

Author guidelines for Scopus journals (common rules)

Please read and follow these instructions carefully; doing so will ensure that the publication of your manuscript is as rapid and efficient as possible. The Publisher reserves the right to return manuscripts that are not prepared in accordance with these instructions.


■ Submission of manuscripts

Authors should submit Word or rich-text files by the Online Manuscript Submission System or by using the publisher's email if available.

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Work submitted for publication must be original, previously unpublished, and not under consideration for publication elsewhere. If previously published figures, tables, or parts of text are to be included, the copyright-holder's permission must have been obtained prior to submission.


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(Deemed to be University)
Institute of Hotel Management
& Catering Technology
Katraj, Dhankawadi, Pune-43.

**Bharati Vidyapeeth (Deemed to be) University
Institute of Hotel Management & Catering Technology, Pune**

**Criterion III –Author guidelines for Scopus journals (common rules)
Research, Innovations and Extension**

■ **Cover Letter**

All submissions should be accompanied by a cover letter that includes a brief overview of the manuscript and the corresponding and contacting author contact information including full name, e-mail address, phone number, and mailing address (corresponding author and contacting author). It should also specify the number of display items (figures and tables), the number of attachments (manuscript, figures, Supplementary Information if any), and their formats.

It must include a statement indicating that the article has not been published in another publication and is not being submitted simultaneously to another journal.

■ **Preparation of the manuscript**

General: Papers must be clearly written in English. If you would like additional help with the quality of your written English, please visit our English Editing and Proofreading Services page. The format of different types of articles is as under:

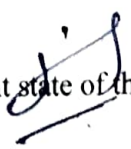
Format of Research Articles

Research articles present original research and address a clearly stated specific hypothesis or question. Papers should provide novel approaches and new insights into the problem addressed. A research article should divide into the following headings:

- Title page
- Author's information
- Present address
- Abstract
- Keywords
- Introduction
- Materials and Methods
- Results
- Discussion
- Acknowledgments
- References
- Tables
- Figures

Format of Review Articles

Review articles are an attempt by one or more authors to sum up the current state of the research


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Bharati Vidyapeeth
(Deemed to be University)
Institute of Hotel Management
& Catering Technology
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on a particular topic. Ideally, the author searches for everything relevant to the topic, and then sorts it all out into a coherent view of the "state of the art" as it now stands. Interested scientists may write their review articles under the following headings:

- Title page
- Author's information
- Keywords
- Present address
- Abstract
- Text
- Acknowledgments
- References
- Tables
- Figures

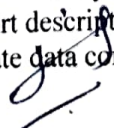
Format of Short Communications

A short communication is for a concise, but independent report representing a significant contribution. Short communication is not intended to publish preliminary results. It should be no more than 2500 words, and could include two figures or tables. It should have at least 8 references. Scientists may prepare their short communications under the following headings.

- Title page
- Author's information
- Present address
- Abstract
- Keywords
- Introduction
- Materials and Methods
- Results
- Discussion
- Acknowledgments
- References
- Tables
- Figures

Tables

Tables must be numbered with Arabic numerals in the order in which they are cited in the text. They should have a brief descriptive title placed at the top. A short description is also accepted. Footnotes can be included below the table. Tables cannot duplicate data contained in the text.


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Tables must be sent in Microsoft Word and have no links to the main document or other archives. Provide files at approximately the correct size they are to be printed (letter size).

Figures

Figures should be supplied in an electronic format at a suitable size for printing with the following resolutions: 600 dots per inch (dpi) for line drawings and combinations; 300 dpi for greyscale and colour. Colour figures must be supplied in CMYK not RGB colours. Please ensure that the prepared electronic image files print at a legible size and are of a high quality for publication.

References

At the end of the paper, in the References section the literature should be arranged in alphabetical order. If they have the same author, they should be in chronological order.


In the text: References must be cited in the text mentioning the last name of the author and year between parentheses. In case of two authors, both should be mentioned. When there are three or more authors, mention only the first author followed by et al. When two or more references are cited in the same parenthesis, the authors should be in chronological order. And if they have the same year, they should be in alphabetical order. Moreover, if there is more than one reference of the same author and the same year, they should be indicated with letters.

Proofs

All manuscripts will undergo some editorial modification, so it is important to check proofs carefully. PDF page proofs will be sent via e-mail to the corresponding author for checking. To avoid delays in publication, proofs should be checked and returned within 48 hours. Corrections should be returned by annotated PDF, e-mail or fax. Extensive changes to the text may be charged to the author.

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Corrections are made if the publication record is seriously affected by the academic accuracy of published information. Where these amendments concern peer-reviewed material, the correction will be published as a formal notice (erratum) in a subsequent issue.


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- English Editing & Proofreading of Scientific Manuscripts
 - AUTHOR GUIDELINES FOR SCOPUS JOURNALS (COMMON RULES)
 - Sample article for international journals
 - "Components of a Research Article" Guide
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