

ADMET and DMPK: GUIDE FOR AUTHORS

Please read first the [Focus & Scope](#) to have an overview, and to assess if your manuscript is suitable for journal.

The Editorial Board expects the Editors, Reviewers and Authors to respect the well-known standard of professional ethics according to the [Committee on Publication Ethics \(COPE\) Guidelines](#) and to follow [Publication Ethics and Malpractice statement](#) of the journal.

SUBMISSION OF THE MANUSCRIPTS

Manuscripts should be submitted only through the [OnLine Submission System](#).

Acceptable file formats

The manuscript should be uploaded as a single Word.doc or .rtf file. It is strongly encouraged to use [ADMET & DMPK Microsoft Word template](#) in preparation of the manuscript. Please, do not insert any graphics (Schemes, Figures, etc.) into a movable frame which can superimpose the text and make the layout very difficult.

Figures and/or Schemes should be prepared according to the **Artwork Instructions!** For Regional specific, nonstandard characters please save documents with Embed fonts Word option: Save as -> (Tools) -> Save Options... -> Embed fonts in the text.

A Cover letter to Editor must be supplied along with the manuscript, which explains briefly the scientific outcome of the manuscript and the importance of the reported results. It has to state clearly that the manuscript represents original unpublished results and that the manuscript is not simultaneously in publishing procedure in other journal.

The progress of the manuscript could be followed by logging in the IAPC Publishing system.

THE MANUSCRIPTS NOT PREPARED ACCORDING TO THE INTRUCTIONS WILL BE RETURNED TO AUTHORS FOR THE CORRECTION.

PROCEDURE

Reviewing

The correctly prepared manuscripts will be peer-reviewed and accepted for publication only upon positive decisions of referees and Editor of the journal. However, the final and irreclaimable decision is up to Editor. The authors are expected to suggest at least 3 potential referees who are the experts in the field. At least two of the suggested referees must be from a different country than the authors.

Revision

Manuscripts marked for revision will be returned to the authors along with the referees' reports. The revision has to be returned to the Editorial Office within 60 days or the manuscript will be marked as withdrawn. If the authors still want to publish the manuscripts with late revision, they have to resubmit them, and the procedure will be reset. In this case, the authors should state in Cover Letter the details of the procedure history.

English

It is essential that all submitted manuscripts are of correct English grammar and syntax. We encourage non-native English speakers to ensure that their manuscripts are checked for English before submitting them for consideration. We suggest for this purpose your manuscript to be checked by an English fluent speaking colleague before submission. The manuscript with poor English will either be rejected or the authors will be charged with 250 € for copyediting service.

Galey Proof

The manuscripts ready for publishing will be sent to the corresponding author as formatted text in pdf file for proof reading. The proof corrections should be returned to the jESE Office within 2 working days. If not, the Office will consider that the authors agree with the content of the formatted manuscript.

MANUSCRIPTS FOR SUBMISSION

Manuscripts have to be typed in English (consistent standard British or American English is required) with 1.5 line spacing (11 points size of Calibri font; Greek letters from Symbol character set) and in an A4 page format leaving 2.0 cm-wide margins.

Figures, Schemes, Sketches and Tables

Authors are encouraged to prepare illustrations in color. Graphic objects and Tables must be numbered, each consecutively by Arabic numbers with precise captions and Table titles supplied. They should be inserted into the main text. All table columns should have a heading cell which explains clearly the data filled in. Footnotes to table contents, in font size of 10, are to be indicated consequently by superscripted small letters. Tables should be prepared by WORD "Insert table" tools. The position of Table columns must not be formatted using the space tab. Table rows must not be formatted using carriage returns (enter key). Tables must not be incorporated as graphic objects.

All Illustrations should be prepared according to **ARTWORK INSTRUCTIONS!**

Naming, units and designations

IUPAC recommendations for the naming of compounds and physical quantities should be strictly followed. Avoid the use of the same abbreviation for different quantities. **SI units**, or other permissible units, should be used. The **designation** of physical quantities must be in italic throughout the text (including figures, tables and equations), whereas the units are in upright letters. They should be in Calibri font. In graphs and tables, the presentation of the numeric values of the variables should be mathematically correct (example: ***j / A m⁻², m / kg, T / K...***). Any other designations are not acceptable. If the quantity presented at the graph axis or in the table heading requires additional explanations, this should be given in the caption or table title or footnote. Latin words should be typed in *italic*, as for example: *i.e. in vivo, etc.*

Organization of the Manuscript

First page must contain:

- # clear and concise **Title** in bold letters (limited to 10 words). The use of abbreviations, symbols and formulae has to be avoided.
- # **Authors' names** with full first name and initials of further names separated by a space followed by surname. If the authors are from different institutions, the author's affiliation should be indicated by an Arabic number placed in superscript after the surname. Use asterisk(s) to denote the corresponding author(s).
- # **Affiliations** should be written in *italic with preceding Arabic number if many*. The e-mail address(es) of the author(s) should be given after the affiliation(s).
- # **Abstract:** An abstract in at last 200-words pointing the brief and concise highlights of the article, should be supplied.
- # **Keywords:** Up to 10 keywords separated by semicolon should be given. Do not use words appearing in the manuscript title.
- # **Running title:** A one line (maximum five words) short title should be provided.

Main text should have the following subsections: Introductions, Experimental, Results and discussion, Conclusions, Acknowledgements (if any) and References.

Subsection headings should be given in separate lines and typed in italic small letters.

- # **Introduction** should include the aim of the research and a concise description of the topic with appropriate references to related studies.
- # **Experimental** section should give the clear and reproducible details about experimental work and methods applied as well as details of the instruments used.
- # **Results and discussion** should include the results obtained and their significance discussed and compared to relevant literature data.
- # **Conclusions** section should briefly summarize the main outcomes of the paper.
- # **References** should be numbered sequentially as they appear in the text. Reference numbers should be placed in square brackets [], and placed before the punctuation. In the reference list, they should be in normal position following the corresponding number in square brackets and ended by a full stop. Reference entry must not be formatted using Carriage returns (enter key) or multiple space key. The formatting of references to published work should be as follows:
 - Journals*:** [1] A. B. Surname1, C. D. Surname2, *Full Journal Title* **Vol** (Year) first-last page number.
 - Books:** [2] A. B. Surname1, C. D. Surname2, *Name of Book*, Publisher, City, Country, Year, p. 100
 - Compilations:** [3] A. B. Surname1, C. D. Surname2, in *Name of Compilation*, A. B. Editor1, C. D. Editor2, Ed(s)., Publisher, City, Country, Year, p. 100
 - Proceedings:** [4] A. B. Surname1, C. D. Surname2, *Name of the Conference or Symposium, Title of the Proceeding*, Place of the Conference, Country, Year, p. 100 (or abstract No.)
 - Websites:** [5] Title of the website, URL in full (date accessed)
 - Patents:** [6] A. B. Inventor1, C. D. Inventor2, (Holder), Country Code and patent number (registration year)
 - Standards:** [7] EN ISO 250: *Name of the Standard* (Year)

The original journal title is to be retained in the case of publications published in any language other than English (please denote the language in parenthesis after the reference). Titles of publications in non-Latin alphabets should be transliterated.

Mathematical and chemical equations must be numbered, Arabic numbers, consecutively in parenthesis at the end of the line. All equations should be embedded in the text and prepared with the aid of the WORD Equation editor or MathType.

ARTWORK INSTRUCTIONS

ADMET & DMPK accepts only TIF, JPEG, GIF or PNG formats of illustrations; those edited within **MS files** (Word, PowerPoint, Excel, Visio) **ARE NOT acceptable. Scanned instrument data sheets are not acceptable too.** Authors are fully responsible for the quality of their submitted artwork. Generally, all common artwork and graphic creation software are capable of saving files in mentioned formats. This 'option' can normally be found under the 'Save As...' or 'Export...' commands in the 'File' menu.

Resolution

When supplying graphic files, please ensure that the files are supplied in the correct resolution:

1. Line artwork: minimum of 1000 dpi
2. RGB image: minimum of 300 dpi
3. Greyscale image: minimum of 300 dpi
4. Combined artwork (line/greyscale/RGB): minimum of 300 dpi

TIFF

TIFF (Tagged Image File Format) is the recommended file format for bitmap, greyscale and colour images.

- # Colour images should be in the RGB mode
- # Images should be tightly cropped.
- # If applicable, please re-label artwork with a font supported by JES (Calibri and Symbol) and ensure it is of an appropriate font size.
- # Save an image in TIFF format with LZW or packed-bits compression applied.
- # It is recommended to remove the Alpha channels and to flatten the layers before submitting TIFF files

JP(E)G

JPG can be created with respect to photo quality (low, medium, high; from 1 to 10), ensuring file sizes are kept to a minimum to aid easy file transfer.

PNG

PNG (Portable Network Graphics) is a bitmapped image format that employs lossless data compression. PNG supports palette-based images, greyscale images and RGB[A] images. PNG was designed for transferring images on the Internet, not for print graphics, and therefore does not support non-RGB colour spaces such as CMYK.

GIF

GIF (Graphics Interchange Format) is a bitmap image format supporting up to 8 bits per pixel. The colour limitation makes the GIF format unsuitable for reproducing colour photographs and other images with continuous colour, but it is well-suited for simpler images such as graphics with solid areas of colour.

Sizing of Artwork

- # *Admet and Dmpk* aspires to have a uniform look for all artwork contained in a single article. Hence, it is important to be aware of the style of the journal.
- # As a general rule, the lettering on an artwork should have a finished, printed size of 11 pt for normal text and no smaller than 7 pt for subscript and superscript characters. Smaller lettering will yield a text that is barely legible. This is a rule-of-thumb rather than a strict rule. There are instances where other factors in the artwork, (for example, tints and shadings) dictate a finished size of perhaps 10 pt. Lines should be of at least 1.5 pt thickness.
- # When deciding on the size of a line art graphic, in addition to the lettering, there are several other factors to address. These all have an effect on the reproducibility/readability of the final artwork. Every relevant detail in the illustration, the graph symbols (squares, triangles, circles, *etc.*) and a key to the diagram (to explain the graph symbols used) must be discernible.
- # The sizing of halftones (photographs and micrographs) normally causes more problems than line art. It is sometimes difficult to know what an author is trying to emphasize on a photograph, so you can help us by identifying the important parts of the image, perhaps by highlighting the relevant areas on it. The best advice that can be given is not to over-reduce halftones. Attention should also be paid to magnification factors or scale bars on the artwork and they should be compared with the details inside. If a set of artwork contains more than one halftone, again please ensure that there is consistency in size between similar diagrams.

General sizing of illustrations which can be used for the **ADMET & DMPK**:

- # Small figure size - 60 mm width
- # Medium figure size - 90 mm width
- # Large figure size - 120 mm width.

PUBLICATION ETHICS AND MALPRACTICE STATEMENT

ADMET & DMPK is committed to provide a forum where publishing ethics is a major aspect of the editorial and peer-review process. The Editorial process for a submission to the journal consists of a review, typically a blind peer review, followed by a section editor's decision to accept or decline the submission. If accepted in the review stage of the Editorial Process, the submission then goes through the editing stage which consists of copyediting, layout and proofreading. Then the submission is scheduled for publication in an

issue of the journal. Depending on how the journal has been organized, the Editorial Process can be conducted by a single Editor or by a team of Editors, Sections Editors, Copyeditors, Layout Editors, and Proof-readers. Editorial process chain in all its parts ensures the integrity of the published materials.

ADMET & DMPK follows closely a set of guidelines and recommendations published by [Committee on Publication Ethics \(COPE\)](#), ICMJE's [Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals](#), and Council of Science Editors (CSE) [Editorial policy statements](#). All parties involved in the publishing process including editors, reviewers, authors and others are required to be familiar with them and especially to adhere to the publication ethics guidelines and malpractice statements described below.

Publication and authorship

- All contributions conform to the focus and scope of the ADMET AND DMPK which can be found here: <http://pub.iapchem.org/ojs/index.php/admet/about/editorialPolicies#focusAndScope>. Authors are required to provide a statement about the submission describing how the manuscript fits to the journal content.
- All manuscript should be written and organized in accordance to the Authors' guidelines: <http://pub.iapchem.org/ojs/index.php/admet/about/submissions#authorGuidelines>.
- Manuscripts submitted to this journal must not be under simultaneous consideration by any other journal.
- Manuscripts submitted to this journal should not have been published elsewhere in identical or substantially similar form.

Authors' responsibilities

- All authors, including co-authors, are expected to have made reasonable attempts to check and validate results submitted to the journal for publication. This should be followed by the statement to the Editor that all data are real and authentic.
- Authors are expected to keep all study data for later examination even after publication.
- Authors are required to provide information about ethical aspects of research, particularly where research involves human or animal participants or use of biological material.
- Authors should confirm that the manuscript is not in any portion under consideration elsewhere or published in another journal. This should be clearly stated in the letter to editor.
- Authors need to ensure that all of them contributed to the scientific results and findings in the sufficient extent to be regarded as a co-authorship. "Guest authorship" without the actual involvement of the co-author and "Ghost authorship" without listing of real author are considered as a very serious misconduct.
- Authors should have no commercial or non-commercial conflict of interest.
- Authors are obliged to participate in the peer-review process and to the best of their ability to respond to the requirements of the Reviewers and Editors for the corrections and improvement of the manuscript.

Peer review / responsibility for reviewers

- To agree to review only if they have required expertise to give proper assessment and judgement of the submitted paper.
- To agree to review only if they are confident they can return the review within reasonable timeframe as set by the Editorial office.
- Indicate if any of conflict of interest might arise by performing review.
- Reviewers should point out on relevant published work which is not cited in the article.
- Reviewers should immediately inform the Editors if any form of plagiarism is identified within submitted work including "text and data recycling" as well as "redundant or duplicate publication".
- By agreeing to review, reviewer is obliged to keep the confidentiality of the peer review and to refrain from taking advantage of the information contained in the submitted work.

Editorial responsibilities

- Editors will ensure that all submissions go through the fast and fair peer-review and editorial procedure. The fast publication is a priority of Editors-in-chief, Section editors and Managing editors.
- Editors take full responsibility for everything published in the Journal of Electrochemical Science and Engineering, hence the acceptance or rejection of the submitted work is Editor's sole decision. However, this decision should be based only on the originality and the quality of the paper and should not be affected by the religious, national, political or any other influences.
- Editors should express the concern and act immediately if they receive inconclusive evidence of research or publication misconduct by the authors.

Publishing ethics issues and procedures for dealing with unethical behaviour

- ADMET AND DMPK together with its editors make a great effort and devote considerable time to maintain and encourage academic integrity by ensuring that all published material conforms to the internationally accepted ethical guidelines. Editors seek assurance that research disclosed in the article has been approved by appropriate body.
- If an inaccuracy, misleading text or wrong explanations are found in the published article, it must be corrected promptly.
- In the case of seriously flawed article, a prompt reaction which might lead to the complete retraction of the article will ensue. The procedure for retracting articles will follow guidance produced by COPE.
- Journal editors should consider issuing an expression of concern if they receive inconclusive evidence of research or publication misconduct by the authors.
- Editor will promptly respond to possible misconduct or inappropriate behaviour of any parties involved in the publishing process including authors and reviewers. Misconducts can range from minor to serious breaches of the publication ethics. The procedure for dealing with such circumstances will strictly follow flowcharts and guidelines published by COPE.
- Editors will be willing to publish corrections, erratums, clarifications and apologies if the need for doing so arises.
- All complaints will be seriously investigated by the editor regardless of who files the complaint.

Statement of informed consent

Patients have a right to privacy that should not be violated without informed consent. Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the manuscript to be published. Authors should disclose to these patients whether any potential identifiable material might be available via the Internet as well as in print after publication. Patient consent should be written and archived with the journal, the authors, or both, as dictated by local regulations or laws. Applicable laws vary from locale to locale, and journals should establish their own policies with legal guidance. Since a journal that archives the consent will be aware of patient identity, some journals may decide that patient confidentiality is better guarded by having the author archive the consent and instead providing the journal with a written statement that attests that they have received and archived written patient consent. Nonessential identifying details should be omitted. Informed consent should be obtained if there is any doubt that anonymity can be maintained. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are de-identified, authors should provide assurance, and editors should so note, that such changes do not distort scientific meaning. The requirement for informed consent should be included in the journal's instructions for authors. When informed consent has been obtained, it should be indicated in the published article.

Human and animal rights

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national). If doubt exists whether the research was conducted in accordance with the

ethical standards, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.