

EXPLORATORY ENVIRONMENTAL SCIENCE RESEARCH

Author Guidelines

Scope of the Journal:

Our journal publishes original research that is of the best quality and that represents completed studies and new scientific developments in environmental science. Any submitted research should be of general interest to the public or the scientific community and should have a significant potential impact. The research should be of the highest quality possible.

Plagiarism:

We have no tolerance for plagiarism, which we define as the unauthorized use of published material or the falsification of research results. If we detect any plagiarism in any submitted material in any form whatsoever, the submitted work will be immediately rejected.

Submission of Manuscripts:

We only accept manuscripts submitted at editorialadmin@kemfo.org. Authors must provide their manuscripts in a complete word processor or PDF form. The author must also include any relevant tables, graphs, etc. in the manuscript.

A cover letter must be included with the manuscript and must contain the author's name, postal and e-mail addresses, their telephone and fax numbers, the title of the manuscript, and a brief paragraph stating the importance of the research.

Authors who submit manuscripts to us are expected to submit manuscripts in the English language in MS word or PDF format. Non-English-speaking authors are expected to have their manuscripts checked by an expert before submitting them. The submitted article should contain the relevant research in the text, as well as any graphs, tables, images, etc. that illustrate the data contained in the text. We expect our authors to ensure that the citations in the article match the ones in the submitted file, and that authors provide any necessary supplement files.

Authors are expected to perform spelling and grammar checks on their submitted manuscripts, and must also ensure that all citations in the text are

mentioned in the reference list, and vice versa, and the references should be numbered according to the order they appear in the text. We expect our authors to obtain proper permission for the use of any copyrighted material from the original sources.

Authors must ensure that all submitted manuscripts have not been previously published or are being considered for publication by other publishers. Authors also must fulfill the journal requirements and provide a competing interests statement. Authors automatically agree to originality checks during both the peer-review and the publication process. We update our author guidelines on a regular basis, so we encourage authors to keep track of these guidelines on this website and to conform to the guidelines during the submission process.

Types of Manuscripts:

We accept the following types of manuscripts:

- Original Research Articles;
- Review Articles;

Original Research Articles:

Original Research Articles should include original research carried out by the author and should have a significant impact upon the field of environmental sciences. Original research is defined as research offering new findings on a particular topic, as well as new theories based on these findings and interpretations of the data. Original research must not have been published in another journal before submission to our website. We do not allow the publication of articles as a series.

Review Articles:

Review articles should integrate all the relevant information available on the particular topic, and/or consider all other published articles on this topic, in order to encourage public interest in the topic as well as further research on it.

Structure of the Manuscripts:

We expect authors to take special care regarding

the structure of the article during the submission process. The structure should conform to the authors' guidelines for the journal. Articles that are not properly structured according to these guidelines will not be accepted for publication. Our guidelines for every component of a manuscript are listed below:

- Title and Authorship: The title should be accurate, clear, and grammatically correct and must concisely reflect the content of the manuscript. The names of all the authors who have substantially contributed to the manuscript should be included, using the first name, middle name, and surname. One of the authors must be designated with an asterisk, as the author to whom any communication regarding the article should be addressed. The names and addresses of the institutions where the research was performed should be listed in the following paragraph. The email address of the corresponding author should be placed below the institution address.
- Abstract and Keywords: The abstract identifies the nature and scope of the manuscript to the reader and aids the editors in recognizing key features. At least five to six keywords should be provided directly below the abstract.
- Introduction: The introduction should clearly state the purpose and objectives of the research and should place the article within its proper context.
- Research Methods and Material: These should be sufficiently detailed to allow the research to be reproduced. Already-published methods should be indicated by a reference, and the relevant modifications should be the only thing described.
- Results and Discussion: This should be kept brief, and there should not be any repetition of information that is obvious from tables, figures, or reaction schemes.
- Conclusions: Should be substantially different from the abstract.
- Acknowledgements: Any helpful discussion with colleagues, technical assistance, financial support, etc. should be acknowledged in this section.
- References and Footnotes: Authors should be concise in citing the literature used and long footnotes should be avoided if possible. Any articles, letters, etc. in which portions of the reported research have been previously disclosed must be cited. All references and footnotes must be placed together in a list at the end of the article, and must be numbered with Arabic numerals in the order of

the first citation on the text, and the corresponding numbers inserted at the appropriate locations in the text surrounded by square brackets. Authors must authenticate their accuracy.

Citations are to be placed in the following format:

- Journal: Author, Journal Abbreviation; **Volume (Issue)**, Page (**Year**).
- Book: Author, Book Title, Edition Number, Editor, Publisher, Place of Publication, **Volume**, Page (**Year**).
- Meeting and Conference: Author, Name of Meeting/Proceeding, Location of Meeting, Date of Meeting, Abstract Number, Page (**Year**).
- Patent: Patent Owner, Title of Patent, Patent Number, (**Year**).
- Thesis: Author, Level of Thesis, Degree-Granting University, Location of University, (**Year**).
- Computer Program: Author, Program Title(Version/Edition), Publisher, Place of Publication, (**Year**).
- Website: In parenthesis, state the date the site was last accessed, and the URL, separated by a semicolon. Avoid using ending punctuation.
- Tables, Figures, and Other Illustrations: Tables should be used to present data in a concise manner and must be inserted in the word-processor file as near as possible to their first mention in the article. They should be created using the word-processor's table-formatting feature. Each data entry should be placed within its own cell in the table, and tabs and line returns should be avoided within the cells. Columns should be completely filled. Footnotes within tables should be given lowercase italic letter designations and should be cited in the table with lowercase italic superscripted letters, which should proceed left to right by row. If a reference is cited both in the text and in a table, the footnote in the table should cite the text reference number. Above each table should be a sequential Arabic table number and a short descriptive title typed in boldface characters. All graphics/illustrations must be prepared digitally and inserted into the word-processor file as near as possible to their first mention in the text. Graphics that are intended to appear in black and white should not be submitted in color. When graphics need to be shaded or filled in, parallel lines or crosshatching should be used to allow the graphic to be processed as line art instead of grayscale art. We encourage authors to use color in manuscript graphics in cases where it is necessary for the clarity of presentation.

The quality of the graphics published in the article depends on the quality of the graphic images that the authors submit. Digital graphics should have a minimum resolution of 300 dpi for black and white line art, 150 dpi for Grayscale art, and 300 dpi for color art. All the graphics of the same type should share a common style and font in order to preserve the consistency of the graphics' appearance. Any structures, schemes, etc. must be made with a standard drawing program, such as the advanced version of ChemDraw. In addition, for scanned halftone figures a resolution of 300 dpi or scanned figures compressed with JPEG are sufficient.

- **Graphics for Table of Contents:** A graphic must be included with every article for display in the table of contents and abstract in order to capture the reader's attention and give the reader an impression of the summary of the article without giving specific details. This graphic should be simple, informative, and entirely original. It should be in color and conform to the standards of a professional scholarly publication. It should not include a photograph of a living or deceased person, or stamps/currency from any country or any trademarked items such as company logos, images, products, etc. The graphic should not be one that already appears in the article.

- **Peer Review Process:**

We practice the double-blind reviewing of articles, in order to ensure that the articles we publish in our journal are of the best possible quality. The editor first reviews the article, and if he/she considers it worth publishing, it is sent forward to reviewers. Experts in the relevant field of research are chosen as the reviewers, who review the article's content for originality and accuracy. The significance of the content in the particular field and the appropriateness of the contents of the articles, as well as the Journal Guidelines, is also considered by the reviewers.

The Editor-in-Chief has the responsibility of handling and reviewing submitted articles, and he/she can delegate this duty to one of the Associate Editor. That Associate Editor is then responsible for the review process, as well as communicating with the reviewers and authors and checking the accepted version of the article. The Associate Editor also has the duty to select the reviewers.

Three reviewers are typically assigned for reviewing each submitted article, based on their expertise in the subject matter of the research. The review process is usually completed within 15 days of

the article's submission, and anonymous copies of the reviews and the Editor's decisions regarding the article's acceptance are sent to the author after the process is complete.

The Editors have the authority to automatically reject an article before or after the review process if they find the article to be outside the scope of the journal, not significant to the field, or improperly structured.

- **Conflicts of Interest and Ethical Guidelines:**

The integrity of an article is the responsibility of the authors and co-authors. We require all authors to disclose any potential conflicts of interest when the article is submitted. A conflict of interest is defined as any interest or relationship that may possibly impact the objectivity of the author or the reviewing. Affiliations, funding sources, copyright ownership, and financial/management relationships are common conflicts of interest.

The disclosure of the conflicts of interest should be done by the author on behalf of all the co-authors. It is his/her responsibility to communicate the conflicts of interest policy to all co-authors and to form a common list of conflicts of interest and mention it in the cover letter, the article, and the online submission system. The statement of the conflicts of interest will be published in the journal along with the article. If there are no conflicts of interest to be disclosed, the following statement will be published- "the Author(s) has/have no conflict of interest."

For the publication of original works, we ensure that any article utilizing unethical methods such as plagiarism is not published by screening for any signs of plagiarism. The Editor can ask the author for clarifications or explanations if necessary. The Editor may also impose a ban on any author who violates our ethical guidelines.

- **Revisions and Resubmissions:**

For revisions, the authors should clearly identify the submitted manuscript as a revision and must mention the manuscript number. The author must respond to every comment made by the Editor and the reviewers and must include a chronological list of all modifications made. The Editor may also send the article to different reviewers for another review. The author must upload a signed Copyright Transfer Agreement.

For resubmissions, the author must clearly identify the manuscript as a resubmission and mention the previous manuscript number. As with revisions,

the author must respond to every comment made by the Editor and the reviewers and should include a chronological list of all the modifications with the revision. The author must upload the signed Copyright Transfer Agreement.

- **Additions/Corrections:**

Finished articles on our website include the modifications that should be done after the publication of the article, such as corrections in the original article or some additions in the previous version. Either the Editor can request that the corresponding author make the relevant modifications, or the author can spontaneously inform the Editor/reviewers about the necessary modifications and seek their permission for making the modifications. For articles with multiple authors, the corresponding author must inform all the other authors before making modifications and ask for their approval before submitting the modified article. The modified article should include the original title of the article, article number, list of all the authors, all necessary citations, and the details of all the modifications made.

- **Retractions:**

Infringements of professional ethical codes, including submitting the same article multiple times, false authorship claims, plagiarism, fraudulent use of data, etc. Occasionally, a retraction will be used as to correct mistakes made in the publication or submission of the article.

In cases of retraction, a retraction note titled “Retraction: [article title]” signed by the authors and/or the Editor must be published in the paginated part of a subsequent issue of the journal and listed in the contents list. In the electronic version, a link to the original article must be included, and the online article must be preceded by a screen containing the retraction note before the reader can proceed to the actual article. Also, there should be a watermark on the .pdf indicating on each page that it is “retracted”, and the HTML version of the document must be removed. Charges for accepted manuscript retraction is 1000₹/25US\$, which will be applicable after the galley proof stage.

- **Proofs:**

Proofs are sent to the corresponding author through email in PDF format for checking the data, statistical errors, typographical errors, or grammatical errors. No charges are levied upon the authors for sending in the proofs. The author must return the

proofs with any corrections within 72 hours in order to prevent any delay in publication. It is the responsibility of the corresponding author to ensure that all co-authors agree with the corrections before submitting the corrected article. Corrections should be designated by galley proof line number. Ordinary re-phrasing of sentences or additions are not allowed during the page-proof stage. Extensive changes on page proofs, such as changes to a title or list of authors, are subject to editorial review.

- **Reprints:**

An e-reprint will be emailed to the corresponding author. Printed reprints may be ordered during the galley proof stage.

- **Publication Charges:**

We do not levy charges of any kind upon authors. Instead, we provide free of cost submission and publication of manuscripts.

- **Financial Assistance:**

Corresponding authors will be paid USD 25 per published article.