

## INSTRUCTIONS FOR AUTHORS

The mission of Studia Universitatis Babes-Bolyai, the official publication of the "Babeş-Bolyai" University, is to publish new scientific contributions in all the fields of sciences.

Manuscripts cannot have been previously published or be currently submitted elsewhere for publication while in review for Studia Universitatis Babes-Bolyai, although manuscripts may have been deposited on a preprint server. Manuscripts that are derived from papers presented at conferences can be submitted unless they have been published as part of the conference proceedings in a peer-reviewed journal. Authors are required to ensure that no material submitted as part of a manuscript infringes existing copyrights, or the rights of a third party.

Manuscripts must be submitted by one of the authors of the manuscript, and should not be submitted by anyone on their behalf. The submitting author takes responsibility for the article during submission and peer review. Submission of a manuscript to Studia Universitatis Babes-Bolyai implies that all authors have read and agreed to its content.

### **Peer-Review Process**

The peer-review process is designed to ensure that Studia Universitatis Babes-Bolyai publishes outstanding scholarship. One of the Editors will assign the manuscript to a member of the editorial board, who will review the paper, collect reviews from four outsider reviewers, and make a recommendation to the manuscript's managing Editor with respect to four possible outcomes: 1) accept without revision, 2) accept after revision without further external review, 3) neither accept nor reject until author(s) make revisions and resubmit, 4) reject. The Editor managing the manuscript will also send the manuscript to a second member of the editorial board for an independent review. The manuscript's managing Editor will make the decision on outcome and notify the author. The ultimate responsibility for all decisions lies with the Editors, to whom any appeals against rejection should be addressed.

### **Copyright**

"Transfer of copyright agreement"

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## Style Guide

Summary and keywords must be in English. Authors for whom English is not a native language must have their manuscripts reviewed by a colleague who is fluent in English before submitting their manuscripts.

The **Title** should be informative but not longer than 15 words. Please supply a short title of up to 70 characters.

**Name of the author(s).** Give the full author(s) name(s). Full addresses should be keyed to the author's names using numbers in superscript. In case of more than one author, please indicate the email, telephone, and fax of the author to whom the correspondence should be addressed.

**Abstract & Keywords.** The abstract (not exceeding 250 words) must be written in English, outlining concisely the main findings and major conclusions of the paper. Literature citations and figure references should not appear in the abstract. Include up to 8 keywords beneath the abstract for indexing purpose.

**Text.** Manuscripts should be typed (single spacing) on A4 paper (21 x 29.7 cm) leaving a margin of 4.5 cm all around. Authors should use IUGS terminology and metric units. All pages should be numbered consecutively and illustrations and tables must be printed incorporated into the text.

**References.** All references cited in the text should be given in the reference list and vice versa. The reference list should be arranged alphabetically and chronologically, with the authors always listed with their last (family) name first. Journal and book titles must be spelled out in full or abbreviated and cited in the text. Include diacritical marks (accents, umlauts etc) in all titles and names. For books and articles with a non-English titles, please translate them into English and mention in parentheses at the end of the reference the original language. (This is not necessary for Spanish, German, Italian or French titles).

**Illustrations.** Photographs, artwork and drafting are expected to be submitted in JPG, PSD, EPS or TIF format, with a preferred resolution of 300 dpi. The artwork must be sized to the text width of 6.5 cm (single column) or 13 cm (double column). Make sure each artwork has a scale bar or specifically mention the scale in the caption. The numbering of the illustrations (e.g., Fig. 3) or (Pl. II, Fig. 1 or Figs. 3-5) must correspond to their order of appearance in the text.

### ***Review Process***

The manuscript submission and peer-review process consists of the following steps:

The Author submits a manuscript.

One of the Editors assigns a member of the editorial board to manage the peer review and assigns a second member of the editorial board to provide an independent review.

The first member of the editorial board assigns the manuscript to at least two reviewers.

The Reviewers review the manuscript.

The first member of the editorial board collects the peer reviews and drafts a recommendation to the Editor. The second member of the editorial board provides the independent review to the Editor.

The Editor reviews the two sets of reviews and drafts a decision that is sent to the Author.

## **How to Submit Your Paper**

Please make sure you have read through these instructions carefully before beginning the submission process.

### ***Preparing to Submit***

Before submitting a manuscript, please gather the following information:

All Authors

First and Last Names

Postal Addresses

Work Telephone Numbers (for Corresponding Author only)

E-mail addresses

Title (you can copy and paste this from your manuscript)

Abstract (you can copy and paste this from your manuscript)

Manuscript files in Word (Please make sure the "Language" is "English (U.S.)" via Tools->Language->Set Language), WordPerfect, text, PDF, RTF or Latex format.

Cover Letter, including job title and institution for EVERY Author listed on the manuscript.

Figures/Images should be in TIFF, GIF, JPG, PDF, Excel, or Photoshop format.