

Online submission guidance

Registration in the journal (if not already a registered user). You must register as an author to submit a paper

The following fields in your profile are mandatory (papers will not be assigned for review if the mandatory fields are not completed):

1. **Name**
2. **Last Name**
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4. **Affiliation** (Capacity, Institution, Department. Divide the three with semi-colons (;))
5. **ORCID ID** This is an international researcher attribute that can be acquired at no cost at www.orcid.org. It is a very useful way to attribute work to authors and to connect information online. Some funders require this
6. **Country**

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Providing information in two languages

First fill in your information in the language that the article is written. Then provide in a second language, if desired. If first language is other than English, English should be the second language. Choose the language from language form dropdown list and submit to define the language. First fill in one language, then in the second and save at the end. Do not save in between the two languages. The process is the same for providing article metadata.

Article submission: from your personal user page as an author, choose to submit a new article.

- Choose the section of the journal for submission (e.g. book reviews, articles etc)
- Choose the main language in which the article is written from the dropdown list
- Agree with the submission preparation checklist
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 - **Title**
 - **Abstract** (obligatory in two languages)
 - **Keywords**(obligatory in both languages. Separate keywords with semi-colons (;))
 - **Language** (insert en for English, fr for French)
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