**ARTICLE TEMPLATE SETUP REQUEST FORM**

If you have decided to outsource the manuscript production process (or parts of it) to the JAMS Production team, this document is important because it provides the team with all the necessary information for them to build an article layout template for your journals. Based on that template, our Production team will carry out the Layout and Copy editing phase in an efficient and consistent manner.

Following in the document you find the different sections of a form that cover the basics of an article layout template.

**JOURNAL DETAILS**

Please fill in the publisher and journal required information in the cells with light green background after removing the tooltips formatted in italic grey.

If multiple journals share the same template definition, please copy-paste rows 4 to 8 as many times as the number of journals in scope.

|  |  |  |
| --- | --- | --- |
| ***1*** | ***Publisher Name*** | *name of the parent publishing organization of the journals that are going to be run on JAMS* |
| ***2*** | ***Website Address*** | *URL of the website of the publishing organization – if no website then leave blank* |
| ***3*** | ***Logo*** | *provide link to the publisher’s logo file or send it via email to* [*customers@jams.pub*](mailto:customers@jams.pub) *- preferred format is svg or another high-resolution format* |

|  |  |  |
| --- | --- | --- |
| ***4*** | ***Journal Name*** | *full name of the journal this template request form is filled for* |
| ***5*** | ***Abbreviated Name*** | *short name of the journal* |
| ***6*** | ***Website*** | *URL of the website of the journal – if no website then leave blank* |
| ***7*** | ***ISSN*** | *ISSN number of the journal* |
| ***8*** | ***Logo*** | *provide link to the journal’s logo file or send it via email to* [*customers@jams.pub*](mailto:customers@jams.pub) *- preferred format is svg or another high-resolution format* |

**ARTICLE TYPESETTING RULES**

Please tick the checkbox in the “I accept the Default” column if you agree with the typesetting rule we propose. Otherwise, please don’t tick the checkbox but let us know your requirements in the Comments column.

**General Rules**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rule for** | **Proposed Default** | **I accept the Default (**☑**)** | **Comments** |
| **Paper Size** | A4 (21 cm by 29.7 cm) | □ |  |
| **Margin** | Top = 2.5 cm; Bottom = 1.9 cm; Left = 1.27 cm; Right = 1.27 cm | □ |  |
| **Hyphenation** | Automatic | □ |  |
| **Header and Footer Position** | Header from Top = 1.8 cm; Footer from Bottom = 0.6 cm | □ |  |
| **Title Capitalization** | Heading/Section Titles: Capitalize the first letter only and keep other words as they are | □Option 1 |  |
| Capitalize the initials of all substantives, including Nouns, Pronouns, Verbs, Adjectives, Adverbs, “Verb Phrase” (Build Up, Set Off), “Adjective Phrase” (End-On Bonding, In-Plane Atoms), etc. | □Option 2 |  |
| **Font** | Georgia for the whole paper (including header and footer) | □ |  |
| **Column Layout** | Single column | □Option 1 |  |
| * Two columns * The last two columns are evenly distributed | □Option 2 |  |

**Header and Footer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rule for** | **Proposed Default** | **I accept the Default (**☑**)** | **Comments** |
| Header of first page – left part | Journal logo with hyperlink to journal website | □ |  |
| Header of first page – right part | * Article Type * Publication Date * Article DOI link | □ |  |
| Footer of first page – left part | * Journal full name * Published year, * Volume number | □ |  |
| Footer of first page – right part | * Page number in the format *n* of *N* |  |  |
| Header of subsequent pages – left part | journal website URL | □ |  |
| Header of subsequent pages – right part | article DOI link |  |  |
| Footer of subsequent pages | Same as footer of first page | □ |  |
| Colour of header and footer separator | RGB (176,137,32)    Width with 1pt | □ |  |
| Additional front matter elements |  |  | *Please add here any additional element you want to display on the front matter and specify their position in the page* |

**Front Matter Copy-editing**

| **Rule for** | **Proposed Default** | **I accept the Default (**☑**)** | **Comments** |
| --- | --- | --- | --- |
| **Article Types** | Research Article, Review, Editorial | □ | *Please add here any additional article type you may publish* |
| **Title** | No period at the end of the article | □ |  |
| **Publication Date** | Date format example: 30 August 2024 | □ |  |
| **Doi Number** | Full DOI format: https://doi.org/10.20935/xxx | □ |  |
| **Author Names** | Names are separated with commas; the word “and” is only used between the last two authors | □ |  |
| **Affiliation Numbers** | * If there is only one affiliation, there is no affiliation number; for more than one affiliation, affiliation numbers are added as superscript Arabic numbers * A normal space is required between the author’s name and affiliation numbers; no space is required between affiliation numbers, only a superscript comma * Numbered with \* for the corresponding author   ***Example:* Jatin Tanwar 1,2, Sandhya Tyagi 1 and Shivani Sharma 3,\*** | □ |  |
| **Affiliation Information** | * Address information should be sorted from subordinate to superior, e.g., Department should be put before University * City, Postcode, country is necessary, * No period after the affiliation   ***Example:*** 3 ICAR-National Bureau of Plant Genetic Resources, New Delhi 110012, India | □ |  |
| **Email** | Only has the corresponding authors’ email, remove other email addresses if provided | □ |  |
| **Academic Editors** | Names are separated with commas; the word “and” is used only between the last two authors | □ |  |
| **Abstract** | Table/Figure/Equation and website links are not allowed in the Abstract, they should be put in the main text | □ |  |
| **Keywords** | * Always in italic format * use semicolon to divide * keep the same capitalization provided by the author | □ |  |
| **Citations (How to Cite)** | **Option 1: *Vancouver Reference Style***, like:  Tanwar J, Tyagi S, Sharma S, Jakhar P, Kumar G, Jacob SR, Singh AK, Jha SK, Kumari J. Estimation of population structure in emmer wheat germplasm conserved in the National Genebank of India. Academia Biology 2024;2(3). https://doi.org/10.20935/AcadBiol6249  **Option 2: *ACS Reference Style***, like:  Tanwar, J.; Tyagi, S.; Sharma, S.; Jakhar, P.; Kumar, G.; Jacob, S.R.; Singh, AK.; Jha, SK.; Kumari, J. Estimation of population structure in emmer wheat germplasm conserved in the National Genebank of India. *Acad. Biol.* 2024, *2*. https://doi.org/10.20935/AcadBiol6249  ***(Please note that JAMS will use the same reference style you choose here for the other journals by default)*** | □Option 1 |  |
| □Option 2 |

**Main Matter Copy-editing**

| **Rule for** | **Proposed Default** | **I accept the Default (**☑**)** | **Comments** |
| --- | --- | --- | --- |
| **Headings** | * should be numbered like 1., 1.1, 1.1.1., 1.1.1.1., 5-level heading is not allowed and will be changed into list/paragraph format * normal format, no italic | □ |  |
| **Reference Citation** | Format like [1], [1,2], [1–3] | □ |  |
| **Figure/Table/Supplementary Materials citation/Appendix citation** | * Each Figure / Table / Supplementary Materials / Appendix citation should be mentioned once in the text, and the first mentioned introduction to each Figure / Table / Supplementary Materials / Appendix must be made in sequence * Citation format: Figure X. Figures X–X * No bold, no italic for the citation in main text (but will add hyperlinks both in XML & final PDF) | □ |  |
| **Figure/Table Body & Caption** | * **Figure X.** Caption. appears below the image **Table X.** Caption appears before the table * Place Figure/Table in a single column if there are fewer contents, place Figure/Table in the centre across columns, and place the caption with left alignment * justify alignment for the Table cell if there are fewer contents, left alignment for the Table cell if there are contents over 1 line * Footnote shouldn’t be used in the Table Body; The Table may have a table footer * Sub table is not allowed, will merge into one Table * The Figure/Table will be set to floating in the final PDF * Table must be editable | □ |  |
| **Other requirements** | * Notes should be changed into footnotes * Equations must be listed in order and editable | □ |  |

**Back Matter Copy-editing**

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| --- | --- | --- | --- |
| **Rules for** | **Proposed Default** | **I accept the Default (**☑**)** | **Comments** |
| **Fixed sections common to most articles:**   1. Acknowledgments 2. Funding 3. Author contributions 4. Conflict of interest 5. Data availability statement 6. Institutional review board statement 7. Informed consent statement 8. Sample availability 9. Supplementary materials (optional) 10. Appendix A/B/etc (optional) 11. Additional information 12. Publisher’s note 13. Copyright | * These sections are always displayed in the same order * There are no numbers before these section titles | □ |  |
| **Author contributions** | The author abbreviations should be A.B. without space between them | □ |  |

**References**

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| --- | --- | --- | --- |
| **Rules for** | **Proposed Default** | **I accept the Default (**☑**)** | **Comments** |
| **Reference style** | Option 1: Vancouver reference style | □Option 1 |  |
| Option 2: ACS reference style | □Option 2 |  |
| It is not allowed to have duplicate references | □ |  |
| Each reference should have its citation in the main text | □ |  |