



## *EPJ Applied Metamaterials*

# Author Guidelines

### Submission

Authors are encouraged to submit their manuscripts electronically through the Journal's Web site at:

<http://www.editorialmanager.com/epjam/default.aspx>

To facilitate the editorial process, manuscripts must be uploaded preferably in one single PDF file with text, figures and tables incorporated. If the readability of the PDF file (and later the source files) is not conformed, it will be returned to the authors for improvement.

Authors are encouraged to specify the relevant section and to supply the names and addresses of possible reviewers.

Authors are welcome to submit a cover letter highlighting the novelty or originality aspects of the scientific work and explaining why it would be of interest to the readers.

Immediately after submission, the corresponding author receives an acknowledgement of receipt. He/she must contact the editor ([ariana.fuga@edpsciences.org](mailto:ariana.fuga@edpsciences.org)) if he/she has not received any feedback within 5 days. To avoid duplicate entries, authors should not submit the manuscript again via the system or by email.

### General Ethical Principles

Our Journal can only process articles that have been **approved by all co-authors and that have not been published or submitted for publication elsewhere**.

Should a paper turn out to have been submitted to other journals concurrently, or to have been published in essentially the same form in another journal, it will be rejected categorically and immediately, and the editorial office(s) of the other journal(s) will be informed accordingly. Besides, the available **sanction** will be applied.

Authors should ensure that their articles **do not contain plagiarized material** or anything that is defamatory or indecent.

Our journal finds inappropriate articles divided up into smaller ones in an attempt to increase authors' list of publications (so-called "**serial publications**" or "salami" publishing). Instead, the authors should report their results in a single full-length paper.

**Crosscheck**, a multi-publisher initiative, is used to identify cases of plagiarism or duplicate publication.

**The list of authors should accurately reflect who did the work.** The journal requires that nobody who meets the journal's criteria for authorship has been omitted from the list and conversely (“ghost” or “gift” authorship).

Authors should ensure that they have permission from other to cite personal communications from them.

Authors are encouraged to **disclose interests** that might appear to affect their ability to present data objectively.

**Authors are encouraged to refer to the Committee on Publishing Ethics (COPE) for all aspects of publication ethics:** <http://publicationethics.org/>

## Language

Manuscripts should be written in English. Papers judged to be below the standards can be returned to the authors for rewriting or be rejected for the language reason alone.

For authors not fluent in English, we recommend having the manuscript carefully read by an English-speaking colleague or a professional editing service before submission.

## Title

Manuscripts must be submitted with both a full title and a short title, which will appear at the top of the article upon publication, if accepted. The title should **reflect the contents** of the paper and be specific, descriptive, concise, and comprehensible to readers outside the subject field (please avoid abbreviation and a title written in capital letters).

## Authors and Affiliations

All author names should be listed in the following order:

- First names (**written in full**),
- Middle names and
- Last names (surname, family name)

Each author should list an associated department, university, or organizational affiliation and its location, including city, state/province and country.

One author should be appointed as the **corresponding author** and his/her email address should be provided at submission. The corresponding author is responsible for coordinating all issues related to submission and review, including that all authorship disagreements are resolved.

The list of co-authors should remain **unchanged from submission to final decision**. However, it is acceptable to add new co-author(s) who contributed to the revisions. A mandatory written agreement is required from authors whose names have been deleted from the revised version.

## Abstract

Between 150 and 200 words, the abstract should **describe the main objective(s) of the study**. It should be informative and mention the main results and conclusions.

## Introduction

The introduction should provide background that puts the manuscript into context and allows readers outside the field to understand the purpose and significance of the study. It should define the problem addressed and explain why it is important.

## Figures

Authors who reproduce a figure or a table from another publication should clearly indicate the origin of the manuscript and should also obtain the permission for reproduction from the author(s) and publisher concerned. Each figure and table should be cited in the text and should be numbered appropriately as indicated in the [instructions to authors](#). Each figure and table should be described by a brief caption.

The number of figures is not limited. However, it is important to make sure that all figures are necessary, not redundant, and well designed.

## References

Authors should check the references that are cited in the text to ensure the details are correct. References must be listed at the end of the manuscript and numbered in the order that they appear in the text. Further details on reference style are available in the [instructions to authors](#). Comments and notes are not allowed in the references; they should be placed as footnotes.

## Evaluation in the First Instance

The Editors-in-Chief reserve the right to decide whether or not a new submission should be sent to the referees. He can directly reject a manuscript which does not meet the publication criteria (namely, poor quality of presentation, inappropriate subject matter or errors).

For being considered further, an article should be:

- Basically **correct** and **sound**;
- A **significant advance** and not just a minor improvement on earlier work;
- **Accessible to the general readership** of the journal.

## Peer Review

Journal's policy uses mainly **blinded** peer review and **multiple reviewers**. In addition, peer review involves assessment by external reviewers.

Referees are requested to provide unbiased and constructive comments aimed, whenever possible, at improving the work. Reviewers are encouraged to provide timely reviews and to keep the information confidential. Referees are invited to submit their report within a period of **3 weeks**.

The following questions/criteria will be addressed to referees for further judgment:

- Is the subject matter within the scope of the journal?
- Does the paper contain enough original results to warrant publication?
- Is the paper technically sound and free of errors?
- Is the work clearly and concisely presented? Is it well organized?
- Are the industrial applications developed enough?
- Are the scientific developments investigated enough?
- Does the title clearly and sufficiently reflect its contents?
- Is the abstract informative? Are the main results and conclusions mentioned?
- Is the scientific discussion sound and not misleading?
- Are the illustrations of adequate quality, relevant and understandable?
- Does the bibliography give a clear view of the current state-of-the-art in the domain?
- Is the quality of the language satisfactory?

- Should the paper be shortened (material irrelevant or redundant)?
- Is the paper expected to have a high impact?

The editors usually try to collect more than one report. However, in the case of a clear-cut (final) decision, they are allowed to take a decision on the basis of a single report.

In cases where the referees cannot agree, an independent expert can be asked to act as an adjudicator. The editor has complete responsibility and authority to accept a paper for publication or to reject it.

## Revision

**Deadline:** the revised version should be received within **2 months** from the editorial decision and resubmission after that date will be dealt with as a new manuscript. However, should the revisions require more time it is possible to request an extended deadline from the editorial office. The editor would appreciate being informed within a few days if the authors are willing to revise their work.

**Cover letter:** it is important to include a detailed letter of response indicating the changes made as well as an explanation for the referee(s)' recommendations that were not followed.

## Proofs

It is important to note that **no modifications can be made to the text or the figures after the manuscript has been sent to production**. In the proofs, only minor changes and corrections of typos or mistakes that occurred in the production process itself are permitted. If the corrections go beyond what can be normally accepted, regarding either the form or the content, they will be submitted to the Editor for approval, which will definitely delay the publication of the paper.

## Withdrawal

Papers can be withdrawn from the journal after submission on the condition that they are accompanied by a **letter of explanation giving the reasons for the withdrawal**. After that, the article file is closed immediately and the authors' letter of explanation is sent to the appointed referees for information. It is against the journal's editorial policy and ethical standards in publishing to submit elsewhere a version of the paper which has been improved based on the recommendations of the contacted referees.

If authors decide to submit their articles to another journal after an unsuccessful submission, they do have to withdraw their article first and meet the editorial requirements of the new journal.

## Appeals

An appeal can be considered in the event of a disagreement with the final editorial decision provided that there are grounds for complaint. **The editor reserves the right to accept the appeal for consideration or to reject it.** The journal will generally consider only one appeal.

## Erratum

Once the paper is published online, further changes and amendments cannot be accepted unless by submission of an Erratum.

Authors should notify the journal immediately if an error is discovered in a published work so that an appropriate correction note (erratum) is published if necessary.