DESCRIPTION

*Landscape and Urban Planning* is an international journal aimed at advancing conceptual, scientific, and applied understandings of landscape in order to promote sustainable solutions for landscape change. Landscapes are visible and integrative social-ecological systems with variable spatial and temporal dimensions. They have expressive aesthetic, natural, and cultural qualities that are perceived and valued by people in multiple ways and invite actions resulting in landscape change. Landscapes are increasingly urban in nature and ecologically and culturally sensitive to changes at local through global scales. Multiple disciplines and perspectives are required to understand landscapes and align social and ecological values to ensure the sustainability of landscapes. The journal is based on the premise that landscape science linked to planning and design can provide mutually supportive outcomes for people and nature.

*Landscape science* brings landscape ecology and urban ecology together with other disciplines and cross-disciplinary fields to identify patterns and understand social-ecological processes influencing landscape change. *Landscape planning* brings landscape architecture, urban and regional planning, landscape and ecological engineering, and other practice-oriented fields to bear in processes for identifying problems and analyzing, synthesizing, and evaluating desirable alternatives for landscape change. *Landscape design* brings plans, designs, management prescriptions, policies and other activities and form-giving products to bear in effecting landscape change. The implementation of landscape planning and design also generates new patterns of evidence and hypotheses for further research, providing an integral link with landscape science and encouraging transdisciplinary collaborations to build robust knowledge and problem solving capacity.

AUDIENCE

Landscape planners, landscape architects, landscape conservationists, ecologists, urban planners, urban ecologists and land managers.
ABSTRACTING AND INDEXING

Science Citation Index
Elsevier BIBBASE
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Engineering Village - GEBASE
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GUIDE FOR AUTHORS

Introductory Note: This Guide for Authors for Landscape and Urban Planning includes revisions to the Aims and Scope, Article Types, and Special Issue policies discussed in editorials published in Vols. 105-106 (2012) of the journal. These can be individually accessed free of charge through the Editor's Choice link on the journal's web page: https://www.journals.elsevier.com/landscape-and-urban-planning/. Authors seeking further information about the journal's broad policy directions should consult these editorials, but for up-to-date details on specific aspects of manuscript submissions should rely on the online version of this Guide for Authors. -The Editors

1. Aims and Scope

Landscape and Urban Planning is an international journal aimed at advancing conceptual, scientific, and applied understandings of landscape in order to promote sustainable solutions for landscape change. Landscapes are visible and integrative social-ecological systems with variable spatial and temporal dimensions. They have expressive aesthetic, natural, and cultural qualities that are perceived and valued by people in multiple ways and invite actions resulting in landscape change. Landscapes are increasingly urban in nature and ecologically and culturally sensitive to changes at local through global scales. Multiple disciplines and perspectives are required to understand landscapes and align social and ecological values to ensure the sustainability of landscapes. The journal is based on the premise that landscape science linked to planning and design can provide mutually supportive outcomes for people and nature.

Landscape science brings landscape ecology and urban ecology together with other disciplines and cross-disciplinary fields to identify patterns and understand social-ecological processes influencing landscape change. Landscape planning brings landscape architecture, urban and regional planning, landscape and ecological engineering, and other practice-oriented fields to bear in processes for identifying problems and analyzing, synthesizing, and evaluating desirable alternatives for landscape change. Landscape design brings plans, designs, management prescriptions, policies and other activities and form-giving products to bear in effecting landscape change. The implementation of landscape planning and design also generates new patterns of evidence and hypotheses for further research, providing an integral link with landscape science and encouraging transdisciplinary collaborations to build robust knowledge and problem solving capacity.

2. Article Types

Landscape and Urban Planning publishes original, empirical research on important international and regional issues in landscape science, with an emphasis on applied work that provides solutions for landscape design. Most manuscript submissions take the form of full-length Research Papers. Shorter Research Notes are also encouraged as described below.

2.1. Research Papers

Given the problem-driven nature of landscape science and the journal's commitment to linking research and practice, most Research Paper submissions will fall within the area of applied research. Purely conceptual or theoretical work will be considered on a limited basis under the Perspective Essay article type (see below). Otherwise, Research Papers focused on modeling and other "basic" research efforts should include at least a small sample of data to demonstrate proof-of-concept. Whether basic or applied, all Research Papers should describe the relevance of the work and its implications for landscape and urban planning, design, management and/or policy. Research Papers are typically between 4000 and 8000 words, including manuscript text and references (use 25-60 references as a guideline). Some exceptions to the upper length limit may be allowed for reports of large-scale interdisciplinary and transdisciplinary projects or for qualitative research where in-text quotations provide evidence in lieu of tables and figures. An abstract (250 words or less), keywords (3-6), and research highlights (3-5) are also required. Tables and figures should be used with economy to convey essential aspects about study concepts and findings. One or two contextual photos may be optionally included as figures to convey to readers the essential nature of the landscape and issues examined in the article. Other informative materials may also be optionally submitted, including Appendices, Acknowledgments, short Author Biographies, Graphical Abstracts, Google Maps (KML files), Embedded Audio and Video files, and Supplementary Material for online-only publication (see Section 3.8 below).

2.2. Research Notes
A Research Note is a concise but complete description of a limited investigation that will not be included in a later paper. It provides one of the following functions: (1) presenting initial proof-of-concept results on new ideas, timely issues, or innovative approaches; (2) reporting replications or extensions of previously published research that does not merit another full-length treatment yet provides results that contribute to a greater understanding of the phenomena under study. Research Notes should typically be limited to 2000 words and a total of 3 tables and figures, yet be sufficiently documented, both by reference to the essential literature and description of methods employed, for readers to be able to assess the scholarly rigor of the research. A Research Note should include a brief (150 words or less) abstract, keywords (3-6), and research highlights (3-5). The title of the submission should be prefaced with the words "Research Note."

2.3. Review Articles
Review Articles examine a coherent and comprehensive set of published research studies or other works (e.g., policies, reports, case studies) covering a subject area of current or emerging interest. They can take one of two forms: (1) Narrative Reviews identify, synthesize, and/or offer critical assessments of the state-of-the-art in knowledge about a subject, highlighting important concepts, variables, and theories under study, problems and knowledge gaps yet to be addressed, and guidance for future research. (2) Analytical Reviews involve systematic assessments of the literature, often using bibliographic database search and retrieval systems such as Scopus or Web of Science, alone or in combination with full-text searching, mining, and analysis software. These include Systematic Reviews and meta-analyses that follow a standardized format aimed at building a base of knowledge for evidence-based design (e.g., http://www.environmentalevidence.org/EBConservation.htm). They also include quantitative, bibliometric techniques such as citation analysis and qualitative analyses of content themes aimed at identifying the structure of and trends in knowledge about an area of inquiry. Review Articles are typically between 6000 and 10,000 words in length, including references and tables. Please include an abstract (250 words or less), keywords (3-6), and research highlights (3-5), and follow APA 6th Edition guidelines (Section 6.26) for referencing documents included in your analysis. Review Articles need to explicitly indicate the originality and need for the review, cover a wide and international range of literature and provide a brief assessment of previously published reviews related to the topic.

2.4. Perspective Essays
Perspective Essays present new ideas or frameworks; challenge current thinking, policies, or approaches; or otherwise offer thoughtful reflections aimed at improving our understanding of the interactions between people and natural and built environments and their implications for landscape planning, design, management, and policy. Perspective Essays should be grounded in the existing literature and adequately referenced but with an emphasis on original thought rather than an exhaustive accounting of the ideas of others. Perspective Essays may range from 2000 to 8000 words in length with a limited number of tables and figures. Except for short essays, submissions should be structured with section headings that convey to readers key themes and a logical flow of ideas. An abstract (250 words or less), keywords (3-6), and highlights (3-5) are required.

2.5. Comments and rejoinders
A Comment is a critical or explanatory note on an article published in Landscape and Urban Planning. It may be invited or proposed but must be approved by one of the Co-Editors-in-Chief prior to submission. Comments should typically be of 2000 words or less with a limited number of references. Please include a short abstract (150 words or less), 3-5 highlights, and 3-6 keywords. The title of the submission should be prefaced with the words: "Comment on", followed by the title of the previously published article and the authors' names. Should one or more Comments be accepted for publication, the handling editor may invite the author(s) of the previously published article to write a Rejoinder, which may be published along with the Comments.

2.6. Editorials
The Co-Editors-in-Chief, Associate Editors, Editorial Board members, and invited guests may occasionally provide brief commentaries on significant issues of relevance to the journal's aims and scope, introductory essays to special issues, as well as news and information relevant to the journal and its readers.

2.7. Book Reviews
The editorial team is not accepting books for review at this time. Please consult the online Guide for Authors for future updates.
2.8. Special Issue (SI) policy in Landscape and Urban Planning (LAND)

A Special Issue (SI) in Landscape and Urban Planning is a coherent collection of papers on a specific theme of research and scholarship that falls within the aims and scope of the journal and has a broad international appeal. Special issues are now published as "virtual" special issues, meaning an article gets published in the journal's first available volume/issue once it reaches final stage, and will be added simultaneously in the special issue of the journal (which is an Article Collection of these papers published across different volume/issues).

Special Issues are especially intended to those topic areas where there is added value in bringing together multiple papers, leading to increased complementarity and attention for a specific (emerging) topic area. A principal goal of the SI is to draw upon the outstanding talents and ideas of guest editors who are removed from the day-to-day journal operations and willing to channel a high level of energy and enthusiasm into an effort of finite duration. In this respect, the editors welcome innovative proposals of high quality and relevance from prospective individuals or teams.

1. SI themes

Typically, an SI addresses a theme of research and scholarship that is too large and/or too complex to be thoroughly examined from the perspective of a single article within the scope of a regular issue. Such themes can fall into one of two categories. An emerging theme deals with a novel subject area of current or emergent interest, and often relates to pressing issues in science, technology, and society. Examples include, but are not limited to, themes pertaining to climate change, urbanization, ecosystem services, and biodiversity. An enduring theme, on the other hand, deals with a persistent subject area of continued or renewed interest, and usually relates to profound issues in the domain of meta-knowledge. The research and scholarship reported in an SI in either category of themes promise to substantively advance our understanding of the subject area and inspire further exploration.

2. SI article types

An SI is more than a random collection of articles and should exhibit the same level of coherence found in a well-edited book volume. Therefore, in addition to thematic matters, considerable attention should be given to the range and mix of article types. Therefore, proposals for an SI should already include a proposed overview of papers to be included. LAND does not publish special issues based on an open call for contributions or through invitation to all authors of a specific conference or seminar. An emerging theme issue should be composed mainly of research papers but might also include review articles and/or one or two perspective essays. An enduring theme issue could include research papers but might focus more on extending current dialogue with perspective essays, comments and rejoinders. An SI under either thematic category should preferably include a review article that aims to provide a synthetic assessment of the-state-of-the-art of the intellectual field(s) integral to the special issue's theme, and is developed or led by a senior author. For further details on article types, see the editorial on Article Types (https://doi.org/10.1016/j.landurbplan.2012.02.001) and related information and guidelines on the LAND website.

3. SI contributors and contributions

In order to ensure that an SI has broad international appeal and provides a diversity of perspectives, the guest editor(s) should make a genuine effort to attract contributors with different professional and/or academic backgrounds, and from around the world. Therefore, proposals developed from specific professional workshops or regional symposia are generally discouraged unless their international relevance and scholarly diversity are clearly demonstrated. An SI typically consists of 6 to 15 papers, including an introductory editorial, or review paper, by the guest editor(s). If an SI has less papers than a normal journal issue the SI may be published as a special section of the volume along with regular papers. However, on the journal website it will be recognizable as a SI. If fewer than five are accepted, the Co-Editors-in-Chief may cancel the SI entirely and publish the papers as part of a regular issue.

4. SI proposal selection

The process of SI proposal selection is systematic and competitive. When prospective guest editors consult the Co-Editors-in-Chief on the possibility for a special issue it will first be judged on scope and on availability of slot in the journal. Guest editors may then be asked to develop a full proposal for the special issue following the guidelines below. Proposal authors will be notified within 6 weeks after submitting a proposal by the Co-Editors-in-Chief on their decision, and those whose proposals are conditionally accepted will have three to four weeks before re-submitting the revised proposal. Guest editors of the selected proposals will be notified. Upon the proposal selection, one of the Co-Editors-in-Chief will be designated as the handling editor of the SI, and will work with the guest editor(s) on the SI development to its completion. The assigned Co-Editor-in-Chief has final responsibility for the decisions on all papers to be included and will ensure proper review procedures are maintained.
and all papers meet the quality requirements of the journal. Guest editors manage the process of selecting reviewers, providing additional review of papers and advice on final decisions. Guest editors are responsible for meeting planned publication schemes and reasonable review time. Prospective proposal authors are encouraged to contact the Co-Editors-in-Chief about their proposal ideas before a formal submission, and are welcome to discuss any specific questions, concerns, or needs with the Co-Editors-in-Chief during the entire process of proposal development, submission, review and selection.

5. SI manuscript preparation, submission, review, and revision

The process of SI manuscript preparation, submission and revision is handled by the guest editor(s). Responsibilities include, but are not limited to, identifying authors, building synergy and coherence among all contributions with respect to the SI theme and article types, securing the on-time submissions of all manuscripts, suggesting reviewers, working with the authors on manuscript revisions and making editorial recommendations to the handling editor.

The peer review of SI contributions shall be handled directly by the guest editor(s) with assistance from the LAND editorial team. At each stage throughout the review process, guest editor(s) are responsible for providing editorial recommendations upon which the handling Co-Editors-in-Chief makes a decision and communicates with the author(s). It is LAND policy that only scholars who are not contributors to a given SI should review manuscripts for that SI.

6. SI proposal preparation guidelines

A SI proposal, limited to 10 pages, should contain the following contents:

(1) Title and theme of the SI, indicating whether it fits into the emerging or enduring theme category.
(2) Objectives: What purposes does the SI intend to serve? Who would be the primary audience?
(3) Justifications: Why should LAND, not another journal, dedicate an entire issue to this theme? How innovative and original are the ideas proposed? What is the breadth of appeal (international, disciplinary) and potential contributions of the proposed SI? What is the added value of publishing these papers as an SI? A successful proposal should include a brief survey of related compilations that have been published in books or journals within the past decade with a justification for what sets the proposed SI apart from these previous efforts. This must include references to relevant scholarly journal articles that serve as the core knowledge domain the proposed SI will be based upon.
(4) The proposed content and structure of the SI: How many papers on what topics by which author(s) will be included? How does each uniquely contribute to addressing the overall theme? What will be the theme of the required review article? Who will be the (lead) author? The guest editor(s) should also include a roster of already committed contributors with their credentials and paper abstracts. A list of potential contributions with author names and a 2-line short description of the paper, arranged by sub-themes or any other logical organization would be the preferred format of proposing the content.
(5) Short CVs of the proposed guest editor(s) (each limited to two pages; not included in the 10-page proposal limit). Please indicate prior editorial experience. Please note that LAND does not accept proposals lead by more than 2 guest editors. From experience large teams of editors often lead to less consistency in the SI and lack of responsibility with each of the guest editors.
(6) A realistic time-planning for the SI. Please note that LAND aims at finishing the publication of an SI within 18 months after submission of the first paper and that in case of delays remaining papers will not be published as part of the SI. This procedure aims to help guest editors to implement strict deadlines in the editorial process.

Note: Translated articles originally published in a language other than English will not be considered.

Declaration of generative AI in scientific writing

The below guidance only refers to the writing process, and not to the use of AI tools to analyse and draw insights from data as part of the research process.

Where authors use generative artificial intelligence (AI) and AI-assisted technologies in the writing process, authors should only use these technologies to improve readability and language. Applying the technology should be done with human oversight and control, and authors should carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or biased. AI and AI-assisted technologies should not be listed as an author or co-author, or be cited as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans, as outlined in Elsevier’s AI policy for authors.
Authors should disclose in their manuscript the use of AI and AI-assisted technologies in the writing process by following the instructions below. A statement will appear in the published work. Please note that authors are ultimately responsible and accountable for the contents of the work.

**Disclosure instructions**
Authors must disclose the use of generative AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in the core manuscript file, before the References list. The statement should be placed in a new section entitled ‘Declaration of Generative AI and AI-assisted technologies in the writing process’.

Statement: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.

This declaration does not apply to the use of basic tools for checking grammar, spelling, references etc. If there is nothing to disclose, there is no need to add a statement.

**Use of inclusive language**
Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Content should make no assumptions about the beliefs or commitments of any reader; contain nothing which might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions. We advise to seek gender neutrality by using plural nouns (“clinicians, patients/clients”) as default/wherever possible to avoid using "he, she," or "he/she." We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid. When coding terminology is used, we recommend to avoid offensive or exclusionary terms such as "master", "slave", "blacklist" and "whitelist". We suggest using alternatives that are more appropriate and (self-) explanatory such as "primary", "secondary", "blocklist" and "allowlist". These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

**Reporting sex- and gender-based analyses**

**Reporting guidance**
For research involving or pertaining to humans, animals or eukaryotic cells, investigators should integrate sex and gender-based analyses (SGBA) into their research design according to funder/sponsor requirements and best practices within a field. Authors should address the sex and/or gender dimensions of their research in their article. In cases where they cannot, they should discuss this as a limitation to their research's generalizability. Importantly, authors should explicitly state what definitions of sex and/or gender they are applying to enhance the precision, rigor and reproducibility of their research and to avoid ambiguity or conflation of terms and the constructs to which they refer (see Definitions section below). Authors can refer to the Sex and Gender Equity in Research (SAGER) guidelines and the SAGER guidelines checklist. These offer systematic approaches to the use and editorial review of sex and gender information in study design, data analysis, outcome reporting and research interpretation - however, please note there is no single, universally agreed-upon set of guidelines for defining sex and gender.

**Definitions**
Sex generally refers to a set of biological attributes that are associated with physical and physiological features (e.g., chromosomal genotype, hormonal levels, internal and external anatomy). A binary sex categorization (male/female) is usually designated at birth (“sex assigned at birth”), most often based solely on the visible external anatomy of a newborn. Gender generally refers to socially constructed roles, behaviors, and identities of women, men and gender-diverse people that occur in a historical and cultural context and may vary across societies and over time. Gender influences how people view themselves and each other, how they behave and interact and how power is distributed in society. Sex and gender are often incorrectly portrayed as binary (female/male or woman/man) and unchanging whereas these constructs actually exist along a spectrum and include additional sex categorizations and gender identities such as people who are intersex/have differences of sex development (DSD) or identify as non-binary. Moreover, the terms "sex" and "gender" can be ambiguous—thus it is important...
for authors to define the manner in which they are used. In addition to this definition guidance and the SAGER guidelines, the resources on this page offer further insight around sex and gender in research studies.

**CRedit author statement**
For transparency, authors are required to submit an author statement file outlining their individual contributions to the paper using the relevant CRediT roles: Conceptualization; Data curation; Formal analysis; Funding acquisition; Investigation; Methodology; Project administration; Resources; Software; Supervision; Validation; Visualization; Roles/Writing - original draft; Writing - review & editing. Authorship statements should be formatted with the names of authors first and CRediT role(s) following. More details and an example

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3. Manuscript Submission Process
The editorial staff of Landscape and Urban Planning will facilitate a double-blind peer review process for original manuscripts that meet the following requirements:

Fit within the aims and scope of the journal and conform to one of its article types. Are written in English and comply with ethical standards and formatting guidelines. Exhibit good scholarly qualities and research significance as assessed by an editor's initial "desk" review.
Except for ad hoc situations, all activity relating to submission takes place via the online submission page of this journal at https://www.editorialmanager.com/landup/default.aspx. This URL connects you with the journal's portal into the Editorial Manager, a comprehensive system for handling author submissions, reviewer evaluations, and editorial decisions. To ensure a smooth, correct, and efficient submission in Editorial Manager, prepare each submission component BEFORE logging into the system. Once you begin the submission process you may also stop at any point, saving the information you have added and returning at a later time to finish or modify your Incomplete Submission.

3.1. Register and/or Log in to Submit New Manuscript
The Corresponding Author is the person designated by an author or group of authors of a manuscript to serve as the single contact for manuscript submission, revision, publication, and related correspondence. Corresponding authors who have never registered as an author or reviewer for Landscape and Urban Planning must first do so prior to submitting a manuscript. If you have previously registered or even received an invitation to review a paper for the journal, do not re-register. If in doubt, attempt to log-in and if necessary update the information on your personal account page using the Change Details link. Please visit our Support Centre if you have any questions or difficulties.

Once successfully logged into Editorial Manager, the Corresponding Author can begin the submission process through the Submit New Manuscript link on his or her Author Main Menu page. From this point, the author will be guided step-by-step through the creation and uploading of the various files. The system automatically converts and compiles source files into a single PDF file of the article, which is used in the peer-review process. All correspondence and file handling, including notification of the editor's decision and requests for revision, take place by e-mail and through the author's Editorial Manager page. A printed copy of the manuscript is not required at any stage of the process.

The sections below correspond to the submission sections that can be found along the left-hand column throughout the online submission process.

3.2. Select Article Type (required)
You will be asked to select the type of contribution you are submitting from a drop-down menu. Use the categories presented in Section 2. (Article Types) in this document as a guide.

3.3. Enter Title (required)
The title should be concise, informative, and straightforward. Capitalize the first word of the title and the first word after a colon. Avoid abbreviations and formulae.

3.4. Add / Edit / Remove Authors (required)
The Corresponding Author is already listed as First Author at the bottom of this page (changes and additions must be made through the "Change Details" link at the top of the page; these will automatically update any personal details needed for your manuscript the next time you log in). For additional authors, provide the following information for each author: Name, affiliation, and e-mail address. You can use the arrows provided to change author order. You may also change the Corresponding Author here but note that once this is done, the original corresponding author will no longer have access to the submission through their account.

The journal does not support joint first authorship or shared corresponding authorships.

3.5. Submit Abstract (required)
Provide a concise abstract (see length limit under Article Types) that clearly states the purposes of the research, methods, principal findings and conclusions, and key implications. An abstract is often viewed separately from the article, so it must be able to stand alone. References should be avoided and abbreviations (if necessary) must be defined at their first mention in the abstract itself.

3.6. Enter Keywords (required)
Provide a maximum of 6 keywords specific to your submission. Choose terms carefully as the keywords will be used for indexing and database searching purposes. Limit keywords to one concept per keyword. Avoid entire phrases and repetition of the title. Only use abbreviations firmly established in the field. Separate keywords with semi-colons.

3.7. Additional Information (required)
3.7.1. Paper's Suitability - The authors should prepare a statement of 90 words or less regarding 1) the purpose and significance of the paper and 2) how the paper fits within the aims and scope of the journal.

3.7.2. Publishing Ethical Standards - We ask that authors carefully read each statement and state that their submission follows each ethical standard in the text boxes provided. Note that in the initial screening process, our editorial staff uses plagiarism software to check the originality of the entire manuscript as well as any publication history of parts of the manuscript. If evidence of any plagiarism is found, your manuscript will be immediately rejected.

Reporting Standards - This manuscript presents an accurate account of the work performed as well as an objective discussion of its significance. Data and their interpretations are represented truthfully in the paper. The paper contains sufficient detail and references to permit others to replicate the work. The paper does not include fraudulent or knowingly inaccurate statements. Originality and Plagiarism - This submission is an original work by the authors. Any work by others has been appropriately cited or quoted. Paraphrasing or direct quotation is used when presenting the ideas and findings of others. This research does not duplicate others' work or make claims without proper acknowledgment. Multiple, Redundant, or Concurrent Publication - This manuscript or significant part of it have not been published in any form in other journals or primary publications, including non-English language publications, nor has the manuscript been concurrently submitted to any other journal or publication. Acknowledgment of Sources - This paper properly acknowledges any work of others that has been influential in determining the nature of the reported work. Any information obtained privately through correspondence or through confidential means is not used without explicit written permission from the source. Authorship of the Paper - Authorship of this submission is limited to those who have made significant contributions to the conception, design, execution, or interpretation of the reported study. Those who have participated in other aspects of the research project are listed in the optional acknowledgment section. The corresponding author has ensured that all co-authors have reviewed and approved the final version of the paper and have agreed to its submission for publication. Hazards and Human or Animal Subjects - Any hazards associated with the conduct of the research are identified within the manuscript. If this work involves human or animal participants, a statement regarding compliance of relevant laws and institutional committees is included in the manuscript. Disclosure and Conflicts of Interest - All authors have disclosed in the manuscript any financial or other substantive conflicts of interest that might be construed to influence the results or interpretation of the manuscript. All sources of financial support for the project are disclosed within the acknowledgment section. [Note: Examples of potential conflicts of interest that should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding.]

3.8. Suggest Reviewers (required)
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3.8.1. First and last name
3.8.2. Academic degree(s)
3.8.3. Institution
3.8.4. Current e-mail address
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In the final part of the submission process, you will upload your documents into Editorial Manager to complete your submission file. You may add or remove documents throughout the submission process. Please pay close attention to the technical requirements of these documents. This will ensure efficient processing and handling of your manuscript.

General formatting guidelines for all source files - All submission text files should be in doc or docx file formats (see below for figure and other multimedia file formats). Each of the documents below should be prepared and submitted as separate documents. Ensure that all text documents are letter sized (8.5" x 11") with 1-inch margins on all sides. Some exceptions will be made for tables that are better presented in landscape page orientation. All text must be in 12-point Times New Roman font with left-margin alignment. The Detailed Response to Reviewers (submitted for revised manuscripts) and Manuscript files should include plain page numbers (no running heads) in the upper right-hand corner of each page. If not otherwise specified, follow formatting and other style guidelines presented in the Publication Manual of the American Psychological Association-6th edition (hereafter, "APA 6th ed."

3.9.1. Cover Letter (optional for new submissions, required for revised submissions) - Please use the cover letter to convey to the Editor any pertinent information about your submission not otherwise included in the required fields in the submission process (see Section 3.6). For example, some institutions require an internal or external "pre-review" of the manuscript for scholarly, statistical, or policy aspects prior to journal submission, and it would be helpful for the Editor to know this and, if appropriate, the names of the reviewers. Also, some authors send their papers through an in-house or professional editing service prior to submission, and mention of this would also be appropriate. Finally, if the submission is part of a larger research project or builds upon research that has already been published, please mention this work (including citations) and explain how your submission to this journal differs from it. Note that all new submissions are screened for plagiarism with iThenticate software, and an explanation could help the Editor understand the unique contribution of the submission when compared alongside similarly worded texts.

For revised submissions, authors must provide a cover letter addressed to the assigned editor explaining in general terms how they have addressed the reviewer comments. This letter is a different file than the Detailed Response to Reviewers (see below); it is not given to the reviewers and can be used by the author to explain any disagreements they may have with reviewer recommendations, how they resolved conflicting recommendations between reviews, and so on.

3.9.2. Complete Title Page (required for all submissions) - Following the format guidelines above, create a title page with the following components:

- Full title
- All author names in order of authorship, with surnames (family names) in all CAPITAL letters.
- Affiliation and e-mail information for each author.
- Full contact information for corresponding author, including full postal address, phone number (with country code), and e-mail address.

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There are no mandatory procedures for how authors should prepare their Detailed Response to Reviewers, and the editors see many creative uses of tables, text highlighted in color, and other ways that address reviewer concerns. But it is usually beneficial to the author to err on the side of being too detailed and comprehensive rather than vague, and it is always a good idea to maintain politeness and respect for the authority of the reviewer, even if you disagree with them on a point.

In structuring your response, it is usually the most helpful if authors summarize or copy/paste each major reviewer comment then respond to it. You should do so separately for each of the reviewers, and if more than one reviewer has the same comment it is fine to simply repeat the same response.
(some reviewers are only concerned about the issues they raise and will not look at the other review comments and your responses). If it is a substantive comment, authors will sometimes copy/paste the sentence/paragraph from their revised paper into their response, or summarize their change then refer to the specific line numbers in the revised paper where the reviewers can find it. For minor changes such as terminology, typos, new citations, etc., it is sufficient to reply "Done" or "Change made."

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**Manuscript structure and content** - Except for short Perspective Essays and Comments, authors should include distinct sections in the manuscript using this numerical structure with up to three levels of subheadings: 1., 1.1., 1.1.1., 2, etc. Most manuscripts should follow a standard structure and content for research reporting:

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