



## ***Editorial Guidelines for Authors***

Thank you for your interest in contributing to our publication. To ensure consistency and high editorial standards, we kindly ask all authors to adhere to the following guidelines when preparing and submitting their manuscripts.

### 1. Length and Format

- Maximum Length: 5 to 6 pages total, including references (approximately 2,000 words).
- Font: *Gibson Light*, 12 pt.
- Line Spacing: 1.15.
- Margins: Standard (1 inch or 2.54 cm on all sides).
- File Format: Manuscripts must be submitted in Microsoft Word (.doc or .docx) or compatible format.

### 2. Structure and Style

- Title: A concise and informative title (maximum 15 words).
- Abstract: A clear summary of the article, not exceeding 200 words.
- Keywords: Include a maximum of 7 keywords that best describe the content of the article.
- Body: Organize content with clear headings and subheadings to improve readability.
- Tone: Professional yet accessible; avoid excessive jargon and define technical terms when used.
- References: All sources must be properly cited using an APA consistent style. The reference list is included in the total word count.

### 3. Originality and Ethics

- Articles must be original and not under review or published elsewhere.
- Plagiarism or uncredited use of others' work, including AI-generated content, is strictly prohibited.
- Authors are fully responsible for the accuracy of their content and proper attribution of sources.

## 4. Visuals and Tables

- Relevant visuals (e.g., images, charts, graphs) are encouraged and must be of high resolution.
- All visuals should include appropriate captions and credit attributions.
- Tables must be clearly formatted and labeled.

## 5. Submission Process

- Include a brief author biography (up to 100 words) with your submission.
- Send your manuscript to [christophe.schinckus@faculty.ism.edu](mailto:christophe.schinckus@faculty.ism.edu)

## 6. Editorial Rights

- The editorial team may make minor edits for clarity, grammar, and formatting.
- Any significant changes will be communicated to the author prior to publication.

For further inquiries, please contact the editorial team at [christophe.schinckus@faculty.ism.edu](mailto:christophe.schinckus@faculty.ism.edu)