Manuscript Preparation and Submission for
Online-Journals.Org

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**Abstract—**Write an abstract here. It should not exceed 15-20 lines.

**Keywords—**write some keywords that characterize well your work.

1. Formatting

A typesetting team will do the final touch on your manuscript; you don’t need to use specific styles to format it. However, the following points are the **minimum requirements**:

* File format: .doc or .docx
* Page size: A4
* Page margins: top/bottom: 5,2 cm – right/left: 4,4 cm
* Body text font size 10pt
* Equations should be editable (use the MS Word formula editor)
* Correct citation style (see 2. Citations/References)

Generally spoken, it should look like this document. Using the styles of this document may make things easier for you, but you don’t need to use them.

* 1. Figures

Insert figures in a high resolution especially when they contain small details.

Figures must have a *numbered* figure caption and be referred to in your text (see Figure 1). Refer to the figure number (“see Fig. 1”), not to their position (NOT “see figure above/below”) as they might be re-positioned during the editorial process.

Verify the numbering when you modify the manuscript, as missing figures or wrong numbering will considerably delay the publication of your article.



1. Logo of online-journals.org
	1. Tables

Draw tables in Word and do not insert them as a figure, they must remain editable.

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1. Example table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item1** | **Item2** | **Item3** | **Item4** | **Item5** |
| Test1 | .001 | .004 | .341 | .01 |
| Test2 | 4.5 | 3.4 | 12 | 21 |
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Find more details as well as examples in the IEEE citation guide: <https://ieee-dataport.org/sites/default/files/analysis/27/IEEE%20Citation%20Guidelines.pdf>.

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You may cite references in other languages than English. However, it is important that the language within one reference item is the same.

1. Authorship

We usually accept only papers with up to 6 authors.

Authors are individuals who have made a substantial contribution to the submitted work, which includes a substantial contribution to conception and design, acquisition, analysis and interpretation of data, drafting the article, or making important revisions to it. They can be held accountable for the work and its final published form. The names of authors appear on the first page of the article and in the bio sections.

Authorship and the order of the authors must be jointly discussed by the authors before submitting the manuscript to this journal. **Changes are not possible once a manuscript has been accepted.** All authors should be listed; non-author contributors – such as translators or persons who have given advice or assistance – may be acknowledged in the acknowledgment section at the end of the manuscript.

* 1. AI Tools

If you use AI tools for writing your manuscript, you must disclose at an appropriate place (e.g. Methods section) which tool and how you used it. However, you are ultimately responsible and accountable for its output.

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The general design of your article is very important, it should look like in table 2. This design has been published in [1]. You should have read this very comprehensive article about writing a journal article.

1. Standard Design

|  |  |
| --- | --- |
| **Area** | **Content** |
| Figurehead | * Title
* Authors and Affiliations
* Abstract
* Keywords
 |
| Main body | * Introduction
* Materials and methods
* Results
* Discussion
* Conclusion
 |
| Closing | * Acknowledgments
* References
* Authors‘ short bios (optional)
* Appendix (optional)
 |

1. Submission

Once you have finished your article, you can submit it to the journal you have chosen.

Make sure

* it is in (good) English
* in MS Word document format
* you have removed the authors’ information (double-blind review)
* it has not been published or is in review in another journal
* you have read the journal’s ethics statement
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In Step 3 of the submission you will enter your metadata. Not all of these data are marked mandatory by the journal system, but they are very important! They are displayed in the published issue and are sent to some indexing services (e.g., CrossRef) *Enter them carefully and fill in all fields (except “Preferred public name”).*

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1. References
2. Gottlieb, M., & Utesch, M. C. (2022). Publish or Perish: A Scientific Blueprint for a Journal Article. *International Journal of Engineering Pedagogy (iJEP)*, *12*(3), pp. 171–177. <https://doi.org/10.3991/ijep.v12i3.28253>