Information for Authors

PREPARE THE MANUSCRIPT

Conditions for Manuscript Submission

A manuscript can only be accepted for consideration if:

1. submitted via the journal's online submission system;
2. submitted in Word or .odt format, using the template file provided in the instructions for authors;
3. it has not been previously published in English, nor under consideration elsewhere;
4. it is prepared in accordance with the instructions for authors.

Type of Manuscripts

The journal accepts the following types of articles for publication:

• **Article:** a paper containing original research results that has not been published in English elsewhere. Articles shall have a maximum length of 8,000 words

• **Book Review:** a report which offers a critical analysis of a book based on its content and merit. Book reviews shall have a maximum length of 2,000 words and may only be submitted upon invitation.

• **Commentary:** an opinion piece providing a critical evaluation of a published article or topic of interest to the readership of the journal. Letters to the Editor and replies should be submitted as Commentaries. Commentaries shall have a maximum length of 2,000 words.

• **Editorial:** an opinion piece submitted by a member of the Editorial Board providing an insight into a topic of interest to the readership of the journal. Editorials shall have a maximum length of 2,000 words.

• **Review:** a paper which comprehensively sums up the current state of research on a particular topic. Reviews shall have a maximum length of 8,000 wordWWs.

• **Short Note:** a short description of important current research findings, which is more focused and concise than an article. Short Notes shall have a maximum length of 2,000 words.

Language

All submitted articles must be written in English. Both British and American spellings are accepted, as long as one spelling is used consistently throughout the text. Authors whose native language is not English are strongly advised to assure the grammatical correctness of their paper prior to submission. Papers with serious deficiencies in English may be returned without review.

Accepted manuscripts authored by non-English native speakers must be edited by an English editor in the copy editing stage. The authors may choose between an independent English editing service, a colleague/peer, or Cogitatio's own English editing services.

In the first two cases a certificate or confirmation by the author confirming the performance of English editing servicer must be provided to the Editorial Office. Should the author opt for Cogitatio's English editing service, the task will be performed immediately and authors will receive the English edited version of their manuscript for author copy editing within five working days of acceptance of the manuscript for publication. Cogitatio's English editing charge is 200€ for articles, reviews and short notes, and 100€ for Book Reviews, Commentaries and Editorials (plus VAT if applicable).

Structure of the Manuscript

The template file provided by Cogitatio must be used when preparing a manuscript. Manuscripts shall have the following ordered elements: type of article, title, authors, affiliations, abstract (150 to 200 words), keywords (4 to 10, alphabetically ordered), text (introduction… conclusion), acknowledgements, conflicts of interests, and references.

Reference Style

Articles shall be submitted using the APA reference style, 6th edition. We strongly recommend that a reference management software (e.g., Endnote or Zotero) is used to prepare the references list. Endnotes should be avoided.

Article in Scientific Journal

Author, A. A., Author, B. B., & Author, C. C. (year). Title of the article. *Journal, volume* (issue), firstpage-lastpage.

Article in Newspaper

Author, A. A. (year, month day). Title of the Article. Newspaper, p. page.

Book

Author, A. A. (year). *Title of the Book* (2nd ed.). Location: Publisher.

Book Chapter

Author, A. A. (year). Title of the Chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the Book* (edition, pp. firstpage-lastpage). Location: Publisher.

Dissertation

Author, A. A. (Year). *Title of dissertation.* (Doctoral dissertation). Retrieved from Name of database.

Website

Author, A. A. (year). Title of the webpage. Website. Retrieved from www.website.com

Tables and Figures

Tables and figures must be numbered and an explanatory title must be added. A caption for each table and figure must also be placed in the main text. Figures should be supplied in a suitable size for printing, and tables should be inserted using the Insert Table function provided by the software.

Supplementary Files

Authors may submit supplementary files (eg. images, slides, tables), which will be published alongside the manuscript.

EDITORIAL PROCESS (STEP-BY-STEP)

Online Submission

The author should submit the manuscript through the online submission system, complying with the instructions for authors. The author receives an automatic acknowledgment by email confirming the article submission.

First Check

The Managing Editor of the journal will make a first assessment of the article submitted and check whether it fits the aims and scope of the journal. Manuscripts that do not comply with the instructions for authors may be returned to the authors.

Contact by Editor

An Editor of the journal will contact the author within three working days of the submission with a decision as to whether the manuscript will be considered for publication in the journal. Authors of manuscripts accepted for consideration will be asked to confirm their agreement with the journal's policies and to provide a list of at least 5 potential reviewers before the manuscript is sent out for review. Authors need to confirm that their suggested reviewers comply with the criteria set by Cogitatio. The list will be carefully reviewed by the Editor and it is not guaranteed that the suggested researchers will be contacted to review the manuscript. Authors who fail to provide a list of suitable and trustworthy reviewers may see their manuscripts immediately rejected for publication.

Peer-Review

Manuscripts will undergo a very stringent double-blind peer-review process, where both the identities of authors and reviewers remain undisclosed in order to guarantee the highest quality of the journal. All manuscripts (except for Editorials and Book Reviews) will be sent out for review and at least two review reports per manuscript will be collected. All reviewers will be carefully selected by the journal's Editors for each submitted manuscript and must fulfil the following criteria:

- Be a recognized expert in the field;
- Hold a PhD degree;
- Not have worked with the author(s) for the last 5 years;
- Not be affiliated with the same institution as the author(s).

Even if, in principle, a double-blind peer-review system could allow this task to be performed by scholars who are acquainted with the authors, our Editorial Office still wishes reviews to be completed only by reviewers who do not have any recent professional contact with the authors in order to fully guarantee that there are no conflicts of interests and that reviews are indeed totally unbiased. Spontaneous applications from scholars to join the journal's pool of reviewers will not be considered. All reviewers will be selected and invited by the Editorial Office to review manuscripts according to the field of expertise of the submissions received.

Reviewers will be asked to complete their review within two weeks, but are allowed to extend the review period in order to complete and submit their report. All relevant information for reviewers can be consulted in the Instructions for Reviewers.

Decision

After each round of peer-review, the Editor(s)-in-Chief of the journal will be asked to assess the submitted manuscript and the peer-review reports collected. Decisions regarding each submission will be taken without exception by the Editor-in-Chief, guaranteeing the excellence and high standard of our decision-making process. The Editor-in-Chief may decide between the following options:

• **Accept the submission:** the manuscript is considered to warrant high quality and can be published in the journal.

• **Revisions required:** authors are asked to perform revisions to their manuscript and, after resubmission, the manuscript is sent directly to the Editor-in-Chief for assessment and decision (accept submission, ask for further revisions, ask for another round of peer-review, or decline the submission).

• **Resubmit for review:** authors are asked to revise their manuscript and after resubmission the revised article is sent out for another round of peer-review. When enough review reports are collected the Editor-in-Chief is asked to make a decision.

• **Decline submission:** the manuscript is considered to have major flaws that could not be resolved by revision and resubmission.

In order to guarantee swiftness of the editorial process, each manuscript will only be allowed two rounds of review and revisions. Authors are thus urged to address all issues raised by the reviewers directly after the first round of peer-review.

Copyediting

After the manuscript is accepted for publication it will undergo a first stage of copy editing where the journal editors will correct any minor mistakes (such as punctuation or references) and check that all necessary information regarding the manuscript and authors has been provided.

Authors will receive an edited version of their manuscript for author copy editing within five working days after acceptance of the manuscript for publication. This is the last stage where any substantial copy editing changes to the text are allowed (the next stage—proofreading—is restricted to correcting typographical and layout errors).

It is the author's responsibility to guarantee that the English language is flawless. Therefore, authors whose native language is not English must have their manuscripts edited by an English editor in the copy editing stage. Authors may choose between an independent English editing service, a colleague/peer, or Cogitatio's English editing services. Please consult our "English Language" section for further information.

Authors are also asked to submit their author copy edited manuscript within five working days of the editor's author copy editing request.

Proofreading

The Editorial Office of the journal will create the final version of the manuscript in the journal's template and the PDF proof will be sent to the author for final proofreading before publication. Authors will receive the PDF proof within five working days of submitting their author copy edited manuscript. Authors should carefully check the proofs for typographical or layout errors, and use the sticky notes tool to mark and explain any changes necessary. Authors will be asked to submit their final proofread manuscript within three working days of the editor's final proofreading request.

Publication

After the final proofread manuscript has been received and the last corrections have been performed the manuscript will be published. The manuscript will be published in the current issue of the journal within two working days of the proofs being received from the author, and the author will be promptly informed as soon as the article is available online. In some cases, namely in special issues, the publication may be delayed in order to guarantee that all articles are published simultaneously, but the author will always be informed should that be the case.

Indexing

The Editorial Office of the journal entails all the contacts necessary to guarantee that the manuscript will be indexed by the indexing and abstracting companies that cover the journal's contents shortly after publication.

PUBLICATION FEES AND INSTITUTIONAL MEMBERSHIPS

Publication Fees

The Article Processing Fee for each manuscript accepted for publication is 350€ (plus VAT if applicable). Book Reviews, Commentaries and Editorials are published free of charge.

The Article Processing Fee only applies to authors who are be able to cover this fee through, for example, institutional support, a research grant, etc. Cogitatio believes that authors should not be asked to pay any publication fees from their personal funds, and will engage in covering the costs of some of the manuscripts submitted, as well as forming partnerships with entities which can help covering the processing costs of articles accepted for publication. Please note that due to the numerous costs associated to open access publishing, Cogitatio can only afford to process a limited number of waived submissions per month.

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Article, Review, Short Note	€0	€350
Book Review, Commentary, Editorial	€0	

Note: *Reviewers are given a full or partial discount on article processing fees, depending on the turnaround period. For further information please consult our Instructions for Reviewers.

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• **Postpaid Membership:** The institution is not charged a monthly rate, and only pays article processing fees for articles accepted for publication in the journal with one or more authors belonging to the member institution. The institution receives an automatic discount of 20% for each accepted manuscript, paying a reduced fee of €280 (plus VAT if applicable). Institutions may establish a cap for the maximum number of manuscripts to be considered under this Postpaid Membership agreement.

Type of Institutional Member	Monthly Flat Rate	Article Processing Fee
Monthly Membership	€80/month	€0
Postpaid Membership	€0	€280

All institutional members will be duly acknowledged on the journal's website and the cover pages of articles. Cogitatio will also help disseminate information about events organized by its institutional members which are relevant to the journal's readership.

Institutions interested in joining Cogitatio's Institutional Membership program can contact us at membership@ cogitatiopress.com.

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Ethics Statement

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