Entrepreneurial Business and Economics Review

Załącznik nr 3
do protokołu z dnia 11.06.2015

Guidelines for Authors

Basic rules

We accept articles proposals if they fit the aim and scope of our journal and the call for papers for thematic issues. We release current calls for papers on our website in the ‘announcement’ section.

The articles must be prepared **with accordance to our technical requirements** and taking our academic ethics code into account. **The articles must be prepared in our template**. We will reject submissions not prepared according to our requirements.

Before submitting your article, please read and apply the following rules:

- **EASE Guidelines for Authors of Scientific Articles to be Published in English** (version of June 2014) explaining in details how to compose a scientific article according to international standards.
  http://www.ease.org.uk/publications/author-guidelines
- **APA Style Manual** (6th edition of June 2009) explaining in details how to use and cite references and how to apply linguistic rules while writing in English.

For very detailed submission instructions, including *guidelines for authors,* and all other information visit our website at: www.eber.uek.krakow.pl - please read there the following documents very carefully before your submission:

- Guidelines for Authors
- **Template for Articles** (*.docx, *.dotx, *.rtf, *.pdf)
- Copyright Transfer

Article length and format

All submitted manuscripts should not exceed the recommended size in accordance with established rules:

20 000 to 40 000 characters (but no more than 22 pages of Net B5 format) including tables and figures, graphs, appendices, etc.

The articles should be prepared in accordance with rules adopted by the Editorial Board. The editors reserve the right to reject texts not meeting these rules.

Only editable formats of text can be sent (*.docx - **MS Word 2010 or latest**). We do not accept uneditable formats (e.g. *.pdf).

Language

1. We prefer **British English** (e.g. behaviou**r**, internationali**s**ation), this is why we strongly ask authors to use British English. Only American natives can use American English.
2. Papers should be presented in **clear, concise English**. Articles written in poor English will be rejected immediately (and will not accepted even for the review process).

Template and Technical Issues

Template

The article must be prepared in the template, which is available on the journal website.

Text

1. The text of the article should be **editable**, prepared in MS Word (format: *.docx 2010 or latest).
   Note: PDF files are not accepted!
2. Spelling and Grammar (F7): British English / English (United Kingdom)
3. Page Setup:
   Page Setup – Paper Size:
   a) Page Format (Paper Size): **Net** B5: **16.5 x 23.5** cm (**165 x 235** mm),
   b) Page Orientation: **portrait**
   Page Setup – Margins:
   top: **2.0** cm
   bottom: **1.7** cm
   left: **1.7** cm
   right: **1.7** cm
   gutter (*na oprawę*): **0.3** cm, position: **left**
   Page Setup – Layout:
   c) Header and Footer:
      a. Different odd and even
      b. Different first page
   d) Footer **1.0** cm from edge
   e) Header **1.0** cm from edge
   f) Footnotes: bottom of the page, Calibri **8 pt.**, regular, numbering: continuous, start at: 1
4. **Font**
   The text should be prepared according to the following rules:
   a) font:
   main text: Calibri **10pt.**, regular
   footnotes: Calibri **8pt.** , regular

tables: Calibri **8pt.** , regular
figures: Calibri **8pt.** , regular

b) Font Effects: Main Headings: ALL CAPS, Sub-Headings: Small Caps

5. **Spacing**
   a) general alignments: **justify** (to both sides – left and right).
   b) character spacing: normal
   c) line spacing: **single / 1.0** cm , before: 0 pt., after: 0 pt.
   d) indentation (*wcięcie*): **0.7** cm left
   (except for the first line after the heading)
6. **Bullets and Numbering** are accepted only in two formats:

Bullets:

- Poland.
- UK,
- USA,
- Scotland.

Numbering:

1. Poland,
2. UK,
3. USA,
4. Scotland.

Use comma (,) after each line of bullets/numbering, and dot (.) after the last one. Use numbering only if you introduce numbers (e.g. Four factors …..). In most cases please use bullets instead of numbering! Use each line with the small letter:

Bullets:

There are three factors (Smith, 1999, p. 2):

- education,
- training,
- consulting.

For full sentences, use (.) after each line and start with the capital letter.

Numbering:

Following Kowalski (2014, p. 22) we applied the following procedures:

1. Execution of the significance test for individual random effects, allowing to choose between the pooled model, and the model with fixed effects (FE).
2. Execution of the BP test, allowing to choose between the pooled model, and the model with random effects (RE).
3. Execution of the Hausman test, allowing to choose between the FE model and RE.

Please remember to provide with references for each bullets and/or numbering before, not after them!

Other Editorial Requirements

7. Authors are requested to limit formatting commands to *italics* for non-English words (including Latin).
8. Authors are requested to limit formatting commands to **bold** to the necessary minimum.
9. Authors are requested **not** to use underline words at al.
10. Footnotes, only if needed to explain sth should be in Calibri **8 pt.**
11. Please, use high and honest standards for authorship!
    a. If you are referring to the literature you haven't reached directly and have read it somewhere else, please mention where it was

quoted originally:
e.g. (Smith, 1976, p. 22) quoted in (Lincoln, 2012, p. 12)

b. Please refer to the particular author of the chapter in edited books! Don't quote the editor of the book, but the particular author of the text you are referring to!

c. Please read the further instructions on 'Academic Ethics Policy' and 'Publication Ethics and Malpractice Statement'.

Data Sources:

12. Please remember to provide with the detailed source for each data you refer to!
    e.g. The population of Poland is 38 533 299 inhabitants (GUS, 2014, p. 4).
13. Never use general source (e.g. Eurostat), but make it as detailed and clear as it is possible, (GUS, 2014, p. 4); (Eurostat, htec_trd_tot4) – where 'htec_trd_tot4' is the code – used by Eurostat – to identify the exact data you refer to.
14. Never use unreliable sources! (e.g. Wikipedia is not a scientific source!)

Transliteration:

13. Only **Latin characters** are accepted in both – the main text and the **list of references**!
14. Use transliteration to all non-Latin letters in the text (e.g. Cyrillic, Chinese, etc.) **including list of references** before submitting the manuscript.
    See: http://www.loc.gov/catdir/cpso/roman.html

Original language		***Latin alphabet (to be used in the article)***
Japanese	経済学	Keizai-gaku
Russian	Предпринимательство	Predprinimatel'stvo
Ukrainian	Підприємництво	Pidpryiemnytstvo

Graphics

Tables

1. All Tables should be numbered in Arabic Numerals (Table 1) and should appear in the body of the manuscript (rather than at the end of the manuscript).
2. Tables should have their titles according to the rule "**What/Who + where + when**"
   (e.g. **Table 1. Inflation rate in the European Union in the years 2004-2010**).
3. All table numbers and titles should appear above each table.
4. Tables should be **editable**, prepared in MS Word (format: docx).
5. Tables should fit the Journal page – they can not exceed the size **11.0x18.5 cm** (**110x185 mm**) **that is net B5 minus margins**

6. At the bottom of each table should be indicated the source from which it was taken, or information that it is developed by author.
   For your own original ideas and concepts:
   (source: own elaboration)
   (source: own study)
   If you based your concept on the work of other authors:
   (source: own elaboration based on …)
   (source: own study based on…)
   (source: own compilation based on …)
   (source: own calculations based on Eurostat data available at …..)
   If you slightly changed the original table please indicated that it is your adaptation: (source: adapted from …..).
7. Referencing sources to the tables should be placed directly below the table (Calibri **8 pt.**).
8. Tables should be inserted and mentioned in the text e.g. (Table 1).
9. Do not leave the empty boxes in the tables. In case of the absence of data the following notations should be used with:
   a. hyphen (-) phenomenon does not exist ,
   b. zero (0) - the phenomenon exists, but in amounts less than the numbers that could be demonstrated in the table expressed in digits, for example, if production is expressed in thousand tones, character 0 means that production in a given case does not reach 0.5 thousand tons,
   c. dot (.) - data not available or not reliable,
   d. sign (x) - filling boxes due to the layout of the table is impossible or impracticable.
10. Always mention the measures (e.g. in %, in USD).
11. For empirical surveys always provide the sampling size (e.g. *n* = 650) Please note, that we use *N* for the whole population and *n* for the sample.
12. In case some abbreviations and acronyms are used in the tables, these should be appropriately described in the main body text of the manuscript where they have been cited/ referenced/interpreted and well as in the footnotes of the table.

Table 1. Selected Principal European Economic Indicators in 2013

Idicator	Country A	Country B	Country C	Country D
Indicator 1 (in %)	2.45	4.58	1.78	3.76
Indicator 2 (in %)	.	0.6	0.9	0.4
Indicator 3 (in (USD)	15.7[a]	0	22.7	30.5
Indicator 4	x	x	x	x
Indicator 5	low	high	-	low

[a] Data estimated by the IFW
Source: (OECD 2014, p. 11).

Figures (diagrams, charts, graphs and line drawings)

1. Figures should be numbered in Arabic Numerals (Figure 1.) and should appear in the body of the manuscript (not at the end of the manuscript).

2. Figures should have their titles according to the rule "What/Who + where + when" (e.g. Figure 1. Inflation rate in the European Union in the years 2004-2010).
3. The numbers, titles of sources of all figures should be provided below each figure.
4. Please number all figures as Figure 1, Figure 2 etc. (don't use different names for graphs, schemes, maps etc.)
5. Figures should be inserted and mentioned in the text e.g. (Figure 1).
6. The source should be provided to all figures at their bottom (Calibri 8 pt).
7. The notes or explanations of the figures should be placed at their bottom.
8. If some abbreviations and acronyms are used in the figures, these should be appropriately described in the main body text of the manuscript where they have been cited/ referenced/interpreted and well as in the footnotes of the figure.
9. Figures should fit the Journal page – they can not exceed the size 11.0x18.5 cm (**110x185 mm**).
10. At the bottom of each table should be indicated the source from which it was taken, or information that it is developed by author.
    For your own original ideas and concepts:
    (source: own elaboration)
    (source: own study)
    If you based your concept on the work of other authors:
    (source: own elaboration based on …)
    (source: own study based on…)
    (source: own compilation based on …)
    (source: own calculations based on Eurostat data available at …..)
    If you slightly changed the original figure please indicated that it is your adaptation: (source: adapted from …..).
11. Always mention the measures (e.g. in %, in USD).
12. For empirical surveys always provide the sampling size (e.g. *n* = 650)
13. All Figures should be of clear quality, in **monochrome** (mono-colour e.i. black, white). **Do not use colours**!
14. **Use clear (white) background in all figures! Don't use any shadows!**
15. **Do not use spatial (3D) charts or diagrams, only simple ones (2D) are accepted.**
16. Figures should **be editable** (MS Visio, Corel Draw, MS Word Drawing Module).
17. All Figures have to be submitted in the text as well as in the separate files (source file + file with original look):
    a. Diagrams/Charts: MS Excel + PDF (in order to see how it looks from the Author's perspective).
    b. Other graphics: source file (MS Visio, Corel Draw, we also accept MS Word but only with the module of drawing!) + *.tif with a resolution of **minimum of 300 dpi**.
18. Authors may include graphs prepared using other software (e.g., Corel Draw, Statistica, Stata, SPSS, Harvard Graphics) provided they are **camera-ready** (+ in "tif", "jpg", "wmf" or "eps"format, with all the necessary fonts included). The bitmap files (at least **300 dpi resolution**) may be used. They must be

prepared in monochrome format; fields can be delineated using grey scales and/or monochrome pattern fills.

19. If prepared in MS Word, should be made in the module of drawing (not drawn on the side of the document).
20. If prepared in a different software, should be saved in a separate file with the name of the software programme.

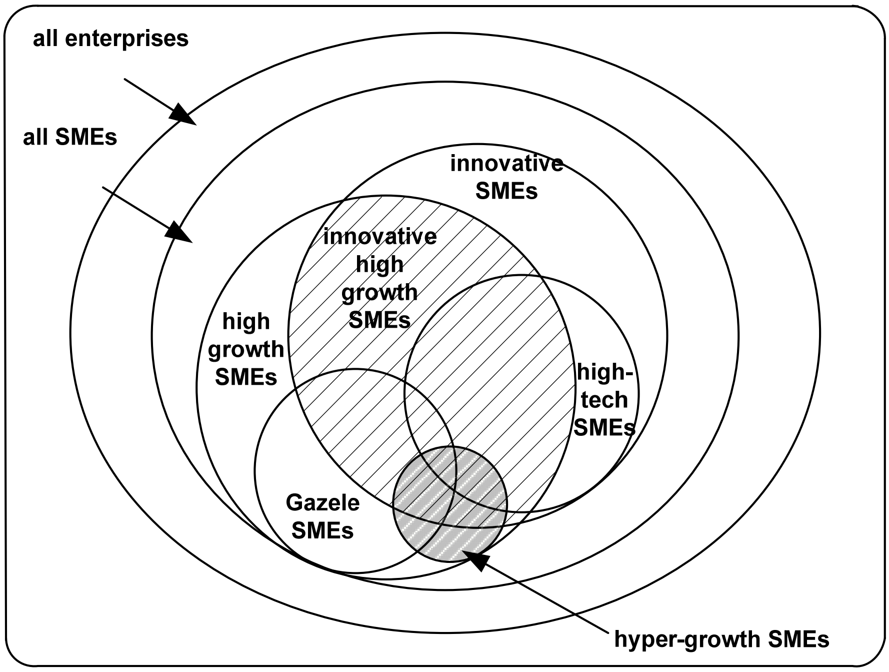

Figure 1. Types of high and hyper growth small and medium sized-enterprises
Source: adapted from (Lilischkis, 2011, p. 11) quoted in (Wach, 2012, p.42).

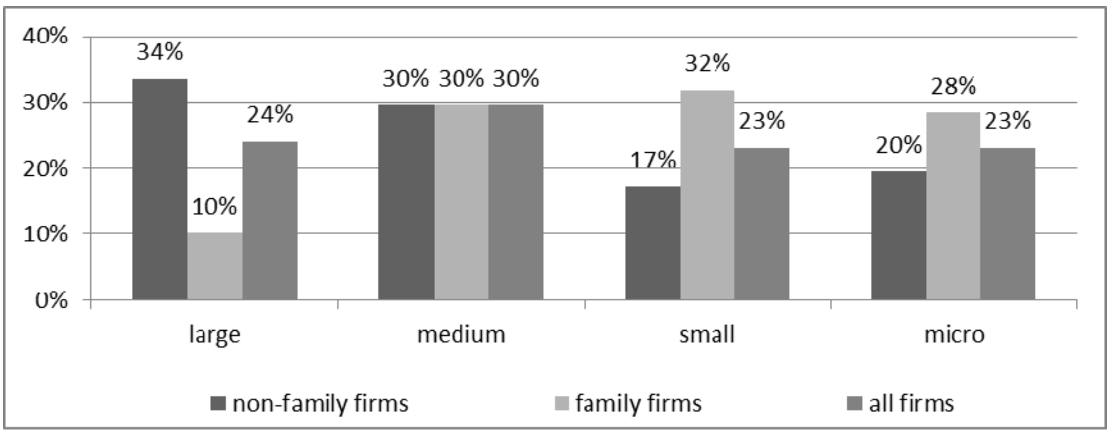

Figure 2. Size of the family and non-family firms in the sampling
Source: own study based on the research results (*n* = 216)

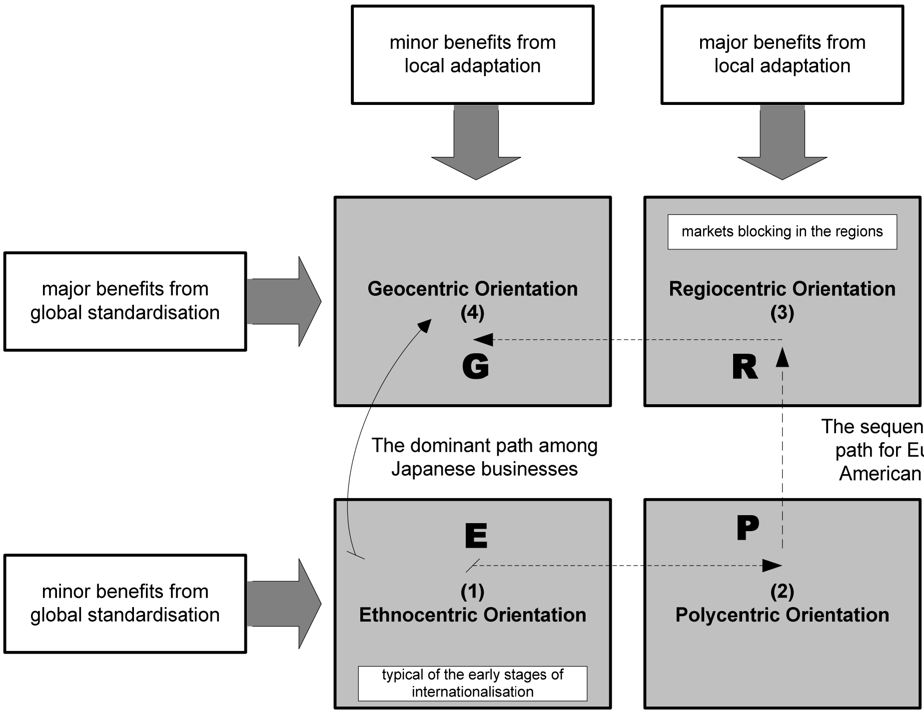

Figure 3. Development Path of International Reorientation according to the EPRG Model
Source: own study based on (Wind, Douglas & Perlmutter, 1973, pp. 14-23); (Bell, 2008, pp. 41-42); (Muratbekova-Touron, 2008, pp. 335-352) quoted in (Daszkiewicz & Wach, 2013, p. 109)

Numbers, Formulas and Calculations

Mathematical formulas

1. Mathematical dependences, their notations in the text and other symbols should be typed in **MS Word 2010 – The Equation Tools Design Tab** (tzw. wbudowany edytor równań):

The Equation Tools Design Tab

The *Equation Tools Design* tab is divided into three groups: *Tools*, *Symbols* and *Structures*.

2. Formulas are centred and numbered by Arabic numerals in round brackets and aligned right. There should be single spacing of one line between the formula and the text.
All formulas must be numbered, e.g. (1), at the right side.

$$min\ \rho = 1 - \frac{1}{m}\sum_{i=1}^{m} s_i^- / x_{io} \qquad (1)$$

$$X = \begin{bmatrix} x_{11} & x_{12} & \cdots & x_{1n} \\ x_{21} & x_{22} & \cdots & x_{2n} \\ \vdots & \vdots & \vdots & \vdots \\ x_{m1} & x_{m2} & \cdots & x_{mn} \end{bmatrix}, \quad Y = \begin{bmatrix} y_{11} & y_{12} & \cdots & y_{1n} \\ y_{21} & y_{22} & \cdots & y_{2n} \\ \vdots & \vdots & \vdots & \vdots \\ y_{m1} & y_{m2} & \cdots & y_{mn} \end{bmatrix} \qquad (2)$$

3. Matrices are written in square brackets, vectors by bold-regular typeface.
4. All the numerals, including index numbers, are presented in regular typeface.
5. Work with a large number of formulas to be prepared as follows:
   - simple formulas (one-level) typed with keyboard,
   - complex formulas, (multi-level) should be entered using the equation tools design tab.

Mathematical numbers and money

6. **Use New British English (i.e. American English):**
   a thousand million (10^9) is a billion
   (not 'a milliard' as it used to be in Old British English!).
   For details please see: http://mathworld.wolfram.com/Milliard.html
7. **DO NOT** use dots to separate thousands, millions, etc. (e.g. 32 046; 45 263 721; 741 592 438 526
8. Numbers till 10 are usually best written as full words (one, two, three etc.). 11+ would be written as numbers. There's no strict rule on this: 11-20 may often also be written as words, but 21+ would almost always be put down as numbers. Be consistent over this: don't sometimes write twenty but in other places 20.
9. **Money**
   a. Do not use graphic signs for currencies. Always use international codes (e.g. USD – American dollar, GBP – pound sterling, EUR – euro, PLN – Polish zloty, LTL – Lithuanian litas, RUB – Russian rouble).
   b. The currency codes placed after the numerical value: 4.99 EUR, 100 USD etc. Always make clear what currency you're referring to.
   c. Millions are often abbreviated to m. – for example:
      7m EUR = 7 million euros
      4.7m USD = 4.7 million American dollars.
      However, we advise to use full names (million, billion ….)
   d. Thousands are abbreviated to k, often when talking about salaries. A salary of 25k EUR is 25 000 euros a year.

Article structure

Subdivision - numbered sections Divide your article into clearly defined and numbered sections (1, 2 etc.). Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Reseach articles:	***Theoretical articles:***
1. Introduction State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.	
2. Literature review /or/ theory development - a literature survey, revealing all important authors dealing with the topic of the article	***2. Material and methods*** including **goals, and research methods**. Provide how the literature was selected to analysis. Methods of analysis should be described.
3. Material and methods including **goals, hypothesis and research methods**. Provide sufficient detail to allow quantitative research to be replicated. Methods already published should be indicated by a reference: only relevant modifications should be described.	***3. Literature review and theory development -*** a very detailed literature survey, revealing all important authors dealing with the topic of the article
4. Results and discussion Results should be clear and concise. Discussion should explore the significance of the results of the work, not repeat them.	***4. Discussion*** Discussion should explore the significance of the results of the work, not repeat them.
5. Conclusions including research limitations and recommendations for future research	
6. Appendices The attachment are accepted only if they are necessary. We advise to use them as seldom as possible. If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.	
References Please list all references in alphabetical order. Only references used in the text can be used. **Use at least 4 references indexed in Web of Science!**	

Please see the attachment:
Article Template (Article Format Sample)

Abstract

Authors must supply a **structured abstract** on the **Article Title Page**, set out under the following sub-headings consisting of **no more than 1000 characters**:

- **Objectives**
- **Research Design & Methods**
- **Findings**
- **Implications & Recommendations**
- **Contribution & Value Added**

- **Article Classification (see below)**
- **Keywords (at least 5, maximum 7 words)**
- **JEL classification (codes + descriptive)**

For JEL codes please visit: http://www.aeaweb.org/jel/guide/jel.php

Categorize your paper on the first page of the article, under one of these classifications:

- **Research article** . This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.
- **Conceptual article**. These papers will not be based on research but will develop hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking.
- **Original literature review**. It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views.

Final Remarks at the End of the Article

- Please include the biographic entry of each Author of the article, at the end of it.
- All submissions must include a **Corresponding Author and his/her address.**
- **According to Polish regulations on scientific journals we follow good practice in science and research statement** including
  - contribution share of authors for *co-authored articles only*
  - financial disclosure stating all agencies, sponsors or other supporters,
  - revealing all authors and/or contributors supporting the article (we applied rules against guest-writing)
  - acknowledgements in order to thank to all people supporting the article (e.g. all who have contributed to the current state of the article)

Publication Ethics and Malpractice Statement

The author's statement including the copyright notice as well as the statement on ethics and good practice in science (including financial disclosure, ghost-writing firewall, guest authorship firewall) must be submitted alongside the manuscript according to the form provided – see the attachment (see the attachment **– author's statement**) as well as to be mentioned on the article title page (see the attachment **– article template**).

The detailed information on Ethics and Malpractice is available in the guidelines established by the Ministry of Science and Higher Education of the Republic of Poland: "Scientific Research and Articles Solidity and Intellectual Rights Respect"

Extract from the "Scientific Research and Articles Solidity and Intellectual Rights Respect" guidelines:

1. Articles must be original and cannot include borrowings from other works, which could result in liability of the publisher. Papers cannot infringe any third party rights.
2. Articles must reveal the contribution of all individual authors in the creation of publications (with their affiliations and contributions, such as information about who is the author of concepts, principles, methods, protocol, etc. used in the preparation of publications).
3. Article cannot display any signs of "ghost-writing," that is not to disclose the names of authors who have made a significant contribution to the publication of, or otherwise contributed to its creation.
4. Article cannot display any signs of "guest authorship" that is assigning a person who did not contribute to the creation of publications.
5. Article must include complete information concerning sources of funding , the contribution of research institutions, associations and other entities ("financial disclosure").
6. Editors and the Publisher will be documenting all forms of scientific misconduct and malpractice, particularly violations of ethics and violations in science. Any such cases will be reported to the employer of the author and to the relevant public and state institutions.

Legal aspects

1. The author shall receive **no remuneration** for the publication of the text.
2. The editors do not return the submitted texts.
3. In the case of a paper written by several authors, the author submitting the paper is obliged to seek the agreement of his or her co-authors regarding all the publishing requirements specified above.
4. Each contributor should supply a short biographical note for inclusion in the journal. This should comprise the following information:
   a. at least: name/degree/title/position/affiliation,
   b. optionally: research interests, memberships in societies, editorial boards, etc.

References

1. The bibliography **must include more than 10** scientific references.
2. The bibliography **must include at least 5 references indexed in Web of Science**.
3. Recent studies published for last five years must be included in references.
4. **Other than English literature should be kept to the minimum.** We advise to use no more than 20% of references written in non-English languages (unless the country-specific article). Articles based only on Your own domestic literature (in your native language, not English) will be rejected.

Reference Style

Please use APA style for referring literature.

For detailed guidelines visit: http://www.lib.usm.edu/help/style_guides.html

***Text**:* All citations in the text should refer to:

1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication;

2. *Two authors:* both authors' names and the year of publication, as demonstrated (Alan & Jones, 2010);

3. *Three or more authors:* first author's name followed by "et al." and the year of publication. Citations may be made directly (or parenthetically).

Groups of references should be listed first alphabetically, then chronologically. Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan & Jones, 1995). Kramer et al. (2000) have recently shown ...."

***List**:* References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes*, *105*(2), 221-232.

Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, *59*(4), 286-295

Reference to a book:

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

Gibbs, J. T., & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

Reference to a chapter in an edited book:

Labajo, J. (2003). Body and voice: The construction of gender in flamenco. In T. Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago, IL: University of Chicago Press.

Please see the attachment:
References / Bibliography / Literature
APA Manual 6th Edition

Review process

We publish only these articles, which positively have gone through the whole reviewing process. This is why we highly recommend to read the evaluation criteria we use before sending us your submission:

- **Internal Review Form (docx, pdf)**
- **External Review Form (docx, pdf)**
- **Statistical Review Form (docx, pdf)**
- **Technical Review Form (docx, pdf)**

All above mentioned documents can be downloaded from our website!

We highly advise to apply all criteria which are evaluated by independent reviewers and which are discussed in details in the review forms. Please make your own checklist before your submission!

Reviewing Procedure

1. The editor-in-chief or another member of the editorial team will make a preliminary decision to either accept the paper for further review or reject the paper (desk's rejection) if the submitted article doesn't meet our editorial requirements or is out of our aim and scope. The author will be notified of the decision as soon as possible. In certain situations, this decision will be made following consultation with a member of the editorial council specializing in a given area of research.
2. The reviews are prepared by at least 2 independent reviewers indicated by the editorial board. The independent reviewers are not associated with the author's parent institution (external reviewers to the author).

3. Reviews are prepared using a double-blind peer review. This process is based on the rule that the reviewer does not know the identity of the author and vice versa.
4. Each review is issued in written form (later revealed to the Author) and ends with a recommendation for or against publication.
5. In addition to the recommendations made by reviewers, the Author may receive additional editorial suggestions from:
   - **the editor-in-chief**, only in urgent cases
   - **an issue editor** as the executive editor responsible for the issue
   - **an associate editor** or **a guest editor** if there is a special need
   - **a layout editor** for technical and editorial comments,
   - **a statistics editor** if the paper contains statistics.
6. The author must reply to all comments and suggestions (a special form is required to be filled in and to be sent back).
7. The editor-in-chief provides the final opinion based on a very detailed process.

Submissions

Authors must submit following 2 files:

- ☐ **Full article** (with author's name and other data exposing the author
  e.g. YYYY-MM-DD_surname_article_FULL.docx
- ☐ article without the name of the author and other identifying data
  e.g. YYYY-MM-DD_surname_article_ANONYMOUS.docx

When the article is accepted for publication, the authors must submit the third file:

- ☐ author's statements and copyright transfer
  e.g. YYYY-MM-DD_surname_statement.docx

Authors' Statements

Prior publication, the author must submit to the editorial board the following statements and documentation:

- ☐ author's statement and copyright transfer including:
  ☑ ghost-writing firewall & guest authorship firewall
  ☑ contribution share (for co-authored papers only)
  ☑ financial disclosure (if concerns)

Please see the attachment:
Author's Statements