal. A caption must always be positioned below the figure and must contain a short self-explanatory description of the figure.

Tables

You should design your table in such a way that even a busy researcher can easily understand the message from it. All tables must have a caption and/or legend and be numbered, unless there is only one table, in which it should be labeled “Table” with no numbering. Number tables consecutively with Arabic numerals in order of mention in the text. Tables must be placed as close as possible to the first text citation. Each table must be referred to in the text as, e.g., Table 1, in the brackets, except in



the beginning of a sentence where the word Table should be written out without brackets. The same data should not be given in both tables and figures. The title of a table should be placed in the top of it and should be brief but fully descriptive of the information contained. The following is an example of a table to be incorporated in a manuscript publishable by the INES Scientific Journal. The tabulated data must lie between two lines, as shown in the example below.

Table 1: Example of a table to be incorporated in a manuscript publishable by the INES Scientific Journal. A table caption must always be positioned above the table and must contain a short description of the tabulated data.

2.3	3.1	5.0	2.8	2.7	4.8	2.3	3.1	5.0	2.8	2.7	4.8	2.7
3.2	2.1	3.5	4.7	0.3	3.2	3.2	2.1	3.5	4.7	0.3	3.2	0.0
7.5	8.0	4.6	4.5	1.9	1.0	7.5	8.0	4.6	4.5	1.9	1.0	4.5

VI. Symbols, units and equations

Symbols or nomenclature used must be defined when first used in the text. Standard symbols or acronym normally accepted can be used. International system of units (SI) shall be used. Equations must be numbered using Arabic numerals enclosed in parentheses on the right and margin. They should be cited in the text, for example, Eq. (1) or Eqs. (1)-(3).

Equations start from the left. Punctuate equations with commas or periods when they are part of a sentence. For example,

$$\dot{x} = Ax + Bu, \tag{1}$$

$$y = Cx + Du. \tag{2}$$