

**Author Guidelines for *JUSTC***

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# Section 1. Overview

These guidelines detail the basic requirements for authors to prepare and submit manuscripts to *JUSTC.* If you have questions about preparation or submission, please email the editorial office:

***justc@ustc.edu.cn***

## Scope and Article Types

### Scope

*JUSTC* is the University of Science and Technology of China's flagship publication and was established to serve as the pre-eminent comprehensive sci-tech journal published in China. *JUSTC* has global reach, both in terms of contributions and readership. All articles are available as Open Access immediately upon publication at no cost to contributing authors. All issues of *JUSTC* are available at <http://justc.ustc.edu.cn/>.

*JUSTC* is an English language journal that covers all areas of every imaginable subject in science, technology, medicine, including groundbreaking concepts, mechanisms, methods, materials, reactions, and applications. Articles must report transformative research with broad impact in corresponding subject field and be of interest to scientists who are non-experts in the specific field of research presented. In addition to reporting outstanding work in a certain field, the journal highlights interdisciplinary fields.

Research areas suitable for publication in *JUSTC* include but are not limited to:

* Mathematical Sciences
* Physical Sciences
* Chemical Sciences
* Astronomy and Astrophysics
* Earth and Space Sciences
* Life Sciences and Medicine
* Information Science and Intelligence Technology
* Engineering and Materials Science
* Management Science and Engineering

### Article Types

*JUSTC* considers and publishes the following article types: **Research Articles**, **Reviews**, **Letters**, **Perspectives**.

#### Research Articles

**Purpose:** Report original and comprehensive research with high novelty and are expected to present a major advance.

**Length:** ～6,000 words, ＜～8 figures/tables; ＜～80 references.

**Section Headings:** Required.

Including an abstract, an introduction, up to eight figures or tables, sections with brief subheadings, and fewer than 80 references. Supplemental data may include additional figures, tables, materials and methods, or other items that add value to the manuscript, but are not immediately necessary to understand the underlying research.

#### Reviews

**Purpose:** Authoritative and comprehensive overviews of a specific research topic, including a description of the current state and future outlook of the research field.

**Length:** ～8,000 words, 10 figures/tables.

**Section Headings:** Required. Topic headings and subheadings are strongly encouraged for content organization and ease of reading.

***Letters***

**Purpose:** Present innovative work that deserves urgent attention as a concise and substantive report.

**Length:** ～4,000 words, ＜～5 figures/tables; ＜～50 references.

**Section Headings:** Not required.

#### Perspectives

**Purpose:** Highlight recent exciting research, but they do not primarily discuss the author's own work. They may provide context for the findings within a field or explain potential interdisciplinary importance. Perspectives that comment on papers in JUSTC should add a dimension to the research and not merely be a summary of the experiments described in the paper. Although many perspectives that comment on research published in JUSTC are solicited, we always welcome inquiries regarding new advances and fresh insights. As these are meant to express a personal viewpoint, with rare exceptions, perspectives should have no more than two authors.

**Length:** ～3,000 words.

**Section Headings:** Not required.

## Immediate Online Accepted Articles

*JUSTC* offers authors the opportunity to opt in for Just Accepted posting of their accepted manuscripts. Just Accepted articles will be posted in their original form, which is a PDF of the document received from authors. The Digital Object Identifier (DOI) is assigned when Just Accepted articles are placed online.

Once the final article is completed, the Just Accepted version of the article will be replaced with the version of record. The article DOI remains unchanged. Once an article is ready for publication, the article is published with a full citation and posted online immediately as a "ASAP (as soon as publishable)" article.

# Section 2. Manuscript Preparation

## Use of English Language

*JUSTC* is an English language journal. Authors who are uncertain about the English quality in their manuscript should seek review of the text by a native English speaker prior to submission to the journal. While *JUSTC* provides additional English polishing of accepted manuscripts, the use of English in submitted manuscripts must be sufficiently clear for reviewers and editors to understand the scientific content. Unclear use of English may make it difficult for reviewers to assess the quality of the research and thus lead to reviewers rejecting a manuscript for publication. It is in the author's best interest to ensure the research is conveyed clearly in English.

If the manuscript has been edited for English quality prior to submission, authors should note this in their cover letter and upload an editing certificate using the "For Editor Use Only" file designation.

## Formatting and Line Spacing

*JUSTC* provides the Word/Latex template for research articles, available at <http://justc.ustc.edu.cn/>.

## Annotations and Highlights

Manuscripts submitted to *JUSTC* should not include annotations or highlights. When authors submit a manuscript revision, an annotated version of the manuscript should be uploaded as Supporting Information for Review Only.

## Manuscript Organization

*JUSTC* manuscripts generally contain the following sections, in this order:

* Title
* Author list
* Affiliations
* Correspondence email(s)
* Additional footnotes (if any)
* Graphical abstract
* Abstract
* Main text (which, in research articles, may be separated into introduction, materials and methods, results and discussion, conclusions)
* Supporting information description if any (note: this section should not include supplemental figures or tables; it should merely list how many and what types of files are included in the supporting information)
* Acknowledgments
* Declaration of interests
* Biographies
* References
* Appendices (if any)

All of these sections should be provided within one document.

All supplemental information (aside from very large tables of data or Excel files) should be compiled into a PDF and uploaded as a single file.

Authors are encouraged to use subheadings within the formatted sections to provide additional organization and clarification.

**NOTE: *Manuscripts that do not conform to the format guidelines may be returned for reformatting*.**

## Section Requirements

### Title

The title should accurately, clearly, and concisely reflect the emphasis and content of the work. Use of uncommon acronyms should be avoided. Use of keywords and easily recognizable terms in the title will help increase the online discoverability of the article. Titles may occupy no more than three lines of type. Each line should contain no more than 54 characters, including spaces.

### Authors, Affiliations, and Corresponding Author Information

#### Authors

Every author listed in the manuscript should have made a meaningful and significant contribution to the work. The designation of authorship should balance intellectual contributions to the conception, design, analysis, and writing of the study against the collection of data and other routine work.

Authors' names should be as complete as possible: given name, middle initial(s) when applicable, and family name.

#### Corresponding Author Information

Only one corresponding author is permitted in ScholarOne Manuscripts, our submission and peer review system. The corresponding author listed in ScholarOne Manuscripts is responsible for the authenticity and accuracy of all the files submitted, including data, figures, text, etc., and for ensuring that all authors are aware of and agree to the submission of the manuscript. Please note that the corresponding author designated in ScholarOne Manuscripts must be listed as a corresponding author in the manuscript file.

While only one corresponding author is allowed for the purpose of submission and peer review, *JUSTC* does allow up to three additional corresponding authors to be listed on a manuscript. All corresponding authors should be designated in the manuscript file using an ✉, and that designation will appear on the final version of the published manuscript.

The email address for each corresponding author identified in the manuscript file should be listed below the affiliation listing on the title page of the manuscript.

#### Affiliations

The name, affiliation, and full mailing address of the institution where each author conducted the work must be provided. In cases where there are multiple institutional listings, superscripts should be added next to each author's name to indicate the institution with which the author is affiliated.

### Graphical abstract

The graphical abstract is an image that summarizes the main findings of the research. It adds a visual component to the start of a manuscript, helping readers quickly appreciate and understand the central message. The graphical abstract may be submitted at any stage but is only required with the final submission. The image should be 5.5x 5.5 inches in dimension, 650 x 500 pixels at 300 dpi, using Arial font with a size of 12–16 points, accompanied by a brief description of the image in 20 words or less. Additionally, the highlights of the research should be provided using 3 to 4 points within a total of 200 words.

### Abstract

The abstract of a Research Article or Report should explain to general readers why the research was carried out, what was found, and why the results are significant or even transformative. It should start with some brief background context, i.e., a sentence broadly introducing the field that can be comprehended by general readers, and a subsequent sentence detailing more specific background of the research. This should be followed by a description of the goals/methods and then results. The final sentence should depict the main conclusions of the research, in terms comprehensible to general readers. Citations or abbreviations should not be included in the abstract. The abstract should be no more than 200 words.

### Keywords

Authors are required to include no fewer than 3 and no more than 10 keywords with their manuscript. These keywords will be associated with the paper for search and retrieval once the manuscript is published online. Use words that are familiar and searchable to facilitate online discovery of the article. Place keywords after the abstract in the manuscript. Include the same keywords in the appropriate field during manuscript submission.

### Main Text

#### Text

#### Introduction

Provide a 1–2 paragraph introduction that describes the background and motivation for the research and necessity of the work. Present the key points and the important discoveries encompassing the core of the research succinctly.

####  Materials and methods

The materials and methods section needs to include sufficient detail so that readers can understand how the experiments were performed and so that all procedures can be repeated in conjunction with cited references. This section should also include a description of any statistical methods employed in the study.

#### Results and Discussion

The results section may contain subheadings.

The discussion should explain the significance of the results and place them into a broader context. It should not be redundant with the results section. This section may contain subheadings.

#### Conclusions

Present clear and robust conclusions that were drawn from the work. Summarize concluding remarks, principal findings, and future scope of the research presented.

#### Tables, Figures, Structures, Schemes and Charts, and Math Formulas and Equations

***Tables***

* Call out all tables in the manuscript in consecutive order.
* Number tables consecutively with Arabic numerals. Label tables as Table 1, Table 2, etc., not as Table 1A, Table 1B, etc.
* Include a brief title that describes the table. The title should be understandable without reference to the text. Place details in footnotes associated with the table, not in the title.
* Include tables in the main manuscript file and format tables as editable MS Word tables (not as images) with contents separated into individual cells forming a grid.
* Ensure table footnotes and/or legend are concise and necessary for understanding the table contents.
* Do not separate tables into panels.
* Do not include line breaks, merged cells, colors, shading, or tabs to separate data.

#### Figures

* Call out all figures in the manuscript in consecutive order.
* Number figures consecutively with Arabic numerals. Label figures as Figure 1, Figure 2, etc.
* If symbols are used, place a key in the artwork itself, not in the caption. Ensure that any symbols and abbreviations used in the text agree with those in the figures.
* Do not use colors that are similar in hue to identify different parts of a figure.
* If figures are assembled from multiple photographs or images, separate the parts with lines or space between them to clearly delineate each portion of the figure. Use small letters for part labels in multipart figures enclosed in brackets, (a), (b), (c), etc.
* For map figures, please be sure to use the authorized standard maps at <http://bzdt.ch.mnr.gov.cn/> as base maps and do not modify the borders.

####  Schemes and Charts

* Call out all schemes and charts in the manuscript in consecutive order.
* Number charts and schemes consecutively with Arabic numerals. Label charts and schemes as Scheme 1, Scheme 2, etc. or Chart 1, Chart 2, etc.
* Provide titles describing the contents of the scheme or chart.
* Provide footnotes, if needed, for further detail.

#### Math Formulas and Equations

* Call out all math formulas and equations in the manuscript in consecutive order.
* Number formulas and equations consecutively with Arabic numerals. Label formulas and equations as Formula 1, Formula 2, etc. or Equation 1, Equation 2, etc.
* Submit math equations as editable text, not as images.
* Present simple formula in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y.
* Present variables in italics.
* Number consecutively any equations that should be displayed separately from the text (if referred to explicitly in the text).

#### Stereo images

* Stereo diagrams should be presented for divergent 'wall-eyed' viewing, with the two panels separated by ∼5.5 cm. In the final accepted version of the manuscript, stereo images should be submitted at their anticipated final size.

### Supporting Information Description

* + Supporting Information (SI) is online-only, peer-reviewed material that is essential background to the Article (for example, large data sets, methods, calculations), but which is too large or impractical, or of interest only to a few specialists, to justify inclusion in the printed version of the paper.
	+ This section should not include supplemental figures or tables; it should merely list how many and what types of files are included in the supporting information. The supplemental materials in the supporting information should be submitted as separate files (PDF or Word, etc.). Please refer to the Supporting Information section for details.
	+ If a manuscript has accompanying SI, either at submission or in response to an editor’s letter that requests it, authors are asked to refer to discrete items of the SI (for example, videos, tables) at an appropriate point in the main manuscript.

### Acknowledgments

Provide acknowledgments of people or institutions that contributed professional assistance to support the work. And provide funding information associated with the research described in the manuscript, including grants, awards, fellowships, etc.

All dedications must be placed in the Acknowledgments section. Dedications are subject to approval by the editors.

### Disclosures

When applicable, provide any disclosures regarding safety, regulations, or research ethics statements in this section. Any significant hazards or risks encountered in carrying out the research described in the manuscript must be addressed in this section. If any such hazards exist, a description and approach to mitigate the hazards must be included.

For all methods that involve the use of live animals or human subjects, a statement must be included in this section confirming that all experiments were performed in compliance with the institutional, state/provincial, and national guidelines and that relevant overseeing local and national governing bodies have approved the experiments. For experiments involving human subjects, a statement of informed consent must be provided for all subjects.

### Conflict of Interest

Provide a conflict of interest statement that describes all potential sources of bias, including affiliations, funding sources, and financial or management relationships that may constitute a conflict of interest.

### Biographies

Provide short biographies for the first author and the corresponding author. This should include name, qualifications and institution(s) and highlighting professional expertise relevant to the manuscript and subject, including positions of responsibility and research interests. For trainee authors shorter biographies are usual but should at least contain name, qualifications and affiliations.

### Preprint Statement

Preprints are manuscripts posted on a public server prior to formal peer review. *JUSTC* will consider manuscripts that have been previously posted on a preprint server. If a manuscript submitted to *JUSTC* has been posted on a preprint server, prior to submission, authors are required to include a section acknowledging the preprint posting*.* The statement in this section of the manuscript should read:

"Research presented in this article was posted on a preprint server prior to publication in *JUSTC*. The corresponding preprint article can be found here: [DOI; Direct Link]"

If *JUSTC* accepts a preprint for publication, author(s) shall identify the preprint as an unedited, non- final version of the article. Upon publication by *JUSTC*, author(s) shall provide a direct link from the preprint version to the published version via its DOI. For example, author(s) can state: "This is a preprint of an article. The final form has been published in *JUSTC* [Year of Publication]; [Article Title] and is available online at [DOI; Direct Link].

### References

Reference citations in the text should be numbered consecutively in square brackets. Some examples:

1. Deep learning has seen considerable growth in the past decade [1-4].
2. *R* represent polarization resistance[16,17].

References should include only articles that are published. Personal communications and unpublished work should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. In the references list, "et al." should be used only after 3 authors. References with fewer authors should list all authors. Please use the following styles for references:

#### Reference List

See the required format and examples below.

*Article in a journal publication*
[1] Mnih V, Kavukcuoglu K, Silver D, et al. Human-level control through deep reinforcement learning. *Nature*, **2015**, *518* (7540): 529–533.

*Article in a book*
[2] King S M. Dynein motors: Structure, mechanochemistry and regulation. In: Schliwa M, editor. Molecular Motors. Weinheim, Germany: Wiley‐VCH Verlag GmbH & Co. KGaA, **2003**: 45–78.

*Entire book*
[3] Zaitsev A M. Optical Properties of Diamond: A Data Handbook. Berlin: Springer, **2001**.

*Online reference*
[4] King M D, Tsay S C, Platnick S E, et al. Cloud retrieval algorithms for MODIS: Optical thickness, effective particle radius, and thermodynamic phase. **1997**. <https://eospso.gsfc.nasa.gov/sites/default/files/atbd/atbd_mod05.pdf>. Accessed March 12, 2019.

*Dissertation/thesis*
[5] Smith J P. DNA sequences. Thesis. Cambridge, MA: Massachusetts Institute of Technology, **1985**.

#### In-text citations

Unpublished data and personal communications may be cited within the text only. Submitted articles that have not yet been accepted should be cited as unpublished data.

* Unpublished data may refer only to work from an author of the manuscript being submitted.
* A personal communication should be documented by a letter of permission (this may be in the form of an e-mail communication, letter, or other appropriate form of permission).

Please use the following style for such citations:

*Unpublished data*

(Unpublished data by Nagai et al.)

*Personal communication*

(Adams M, personal communication)

### Supporting Information

Authors may provide Supporting Information (i.e., Supplemental Information) that includes additional details or data that are relevant but not necessary for inclusion in the manuscript. Examples of Supporting Information include extensive experimental details, such as step-by-step synthesis procedures, compounds characterization methods and data, spectra, and crystallographic information (CIF) files. This information can be helpful for the review process and for researchers seeking to replicate the experiments.

* + Submit Supporting Information as separate files (PDF or Word). Videos/movies may also be included as Supporting Information. Note that Supporting Information is not copyedited.
	+ Include a title page with the following information:
		- Supporting Information for TITLE OF MANUSCRIPT
		- Names and affiliations of all authors using the format described in [Authors, Affiliations and](#_bookmark18) [Corresponding Author Information](#_bookmark18) .
	+ Number figures, tables, schemes, charts, and equations included in Supporting Information consecutively, starting with S1. For example, number figures in Supporting Information as Figure S1, S2, S3, etc.
	+ Number all pages of Supporting Information consecutively, starting with S1.
	+ Mark all references to Supporting Information in the Main Text with "See the Supporting Information" at the end of the sentence.

#### Supporting Information for Publication

Authors should upload Supporting Information that is intended to be published with the manuscript as Supporting Information for Publication. Files that are designated as Supporting Information for Publication are available to reviewers during peer review.

#### Supporting Information for Review Only

Authors may provide additional files that are intended to support the review process but not intended to be published with the manuscript as Supporting Information for Review Only. Files that are designated as Supporting Information for Review Only are available to reviewers during peer review but will not accompany the manuscript at the time of publication.

If a manuscript has been previously rejected by another journal but is being submitted to *JUSTC* for consideration, the author should upload the response to reviewer comments as Supporting Information for Review Only to expedite the peer review process.

# Section 3. Online Submission Requirements and Process

##  Submission Requirements

Submit manuscripts using the *JUSTC* ScholarOne Manuscripts website: <https://mc03.manuscriptcentral.com/just>

The submitting and/or corresponding authors will be asked to create an account or sign in using their [ORCID ID.](https://orcid.org/) All authors are strongly encouraged to create accounts in ScholarOne Manuscripts prior to submission. If authors do not have an account, the submitting and/or corresponding author will be required to create an account for each author.

If a manuscript being submitted was invited for inclusion in a special section, the corresponding author will receive a submission link to facilitate the submission of the invited manuscript. In these cases, the corresponding author will be notified by email, and a submission link will be provided in the Author Dashboard in ScholarOne Manuscripts. Authors should use the link provided in the Author Dashboard to ensure the manuscript is appropriately associated with the special section. If a link was not received, authors should email the editorial office at ***justc@ustc.edu.cn*** for assistance.

##  Submission Process

### Step 1. Type, Title, and Abstract

Provide the manuscript type (Communications, Review, or Research Article) and the title. Type or paste the abstract into the text box.

### Step 2. File Upload

#### Text Files

Our **preferred format for text is *Microsoft Word***, with the style tags removed.

**TeX/LaTeX**: If you have prepared your paper using TeX/LaTeX, ***please upload the PDFs and LaTeX files at the same time***. All textual material of the paper (including references, tables, figure captions, online methods, etc.) should be included as a single .tex file.

To facilitate the review process however, we strongly encourage you to incorporate the manuscript text and figures into a single PDF or Microsoft Word file. Suitably high resolution figures may be inserted within the text at appropriate positions or grouped at the end. Each figure legend should be presented on the same page as its figure. The reference list should include article titles. If providing a PDF, please number all lines. The submission system will number all lines in a Word document for you.

#### Graphic Files

Insert graphics into the manuscript file, making sure the graphics are clear enough to read. Minimum resolutions for graphics are listed below. Refer to Table 2, Graphic Files for details.

* + Black and white line art: 1200 DPI
	+ Grayscale art: 600 DPI
	+ Color art: 300 DPI

Authors should avoid including images that contain logos or brand names, as these are trademarked materials and cannot be included in the final publication without appropriate permissions. Logos and brand names of equipment and other items should not be included in image and video files that are included in the manuscript and Supporting Information for Publication files.

#### File Designations

There are several file designations available during file upload. It is important that files are designated correctly to ensure their proper handling during the editorial and review process. File designations are as follows:

***Table 1. File Designations***

|  |  |  |
| --- | --- | --- |
| **File Designation** | **Required or Optional** | **Description** |
| Main Document | Required at Submission | This designation is for the main manuscript file. *JUSTC* prefers that the initial submission be uploaded to ScholarOne Manuscripts as a Word file. Please create a single Word file that includes the main text, figures and tables, references. Meanwhile, please delete the authors’ information (such as the author list, institutions, acknowledgements, etc.) to facilitate the anonymous review of the manuscript. |
| Title page | Required at Submission  | This designation is for the title page file. Please create a title page that includes the title of the manuscript, and the authors’ information (such as the author list, institutions, acknowledgements, etc.)  |
| Figure  | Optional  | This designation is for separate upload of graphics files. |
| Table  | Optional  | This designation is for separate upload of table files. |
| Supplementary File | Optional  | This designation is for the description information about the revised manuscript, and Supporting Information files that are intended for review and publication with the manuscript. These files are available to reviewers during the peer review process, and the Supporting Information files will accompany the manuscript upon publication. |

### Step 3. Attributes

**Keywords:** Enter a minimum of 3 but no more than 10 keywords associated with the manuscript. Authors should use words that are familiar and searchable to facilitate online discovery of the article. See section on keywords above.

**Specialty:** Enter terms that represent the specialty areas within the field of chemistry associated with the research in the "Specialty" section. For example, "organic chemistry", "catalysis", "analytical chemistry", etc. Please refer to the scope section for suggestions.



***Table 2. graphic Files***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type** | **Vector/Raster** | **Accepted File Types** | **Resolution**[**7**](#_bookmark40) | **Required Dimensions** | **File Naming Structure** | **Notes** |
| **Table of Contents Graphic** | Either | PDF, EPS | Minimum 300 DPI at actual intended print size | Single column width – 245 pts | Abf1.eps or Abf1.pdf | Upload this graphic as an individual file. |
| **Figures and Schemes** | Vector | PDF, EPS, AI,ChemDraw (as EPS files) | N/A | * Single column width – 245 pts
* Two-third column width – 350 pts
* Double column width – Max. 505 pts
 | * Figures: f1.eps, f2.eps, etc.
* Schemes: sf1.eps, sf2.eps, etc.
* Inline Graphic: if1.eps, if2.eps. etc.
* Abstract: abf1.eps
 | Upload each figure or scheme as an individual file.Content within the images should be clear/readable. |
| Raster | JPG, EPS, TIFF, PNG | Minimum 300 DPI at actual intended print size | * Single column width – 245 pts
* Two-third column width – 350 pts
* Double column width – Max. 505 pts
 | * Figures: f1.eps, f2.eps, etc.
* Schemes: sf1.eps, sf2.eps, etc.
* Inline Graphic: if1.eps, if2.eps, etc.
* Abstract: abf1.eps
 | Upload each figure or scheme as an individual file.Content within the images should be clear/readable. |
| **Line Drawings** (including lines, text, anchors, and fillers) | Vector | AI, CDR, Excel, EPS, EMF, WMF,Origin, ChemDraw (as EPS files) | N/A | * Single column width – 245 pts
* Two-third column width – 350 pts
* Double column width – Max. 505 pts
 | * Figures: f1.eps, f2.eps, etc.
* Schemes: sf1.eps, sf2.eps, etc.
* Inline Graphic: if1.eps, if2.eps, etc.
* Abstract: abf1.eps
 | Please ensure that the text and lines are editable.Upload each drawing as an individual file. |
| **Photos** | Raster | JPG, TIFF, PDF, EPS | Minimum 300 DPI at actual intended print size | * Single column width – 245 pts
* Two-third column width – 350 pts
* Double column width – Max. 505 pts
 | * Figures: f1.eps, f2.eps, etc.
* Schemes: sf1.eps, sf2.eps, etc.
* Inline Graphic: if1.eps, if2.eps, etc.
* Abstract: abf1.eps
 |  |

### Step 4. Authors and Institutions

All authors of the manuscript must be included in the manuscript file and in ScholarOne Manuscripts. If an author has an existing account in *JUSTC* ScholarOne Manuscripts, use the search tool to locate the author's name. If the author does not have an account, manually enter the author's name, email address, and institution. Please ensure that all information is accurate, especially the email address. This email address will be used for correspondence with the author.

Select one author to act as the corresponding author. To select the corresponding author, click the drop-down menu next to the correct name and select Corresponding Author.

Please list authors in the same order as they are listed in the manuscript file.

### Step 5. Reviewers

Provide recommendations of 6–8 individuals who are familiar with the field of research to review the manuscript, including names, affiliations, and email addresses. At least half of the recommended reviewers (3– 4) must be located in countries/regions outside the location of the corresponding author's institution. The editor will select reviewers, which may include some of the individuals listed. Recommended reviewers should be experts in the field, have recent publications in the area of study, represent varied and diverse institutions and geographic regions, and not have a perceived or actual conflict of interest with any of the authors. Authors should not recommend reviewers from the same institution as any of the authors or an institution where the research was conducted.

### Step 6. Details and Comments

This step includes the following:

* **The cover letter** (typed or uploaded as a separate file) that includes:
	+ A brief explanation of the manuscript's significance, including its originality and its contribution to new knowledge in the field, the importance of the work, and why the work is appropriate for the journal.
	+ Explicit assurance that the manuscript is not under consideration for publication and has not been published elsewhere in any medium, including electronic journals and computer databases of a public nature.
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### Step 7. Review and Submit

Review all information provided in Steps 1–6 and respond to alerts about further input or modification. View a system-generated PDF of the manuscript file prior to submitting the manuscript to *JUSTC.* Following submission, the corresponding author will receive a confirmation email that the manuscript has been received.

## Revision Process

The submission process for revised manuscripts is similar to the process outlined above for original submissions. However, there are some notable differences, which are discussed here. Authors will find a link to "Submit a Revision" in their ScholarOne Manuscripts Author Dashboard under the Manuscripts with Decisions tab. Authors should follow the steps in the submission process to submit the revised manuscript.

### Step 1. View and Respond to Decision Letter

Authors are required to provide a point-by-point reply to the reviewers' comments as provided in the decision letter from the editor. This reply can be provided in text format or as an attachment. It is important for authors to know that this information is likely to be shared with reviewers if the manuscript is again reviewed. Any sensitive information that the authors do not wish to share with reviewers should instead be included in the cover letter addressed to the editor.

### Step 2. Type, Title, and Abstract

This step is the same as during the original submission process; however, authors can make any updates to the title or abstract if changes occurred during the revision process.

### Step 3. Attributes

This step is the same as during the original submission process; however, authors may update or modify keywords or specialty areas as needed.

### Step 4. Authors and Institutions

This step is the same as during the original submission process; however, authors may update or modify author listings, including author order, as needed. Authors should note that any change to authorship during the revision process should be reflected in the cover letter, and a short justification for the change, including information regarding contributions for added authors, should be provided for consideration by the editor. All authors, including those added or removed, must confirm agreement with the authorship change.

### Step 5. Reviewers

This step is the same as during the original submission process.

### Step 6. Details and Comments

This step is the same as during the original submission process; however, authors may update their replies in the section for the revision as needed. Authors should also provide a cover letter that is specific to the revision and summarizes changes for consideration by the Associate Editor.

### Step 7. Review and Submit

This step is the same as during the original submission process.

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