

ReportsIn Journals — Instructions for Authors

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Welcome to ReportsIn Journals

We are committed to advancing scientific knowledge through the publication of high-quality, peer-reviewed research. We uphold the highest standards of academic rigor, transparency, and ethical publishing practices. Authors are encouraged to carefully read these instructions before submitting their manuscripts to ensure a smooth and efficient review process.

1. Manuscript Preparation Guidelines

- Manuscripts must be submitted electronically through the journal's online submission system.
- The corresponding author must confirm that all listed authors have approved the final manuscript.
- Submitted manuscripts must be original and not under consideration elsewhere.
- Authors should suggest at least three (3) potential reviewers with **no conflicts of interest**.
- Reviewer suggestions should include full names, institutional affiliations, and official email addresses.
- ReportsIn operates a **single-blind peer review** model: reviewers know authors' identities, but authors do not know reviewers.
- After manuscript acceptance, the name of the handling editor and names of consenting reviewers will be published alongside the article.
- Authors are encouraged to self-archive the submitted version of their manuscript immediately on institutional repositories, or personal webpages.

2.1 Manuscript Types

- **Original Research Articles:** Full reports of significant experimental or theoretical work.
- **Review Articles:** Comprehensive and critical reviews summarizing major advances and highlighting gaps in a field.
- **Short Communications:** Brief reports of novel findings, typically with limited data.
- **Case Studies** (if applicable): Detailed analyses of specific cases relevant to the journal's field.

2.2. Manuscript Structure and Formatting

- Manuscripts must be prepared using clear and concise English.
- Authors are strongly encouraged to proofread their work or seek English editing support before submission.

Required Sections:

- **Title Page:**
 - Full manuscript title
 - Author names and institutional affiliations
 - Corresponding author's email address
- **Abstract:**
 - Maximum 350 words
 - Summarize the background, objectives, methods, key results, and conclusion
- **Keywords:**
 - 3–6 relevant keywords following the abstract (not identical with title)
- **Main Text:**
 - Introduction
 - Materials and Methods
 - Results
 - Discussion

- Conclusions
- **Acknowledgments** (optional)
- **Author Contributions:**
 - Must be described according to the CRediT (Contributor Roles Taxonomy)
- **Funding Statement:**
 - All funding sources must be disclosed
- **Conflict of Interest Statement:**
 - Any potential conflicts must be declared
- **Data Availability Statement:**
 - Information about where and how supporting data can be accessed
- **References:**
 - Author-Date style (alphabetical list)

Formatting Guidelines:

- Font: **Calibri, 12 pt**
- Line spacing: **Double**
- Pages must be numbered sequentially
- Continuous **line numbers** must be included throughout the manuscript
- Figures and tables must have descriptive titles and legends, cited in order in the text
- Equations must be clearly written using a standard equation editor (e.g., Microsoft Word Equation Editor or LaTeX), centered and consecutively numbered (e.g., (1), (2)), referred to by number in the text, with all variables defined immediately after each equation and units presented in SI format.
- Supplementary material must be clearly labeled (e.g., Supplementary Figure 1, Supplementary Table 2)

3. Ethical Considerations

ReportsIn Journals require all submitted research to comply with international ethical standards.

3.1 Human Research

- Studies involving human participants must include a statement of approval by an appropriate Ethics Committee.
- Informed consent must be obtained and mentioned in the manuscript.
- Research on human biospecimens must comply with international ethical guidelines.

3.2 Animal Research

- Studies involving vertebrate animals must adhere to recognized ethical standards, including the ARRIVE Guidelines.
- Ethical approval must be obtained and referenced.
- Efforts must be made to minimize animal suffering.

3.3 Veterinary Research

- Research involving client-owned animals must obtain informed owner consent.
- Veterinary clinical trials must be approved by appropriate animal Ethics Committees.

3.4 Plant Research

- Collection of plant materials must comply with institutional, national, and international regulations (CITES, CBD, Nagoya protocol).
- Necessary permits for collection must be obtained and declared.

3.5 Insect Research

- Research involving insects must comply with biodiversity and conservation guidelines.

- Collection of endangered or protected species requires permits.

3.6 Algal Research

- Algal sampling must respect marine and freshwater conservation regulations.
- Environmental permits must be obtained when collecting algae from protected ecosystems.

3.7 Water Science Research

- Water sampling must be conducted responsibly with minimal ecological disturbance.
- Permits for collecting samples from protected areas must be secured where applicable.

3.8 Soil Science Research

- Soil sampling must minimize disruption to ecosystems.
- Collection activities must comply with relevant environmental and conservation regulations.

3.9 Environmental Research

- Research impacting ecosystems, species, or conservation areas must disclose impacts and mitigation measures.
- Permits must be obtained for work in protected environments.

3.10 Ecological Research

- Studies on biodiversity and ecosystem interactions must minimize disturbance.
- Field studies must comply with national and international biodiversity laws.

3.11 Microbiology and Biosafety

- Work involving pathogenic microorganisms or genetically modified organisms must comply with institutional biosafety regulations.
- Biosafety levels (e.g., BSL-2, BSL-3) must be stated.

3.12 Remote Sensing Research

- Research involving satellite, aerial, or drone data must respect privacy rights and comply with national security laws.
- Use of geospatial data must be ethically sourced and cited.

3.13 Sustainability Research

- Research on sustainability and social responsibility must respect local communities and report any environmental or social impacts transparently.

3.14 Mining Science Research

- Research involving mining operations must comply with environmental and safety regulations.
- Respect for indigenous lands and cultural sites must be demonstrated.

3.15 Biochar Science Research

- Sustainable sourcing of biomass for biochar production is required.
- Environmental impacts of biochar use must be transparently reported.

3.16 Carbohydrate and Biomacromolecular Science Research

- Structural characterization of carbohydrates and biomacromolecules must be conducted using appropriate techniques (e.g., NMR, MS).
- Ethical sourcing of natural materials must be respected.

4. Publication Ethics

ReportsIn Journals are committed to maintaining high standards of ethical conduct in publishing.

4.1 Originality and Authorship

- Authors must ensure that their manuscripts are original.

- Unattributed reuse of material, close paraphrasing, and duplicate submission are prohibited.
- Honorary authorship is forbidden. Only individuals who contributed substantially to the study should be listed as authors.
- All submitted manuscripts will be screened by the ReportsIn for plagiarism using iThenticate plagiarism detection software.
- Significant textual overlap without appropriate citation will lead to immediate rejection of the manuscript.
- ReportsIn follows COPE (Committee on Publication Ethics) guidelines in handling suspected cases of plagiarism.
- Authors must ensure that all images, figures, and graphical content included in the manuscript are authentic, original, and have not been manipulated to misrepresent data.
- Authors must have the copyright for photos and illustrations.
- ReportsIn journals use **AI-assisted tools** to screen images for possible manipulation or duplication during the editorial process.
- Adjustments to images (such as brightness, contrast, or color balance) are acceptable only if they do not obscure, eliminate, or misrepresent any information.
- All authors must approve the final version of the manuscript before submission.
- Changes to authorship after submission are generally discouraged and considered only under exceptional circumstances.

4.2 Use of Generative AI

- Authors must disclose any use of generative AI tools during manuscript writing.
- AI tools may be used only to improve the clarity and grammar of language, not for scientific reasoning, interpretation, or original article writing.
- Final responsibility for manuscript content remains with the human authors.

4.3 Peer Review Process

- ReportsIn journals operate a **single-blind peer review** model.
- Reviewers are aware of the authors' identities; authors do not know the reviewers' identities.
- Reviewers must declare conflicts of interest immediately if assigned a manuscript involving known relationships, collaborations, or competitive interests.

4.4 Peer Review Transparency

- After manuscript acceptance, the name of the handling editor and the names of consenting reviewers will be published alongside the article.
- Reviewers who prefer anonymity will not have their names disclosed.

4.5 Reviewer Responsibilities

- Reviewers must prepare original and confidential reports.
- Reviewers are prohibited from using generative AI tools (e.g., ChatGPT, Bard) to draft, write, or summarize their peer review reports.
- Reviewers are discouraged from suggesting citations to their own work unless scientifically necessary.
- Reviewers are eligible to receive certificates of reviewing excellence and vouchers valid for five (5) years.

4.6 Editors and Editorial Staff as Authors

- Editors and members of the editorial staff are permitted to submit manuscripts to the journal, but they must not be involved in the editorial processing or decision-making regarding their own manuscripts.
 - Submissions from editors or editorial staff are subject to the same rigorous peer-review process as all other manuscripts.
 - Editorial handling of such submissions will be assigned to an independent editor or an external guest editor to ensure impartiality and transparency.
 - All editorial staff authors must declare their editorial position in their manuscript.
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5. Data Policies

5.1 Data Retention

- Authors must retain the original data supporting their research findings for at least **seven (7) years** after publication.
- Authors must be able to provide access to their data upon reasonable request, subject to confidentiality or ethical restrictions.

5.2 Data Availability

- Authors must include a Data Availability Statement in their manuscript, indicating how supporting data can be accessed (e.g., publicly available repository, upon request from the corresponding author).
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6. Open Access and Self-Archiving

- ReportsIn Journals publish all articles under a **Creative Commons Attribution (CC BY)** license.
 - Authors retain copyright and permit unrestricted use, distribution, and reproduction in any medium, provided the original work is properly cited.
 - Authors may self-archive the submitted version, accepted version, or published version of their manuscript on personal websites, institutional repositories, or preprint servers immediately upon submission or acceptance.
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7. Galley Proofs

- After acceptance, authors will receive galley proofs for final approval.
 - Only minor typographical or formatting corrections may be made at the proof stage.
 - Major revisions to the content are not permitted after acceptance.
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8. Corrections and Corrigenda

- If errors are identified after publication that affect the integrity or understanding of the work, a corrigendum (author correction) will be published.
 - Major errors requiring retraction will be handled according to COPE guidelines.
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9. Data Privacy and Security

- By submitting a manuscript, authors agree that their names, affiliations, and contact information may be used for journal operations, including communications with the publisher and production partners.
 - ReportsIn Journals are committed to protecting the confidentiality and integrity of all personal data.
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10. Manuscript Transfer Service

- If a manuscript is found to be unsuitable for publication in the originally submitted journal, but is otherwise scientifically sound, authors may be offered the opportunity to transfer their manuscript to a more appropriate journal within the ReportsIn group or to a Preprint server.
- The transfer process is voluntary and subject to the author's approval.
- A transfer does not guarantee acceptance; transferred manuscripts will undergo independent editorial assessment and peer review at the receiving journal.
- Transfer of peer review reports (where applicable) may be possible with the consent of the reviewers and authors.

11. Editorial Independence

- ReportsIn upholds the principle of full editorial independence.
- Editorial decisions are made solely based on the scholarly merit, originality, relevance, and scientific rigor of the submitted work.
- Ownership of the journal, financial considerations, or external influence will not affect editorial decisions.
- Editors and reviewers are expected to operate impartially and free from conflicts of interest.

12. Language and Editing Services

- Manuscripts must be written in clear, correct English to be eligible for peer review.
- ReportsIn provides **free initial English editing** through AI-assisted language tools. Authors will receive feedback about the general English level of their submission if needed.
- Scientific editing and professional language improvements are offered free of charge only for manuscripts submitted to ReportsIn journals.
- For manuscripts intended for submission to other publishers, ReportsIn offers scientific editing services based on the topic and manuscript length, subject to an editing fee.

14. Jurisdictional Claims

- **ReportsIn** respects the decisions made by authors regarding how they designate territories, country names, and institutional affiliations in their submitted manuscripts.
- **ReportsIn** maintains a **neutral position** with respect to territorial disputes, jurisdictional claims, or contested boundaries.
- This neutrality applies to all aspects of the published content, including but not limited to maps, tables, institutional affiliations, and narrative descriptions.
- In cases where **ReportsIn** publishes journals on behalf of third-party partners, the third party may apply its own policies on territorial designation.

15. Copyright and Permissions

- Authors must ensure that any previously published material (such as figures, tables, images, or extensive text extracts) included in their manuscript is accompanied by written permission from the copyright holder.
- Proper attribution must be given, and permissions must be obtained prior to submission.
- It is the responsibility of the authors to obtain all necessary permissions and to comply with copyright regulations.

- ReportsIn journals accept no liability for copyright infringement by authors.
 - Failure to provide the required permissions may result in manuscript rejection or publication delay.
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16. Characterization of Compounds and Materials

- Manuscripts describing new chemical compounds, natural products, plant extracts, materials, or biological specimens must include appropriate experimental evidence confirming their identity, structure, purity, or composition.
 - Accepted characterization techniques include, but are not limited to:
 - **Spectroscopic methods** (e.g., NMR, IR, UV-Vis, Mass Spectrometry)
 - **Chromatographic methods** (e.g., HPLC, GLC)
 - **Crystallographic analysis** (e.g., X-ray diffraction)
 - **Elemental analysis**
 - **Microscopy and imaging** (e.g., SEM, TEM, optical microscopy)
 - **Physical property measurements** (e.g., thermal analysis, mechanical testing)
 - Authors must provide sufficient data to allow independent verification of the reported findings.
 - Supporting information such as spectra, chromatograms, or other raw data may be requested during peer review or submitted as Supplementary Material.
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17. Software Use and Licensing

- Authors must ensure that all software used during the preparation of the manuscript — including data analysis, figure generation, simulations, or image processing — is properly licensed or used in compliance with the software's terms of service.
 - Use of unauthorized or pirated software is strictly prohibited.
 - When relevant, the specific software and versions used should be mentioned in the manuscript's Methods section.
 - Open-source software must also be cited appropriately if it contributed significantly to the research.
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18. Editorial Decisions and Appeals

The editorial decision regarding the acceptance or rejection of a manuscript is final and made based on the reviewers' reports, the editorial evaluation, and the overall fit with the journal's scope and standards.

However, if authors believe that a decision was made based on a misunderstanding or error, they may submit a **formal appeal**.

Appeals must be submitted in writing and include:

- A detailed explanation of why the authors believe the decision was incorrect
- Specific responses to reviewers' and editors' comments
- Any additional supporting information

The appeal will be reviewed carefully, and a final decision will be made by an independent editorial member or editorial board.

Please note that appeals are considered seriously but rarely lead to reversal of decisions unless strong evidence is presented.

Thank you for choosing **ReportsIn Journals** as the platform for your research.

We look forward to working with you to advance scientific knowledge and promote high standards of ethical, open-access publishing.