

# GUIDE FOR AUTHORS

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## 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, full postal address. All necessary files concerning the manuscript have been uploaded: including keywords, all figures (including relevant captions), all tables (including titles, description, footnotes; ensure that all figure and table citations in the text match the files provided. Further considerations: the 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 were 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/PaM/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, which have been written in Vietnamese.

### *Keywords*

Immediately after the abstract, provide a maximum of 6 keywords, and avoid 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. The cited references should be written in English (original/translated title). In the case the language of publication is not English, the original language should be stated in the round bracket at the end of the reference (*Examples*: in Vietnamese).

### *Examples*:

Reference to a journal publication:

- [1] V. Singh, Effectiveness of Policy Interventions During Financial Crises in China and Russia: Lessons for the COVID-19 Pandemic, *Journal of Policy Modeling*, Vol. 43, No. 2, 2021, pp. 253-277, <https://doi.org/10.1016/j.jpolmod.2021.01.004>.

Reference to a book:

- [2] N. V. Thanh, D. T. Truong, P. Degenhardt (Editors), *Prospects for Social, Ecological and Economic in Vietnam*, Hanoi: The Gioi Publisher, 2020.

Reference to a chapter in a book:

- [3] X. Wu, M. Ramesh, M. Howlett, S. A. Fritzen, Policy Formulation, in *The Public Policy Primer*, 2nd Eds, London: Routledge, 2017, pp. 50-76.

Reference to a website:

- [4] Healthcare Administration Degree Programs, 30 most Environmentally Friendly Hospitals in the World, <https://www.healthcare-administration-degree.net/30-most-environmentally-friendly-hospitals-in-the-world/>, 2020 (accessed on: December 10<sup>th</sup>, 2020).

Reference to a conference paper:

- [5] B. Shin, K. Kim, Estimation of Shoreline Change Using High Resolution Images, 8th International Conference on Asian and Pacific Coasts, *Procedia Engineering*, 2015, pp. 994-1001.