

# GUIDE FOR AUTHORS

---

## GENERAL

### *Types of article*

Contributions falling into the following categories will be considered for publication: Research Paper, Review Article, Communication, Erratum.

### *Submission checklist*

One author has been designated as the corresponding author with contact details: E-mail address, mobile phone number, full postal address. All necessary files concerning to the manuscript have been uploaded: Include keywords, all figures (include relevant captions), all tables (including titles, description, footnotes, ensure all figure and table citations in the text match the files provided). Further considerations: Manuscript has been “spell checked” and “grammar checked”; all references mentioned in the Reference List are cited in the text. Referee suggestions and contact details provided, based on journal requirements

### *Submission*

Our online submission system guides you stepwise through the process of entering your article details and uploading your files. Editable files (e.g., Word, LaTeX) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail. Please submit your article via <https://js.vnu.edu.vn/Map/login>.

## PREPARATION

### *Double-blind review*

To facilitate the double-blind review, please include the following separately. *Blinded manuscript*: This is the manuscript without author details. It should not include any identifying information, such as the authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address. *Full manuscript*: This is the manuscript with author details.

### *Essential title page information*

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials.

### *Abstract*

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An (additional) extended abstract in English (of at least 300 words) is required for articles written in Vietnamese.

### *Keywords*

Immediately after the abstract, provide a maximum of 6 keywords, and avoiding general and plural terms and multiple concepts (avoid, for example, “and”, “of”).

### *References style*

*Text*: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given. Example: “... as demonstrated [3, 6]. Barnaby and Jones [8] obtained a different result ....”.

*List*: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

### *Examples:*

Reference to a journal publication:

[1] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, The art of writing a scientific article, *J. Sci. Commun.* 163 (2010) 51-59. <https://doi.org/10.1016/j.Sc.2010.00372>.

Reference to a book:

[2] W. Strunk Jr., E.B. White, *The Elements of Style*, fourth ed., Longman, New York, 2000.

Reference to a chapter in an edited book:

[3] G.R. Mettam, L.B. Adams, How to prepare an electronic version of your article, in: B.S. Jones, R.Z. Smith (Eds.), *Introduction to the Electronic Age*, E-Publishing Inc., New York, 2009, pp. 281-304.

Reference to a website:

[4] Cancer Research UK, *Cancer statistics reports for the UK*. <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/>, 2003 (accessed 13 March 2003).

Reference to a conference paper:

[5] A.M. Cloyd, *Surveying students: A look at citation habits of college students*, presented at EasyBib Info Lit Conference, New York City, 2014. New York, NY: EasyBib Publishing.