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Proceedings Series

Manuscript Submission Manual

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LUMEN Proceedings Series

Manuscript Submission Manual

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Introduction

This manual is constructed in order to guide you how to prepare and submit your paper to the LUMEN Proceedings Series.

The accepted file for your Manuscript is MS Doc(x) file. Entire Manuscript (except the first page) must be 1,00 spaced in 12 points Garamond. Each paragraph must be indented 0.5 inch from the left margin.

The Manuscript elements as below:

[1] The first page must include the title of the paper, the names of the authors, full institutional addresses for each author, and the e-mail for correspondence.

[2] An abstract of 200-250 words.

[3] Keywords, between 5-7.

[4] Manuscript should contain these titles;

Required: Introduction, problem statement, research questions, purpose of the study, research methods, findings, conclusion, references

Optional: Acknowledgments

[5] The word limit for papers submitted for consideration to LUMEN Proceedings Series is 6000 words (does not include the abstract, reference list, figures, or tables). A paper could be of minimum 5 pages and maximum of 10 pages length

[6] Each table or figure must be embedded to the manuscript (not inserted as appendix to the manuscript), have a caption, and listed sequentially in the text.

[7] Footnotes (only if they are imperative to the overall structure of the text and the substantiation of the scientific idea) should be represented by superscript numbers in the main text and listed at the end of the page.

[8] All references should be listed alphabetically, with the majority of current works. All references should be cited both in text and in the reference list, using only APA style.

1. Manuscript elements & info

1.1. Conference title

The information about the conference from which is your manuscript resulting should be displayed as it follows:

The acronym of the conference

The Conference' Full Title

With the following formatting:

- Bold, title case
- Garamond, 13 points

- Align left text
- line spacing

Example |

RSACVP2018

**10th LUMEN International Scientific Conference Rethinking Social Action.
Core Values in Practice | RSACVP 2018 | April 26-29, 2018 | Suceava –
Romania**

1.2. Paper title

- Bold, Capitalize First Letter
- Garamond, 14 points
- Aligned left
- 1.00 line spacing
- No period at end
- Avoid the use of abbreviations unless they include the name of a group that is best known by its acronym

Example |

Manuscript Submission Guidelines: How to Format and Submit Your Manuscript Correctly

1.3. Author name(s)

- Include the names of all authors in order of their contribution.
- Garamond, 10 points
- Title case, names in full, aligned left
- 1.00 line spacing
- The authors' names are written in full format (first name, last name)
- Titles (Dr., Prof.) or degrees (PhD, MSc) should not be included here

Example|

Candy Cunha¹
Francis Xavier²

1.4. Author affiliation

- Garamond, 10 points.
- Aligned left.
- 1.00 line spacing
- List department, institution, city, (if US, state), country, e-mail (optional), and ORCID ID.
- Post Box number and ZIP code are not allowed.
- Use lower-case letters to indicate affiliations for each author.
- Asterisk should be used to denote corresponding author.

Example |

Candy Cunha^{1(*)}

¹Associate Professor of English, Andhra Loyola Institute of Engineering and Technology, Vijayawada, Andhra Pradesh, India, xemail@aliet.ac.in, ORCID ID

Francis Xavier²

²Director & Secretary, Andhra Loyola Institute of Engineering and Technology, Vijayawada, Andhra Pradesh, India, xemail@aliet.ac.in, ORCID ID

(*) corresponding author

1.5. Abstract

- 11 points
- Text should be centred, shouldn't be indented
- 1.00 line spacing
- Abstract should range between 200 - 250 words
- The abstract should be presented as a single paragraph and briefly summarize the goals, methods, and new results presented in the paper
- Reference citations are not allowed
- Abbreviations are allowed (Define the abbreviation or/and acronym on first occurrence and then use abbreviation)

1.6. Keywords

- 10 points, Italic
- 0.5 inch indented (regular paragraph)
- Begin with uppercase, alphabetical order, no period at end
- To be placed: Under abstract
- Each keyword separated by semicolon, no space between semicolon and keyword
- Include five to 7 words, phrases, or acronyms as keywords

Example |

Keywords: keyword 1; keyword 2; keyword 3; keyword 4; keyword 5.

1.7. Headers

The manuscript should be divided into a suitable number of sections and subsections (if necessary). All sections and subsections should be numbered.

- We strongly recommend to avoid having only one subsection heading within a section, just like in an outline.
- Headings and subheadings should be labelled with numbers.
- Lowercase minor short words (except the first word in a title or subtitle) (i.e., conjunctions of three letters or fewer; prepositions of three letters or fewer)
 - short conjunctions (e.g., “and,” “as,” “but”)
 - articles (“a,” “an,” “the”)
 - short prepositions (e.g., “as,” “at,” “by,” “for,” “in,” “of”)
- If only one level of heading is needed, use Heading 1; If two levels of heading are needed, use Heading 1 and Heading 2; If three levels of heading are needed, use Heading 1, Heading 2, and Heading 3 and so on

1.8. Footnotes

- Garamond, 10 points, 1,00 line spacing.
- Use superscript numbers to represent text footnotes.

Example |

¹ LUMEN uses persistent article identifiers for its journals. A persistent article identifier (PID) is used to find the article no matter where it is located. The most common type of PID is the digital object identifier (DOI). LUMEN uses DOIs for all its open access materials.

2. Tables & Figures

2.1. Figure numbering and caption:

- Garamond, 10 points, centered, Sentence case
- Caption should be placed below figures/line arts
- Source of each image should be displayed
- Figures should be numbered sequentially according to their appearance within the article text
- Ensure that each figure is cited within the article text (e.g., see Figure 1)
- Figures should be sequentially numbered
- If composed by many parts, figure’s parts should be represented with lowercase letters (a), (b), (c)

Example |

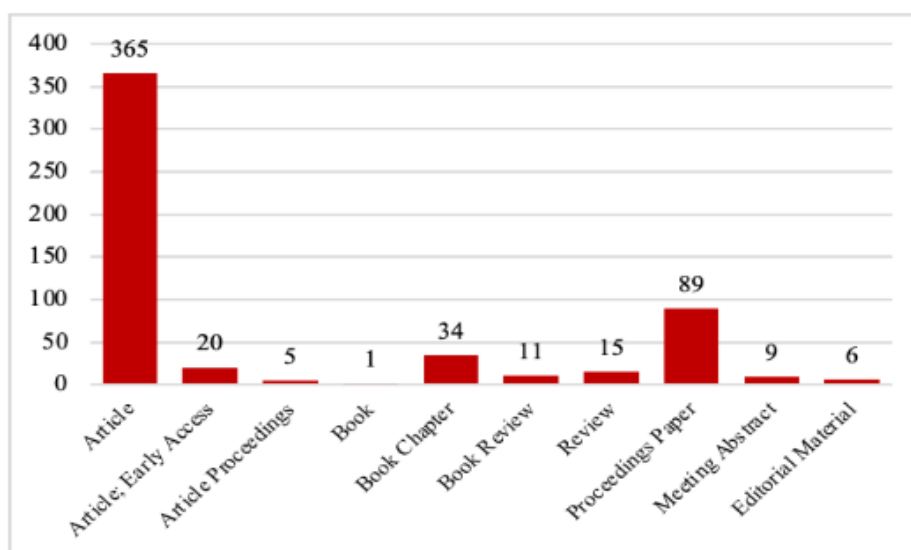


Figure 1. Types of Publications about the Outdoor Education
Source: Authors' own conception

(Source of Figure: Yildiz, K., Eroglu, Y., & Besikci, T. (2022). A Bibliometric Analysis of Outdoor Education. *Revista Romaneasca Pentru Educatie Multidimensionala*, 14(1Sup1), 275-288. <https://doi.org/10.18662/rrem/14.1Sup1/550>)

2.2. Figures & Line Arts Formats

- Both figures and line arts should be embedded to the text
- In a figure/line art the lettering shouldn't be smaller than 8 points and larger than 14 points
- Image resolution should be at least 300 dpi
- Line art resolution should be 600 dpi
- Figures/images should be minimum 75mm and maximum 150 mm width

2.3. Tables numbering & caption

- Garamond, 10 points, centered, sentence case
- Place upon table
- Tables must be embedded to the text and should be numbered sequentially according to their appearance in the text
- Make sure that each table is cited within the article body (e.g., see Table 1, see Table 2, etc.)
- Stay away from excessive formatting, such as coloring and/or shading
- Use "Note: ..." to give supplementary info or to define the abbreviations

Example |

Table 1. Sociodemographic data of the participating groups

Source: Authors' own conception

Category	Group 1	Group 2	Group 3
Number	37	39	36
Age	75.67% M 24.32% H	69.23% M 30.76% H	83.33% M 16.66% H

Note: own elaboration.

(Source of the table: Domínguez, A., Ortiz-Jaramillo, E., & Mendoza-Jiménez, G. de J. (2022). The Vision of Educational Actors: Normalist Practitioners, Tutors and Professional Practice Advisors in Times of Covid-19 in Mexico. *Revista Romaneasca Pentru Educatie Multidimensionala*, 14(1), 01-14. <https://doi.org/10.18662/rrem/14.1/504>)

3. Abbreviations, Paraphrases & Quotations

3.1. Abbreviations

LUMEN adheres to the APA Style formatting in the construction of a scientific text. From APA (American Psychological Association)'s point of view, an *abbreviation* is "a shortened form of a word or phrase; abbreviations of phrases are often composed of the first letter of each word of the phrase (i.e., acronym). To maximize clarity, use abbreviations sparingly." (APA, 2020)

"[...] In general, use an abbreviation if (a) it is conventional and readers are likely to be more familiar with the abbreviation than with the complete form and (b) considerable space can be saved and cumbersome repetition avoided." (Publication Manual of the American Psychological Association, Seventh Edition (2020). <https://apastyle.apa.org/style-grammar-guidelines/abbreviations>)

When using term that you want to abbreviate in the text, make sure you present both the full version of the term and the abbreviation – in its first appearance in the text. Once the abbreviation is defined within your text, continue using only the abbreviation, without alternating between spelling out the term and abbreviating it.

When the full version of a term appears for the first time in a sentence in the article's body, make sure you place the abbreviation in parentheses after it.

Example |

Committee of Publication Ethics (COPE)
non-governmental organization (NGO)
World Health Organization (WHO)

3.2. Paraphrases & quotations

As scholar and member of an international research community it is crucial for you to acknowledge how others contributed to your work - it is a prerequisite of the scholarly writing.

Respecting the international community guidelines in this area, LUMEN adheres to the APA style principles of proper citation.

A proper citation helps writers "ensure that readers understand their contribution in the context of the existing literature — how they are building on, critically examining, or otherwise engaging the work that has come before" (APA style, In-Text Citations. <https://apastyle.apa.org/style-grammar-guidelines/citations>).

See below the APA Style Basic Principles to whom LUMEN adheres for the in-text citations:

- "Ensure that the spelling of author names and the publication dates in reference list entries match those in the corresponding in-text citations.
- Cite only works that you have read and ideas that you have incorporated into your writing. The works you cite may provide key background information, support or dispute your thesis, or offer critical definitions and data.
- Readers may find a long string of citations difficult to understand, especially if they are using assistive technology such as a screen reader; therefore, include only those citations needed to support your immediate point.
- Cite primary sources when possible, and cite secondary sources sparingly.
- Cite sources to document all facts and figures that you mention that are not common knowledge.
- To cite a specific part of a source, provide an author–date citation for the work plus information about the specific part.
- Even when sources cannot be retrieved (e.g., because they are personal communications), still credit them in the text (however, avoid using online sources that are no longer recoverable)."

Source: (APA style, In-Text Citations. <https://apastyle.apa.org/style-grammar-guidelines/citations>).

3.2.1. Parenthetical citations

Note: The source of the paragraph used for examples: Cléro, J.-P. (2020). The Factory of False Windows in Law and in Ethics. Symmetries and Dissymmetries of Values. *Logos Universality Mentality Education Novelty: Philosophy & Humanistic Sciences*, 8(2), 17-27. <https://doi.org/10.18662/lumenphs/8.2/42>)

- The author's surname and the copyright year, separated by a comma, appear in parentheses for a parenthetical citation, which may appear within the sentence or at the end of it.

Example |

Thoughtlessness is a condition for the proper functioning of values-Hume makes the relative obscurity of the origin of governments an advantage upon the pseudo-light that «contractualist» theories claim to do in politic questions; the habit to obey without asking more questions remains the best foundation of politics (Hume, 1896, p. 558).

- If other text appears with the parenthetical citation, use commas around the year.

Example |

(See Hume, 1896, for more details)

- When text and a citation appear together in parentheses, use a semicolon to separate the citation from the text; do not use parentheses within parentheses.

Example |

(e.g., foundation of politics; Hume, 1896)

3.2.2. Narrative citations

- The author's surname appears in running text, and the date appears in parentheses immediately after the author's name for a narrative citation. The author's name can be included in the sentence in any place it makes sense.

Example |

Hume (1896) considered the habit to obey without asking more questions as the best foundation of politics.

- In some rare situations, the author and date might both appear in the narrative; do not use parentheses.

Example |

In 1896, Hume noted the habit to obey without asking more questions as the best foundation of politics.

We strongly recommend you to go online at <https://apastyle.apa.org/style-grammar-guidelines/citations> and read each step in constructing correctly your text, by correctly quoting all the sources that grounded your work.

4. References: In-text Sources & References List

- All sources used for grounding your text should be cited both in text and in the reference list.
- Entries from in-text citations and reference list should be agreed both in spelling and in date.
- The literature used should be current, with the majority of works (2/3) having been published no more than 5 years ago

- References shouldn't be numbered, but arranged in alphabetical order of the author cited.
- An empirical research article or a theoretical article should contain a minimum of 15 bibliographic sources and a maximum of 40. At least 25% of the sources used should be from Web of Science indexed journals.
- For a literature review article, it is recommended to use 30 to 40 bibliographic sources, of which at least 25% should be from Web of Science indexed journals.

4.1. In-text Sources

- All sources used for grounding your text should be cited both in text and in the reference list.
- In-text citations and reference list should be agreed both in spelling and in date.

No. of authors/editors:	First time cited:	Next citations in the same text:
1 (one) author	Archard (2008) or (Archard, 2008)	Archard (2008) or (Archard, 2008)
2 (two) authors	Beauchamp and Childress (2001) or (Beauchamp & Childress, 2001)	Beauchamp and Childress (2001) or (Beauchamp & Childress, 2001)
3 (three) or more authors	Brod et al. (2009) or (Brod et al., 2009)	Brod et al. (2009) or (Brod et al., 2009)
Group/ Organizational authors	National Association of Social Workers (NASW) (2021) or (National Association of Social Workers [NASW], 2021)	NASW (2021) or (NASW, 2021)
Diagnostic Manual (<i>DSM- Diagnostic and Statistical Manual of Mental Disorders</i>) (<i>ICD - International Classification of Diseases</i>)	Diagnostic and Statistical Manual of Mental Disorders (5th ed.; Text Revision DSM-5-TR™; American Psychiatric Association, 2022) or American Psychiatric Association's (2022) Diagnostic and Statistical Manual of Mental Disorders (5th ed.; Text Revision DSM-5-TR™)	American Psychiatric Association (2022) or (American Psychiatric Association, 2022)

4.1.1. How to Avoid Ambiguity in the In-Text Citations

There are cases when in the same work are cited multiple works with 3 or more authors and the same publication year, shorten to the same in-text citation form. This kind of situations generate ambiguity.

In order to avoid ambiguity:

- when in the same work are cited multiple works with 3 or more authors and the same publication year, shorten to the same in-text citation form: *write out as many names as needed to distinguish the references, and abbreviate the rest of the names to "et al."*

Example |

Maksymchuk, B., Gurevych, R., Matviichuk, T., Surovov, O., Stepanchenko, N., Opushko, N., Sitovskyi, A., Kosynskyi, E., Bogdanyuk, A., Vakoliuk, A., Solovyov, V., & Maksymchuk, I. (2020). Training Future Teachers to Organize School Sport. *Revista Romaneasca Pentru Educatie Multidimensionala*, 12(4), 310-327. <https://doi.org/10.18662/rrem/12.4/347>

Maksymchuk, B., Matviichuk, T., Solovyov, V., Davydenko, H., Soichuk, R., Khurtenko, O., Groshovenko, O., Stepanchenko, N., Andriychuk, Y., Grygorenko, T., Duka, T., Pidlypniak, I., Gurevych, R., Kuzmenko, V., & Maksymchuk, I. (2020). Developing Healthcare Competency in Future Teachers. *Revista Romaneasca Pentru Educatie Multidimensionala*, 12(3), 24-43. <https://doi.org/10.18662/rrem/12.3/307>

Parenthetical citation: (Maksymchuk, Gurevych, et al., 2020; Maksymchuk, Matviichuk, et al., 2020)

Narrative citation: Maksymchuk, Gurevych et al. (2020); Maksymchuk, Matviichuk et al. (2020)

and/or

- If you have two sources by the same author in the same year: *use lower-case letters (a, b, c) with the year to order the entries in the reference list*. Use the lower-case letters with the year in the in-text citation.

Example |

Sandu, A. (2020a). Pandemic - Catalyst of the Virtualization of the Social Space. *Postmodern Openings*, 11(1Sup2), 115-140. <https://doi.org/10.18662/po/11.1sup2/146>

Sandu, A. (2020b). Autonomy and Informed Consent in the Context of a Pandemic. *BRAIN. Broad Research in Artificial Intelligence and Neuroscience*, 11(2), 260-276. <https://doi.org/10.18662/brain/11.2/87>

Parenthetical citation: (Sandu, 2020a); (Sandu, 2020b);

Narrative citation: Sandu (2020a); Sandu (2020b)

4.2. References List

- The entire references list should be alphabetically ordered
- Inclusive page numbers for all articles or chapters in books should be provided in the reference list
- The author's name should be written exactly as it appears on the published work, including hyphenated surnames and two-part surnames.
- A group author entry should be completely listed in the reference list. Do not include an abbreviation for a group author entry.
- Periodicals title and volume number should be italicized

- Remove any period after a DOI or URL; where the publication has an allocated DOI, cite the source completely, do not omit to use the DOI
- When a retrieval date is needed, use the following format: Retrieved May 15, 2021, from <https://xxxxx>

Example |

Type of source	References List	In-text citation
Books and Reference Works		
Sole authored book (printed version)	<ul style="list-style-type: none"> • Author, A. A. (Publication Year). <i>Title of work</i> (edition). Publisher name. <p>Derrida, J. (2012). <i>Specters of Marx: The state of the debt, the work of mourning and the new international</i> (1st ed.). Routledge.</p>	<p>Parenthetical citation: (Derrida, 2012)</p> <p>Narrative citation: Derrida, (2012)</p>
Multiple authored book (printed version)	<ul style="list-style-type: none"> • Author, A. A., Author, B. B., Author, C. C., (Publication Year). <i>Title of work</i> (edition). Publisher name. <p>Penrose, R., Severino, E., Scardigli, F., Testoni, I., Vitiello, G., D'Ariano, G. M., & Faggin, F. (2022). <i>Artificial Intelligence Versus Natural Intelligence</i>. Springer Nature.</p>	<p>Parenthetical citation: (Penrose et al., 2022)</p> <p>Narrative citation: Penrose et al. (2022)</p>
Sole/ Multiple authored e-book (online version)	<ul style="list-style-type: none"> • Author, A. A., Author, B. B., Author, C. C., (Publication Year). <i>Title of work</i> (edition). Publisher name. DOI... <p>Ding, D. K., Hong, J. J., & Chiyachantana, C. N. (2022). <i>A Practitioner's Guide to Digital Platform Business</i>. <i>World Scientific</i>. https://doi.org/10.1142/12754</p>	<p>Parenthetical citation: (Ding et al., 2022)</p> <p>Narrative citation: Ding et al. (2022)</p>
Whole edited book (with editors) (online /printed)	<ul style="list-style-type: none"> • Author, A. A., Author B. B., & Author, C. C. (Eds.). (Publication Year). <i>Title of work</i> (edition). Publisher name. • Author, A. A. (Ed.). (Publication Year). <i>Title of work</i> (edition). Publisher name. https://doi.org/xxxxx or https://xxxxx <p>Kesharwani, P. (Ed.). (2020). <i>Nanotechnology based approaches for tuberculosis treatment</i>. Academic Press.</p> <p>Sandu, A., & Frunza, A. (Eds.). (2018). <i>Ethical issues in social work practice</i> (1st ed.). IGI Global.</p> <p>Bavinck, H., Bolt, J., & Vriend, J. (Eds.). (2003). <i>Reformed Dogmatics: Prolegomena</i> (Vol. 1). Baker Academic.</p>	<p>Parenthetical citation: (Kesharwani, 2020); (Sandu & Frunza, 2018); (Bavinck et al., 2003);</p> <p>Narrative citation: Kesharwani (2020); Sandu and Frunza. (2018); Bavinck et al. (2003)</p>

<p>Republished book (edited) (American Psychological Association, [APA] 2020)</p>	<ul style="list-style-type: none"> Author, A. A., Author B. B., (Publication Year). <i>Title of work</i> (Editor's surname, Ed.). Publisher name. (Original published year) <p>Watson, J. B., & Rayner, R. (2013). <i>Conditioned emotional reactions: The case of Little Albert</i> (D. Webb, Ed.). CreateSpace Independent Publishing Platform. http://a.co/06Se6Na (Original work published 1920)</p> <p>Note: Examples retrieved from American Psychological Association. (2020). <i>Publication Manual of the American Psychological Association</i> (7th ed.). https://apastyle.apa.org/style-grammar-guidelines/references</p>	<p>Parenthetical citation: (Watson & Rayner, 1920/2013); Narrative citation: Watson and Rayner (1920/2013)</p>
<p>Edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) (APA, 2020)</p>	<ul style="list-style-type: none"> Organization. (Publication Year). <i>Title of the work</i> (edition). DOI... <p>American Psychiatric Association. (1980). <i>Diagnostic and statistical manual of mental disorders</i> (3rd ed.).</p> <p>American Psychiatric Association. (1987). <i>Diagnostic and statistical manual of mental disorders</i> (3rd ed., rev.).</p> <p>American Psychiatric Association. (1994). <i>Diagnostic and statistical manual of mental disorders</i> (4th ed.).</p> <p>American Psychiatric Association. (2000). <i>Diagnostic and statistical manual of mental disorders</i> (4th ed., text rev.).</p> <p>American Psychiatric Association. (2013). <i>Diagnostic and statistical manual of mental disorders</i> (5th ed.). https://doi.org/10.1176/appi.books.9780890425596</p>	<p>Parenthetical citations: (American Psychiatric Association, 1980, 1987, 1994, 2000, 2013) Narrative citations: American Psychiatric Association (1980, 1987, 1994, 2000, 2013)</p>
<p>Edition of the International Statistical Classification of Diseases and Related Health Problems (ICD) (APA, 2020)</p>	<ul style="list-style-type: none"> Organization. (Publication Year). <i>Title of the work</i> (edition). DOI.../URL... <p>World Health Organization. (2016). <i>International statistical classification of diseases and related health problems</i> (10th ed.). https://icd.who.int/browse10/2016/en</p>	<p>Parenthetical citations: (World Health Organization, 2016) Narrative citations: World Health Organization (2016)</p>
<p>Entry in the DSM (APA, 2020)</p>	<ul style="list-style-type: none"> Organization. (Publication Year). Entry Title. In <i>DSM</i> (edition). DOI.../URL... <p>American Psychiatric Association. (2013). Anxiety disorders. In <i>Diagnostic and statistical manual of mental disorders</i> (5th ed.). https://doi.org/10.1176/appi.books.9780890425596.dsm05</p>	<p>Parenthetical citation: (American Psychiatric Association, 2013) Narrative citation: American Psychiatric Association (2013)</p>

Entry in the ICD (APA, 2020)	<ul style="list-style-type: none"> Organization. (Publication Year). Entry Title. In <i>ICD</i> (edition). DOI.../URL... <p>World Health Organization. (2019). 2A85.5 Mantle cell lymphoma. In <i>International statistical classification of diseases and related health problems</i> (11th ed.). https://icd.who.int/browse11/l-m/en#/http://id.who.int/icd/entity/1804127841</p>	<p>Parenthetical citation: (World Health Organization, 2019)</p> <p>Narrative citation: World Health Organization (2019)</p>
Religious work (APA, 2020)	<ul style="list-style-type: none"> <i>Work Title</i> (translator's name, Trans.; edition). (Publication Year). Publisher. <p>The Bhagavad Gita (E. Easwaran, Trans.; 2nd ed.). (2007). The Blue Mountain Center of Meditation.</p> <ul style="list-style-type: none"> <i>Work Title</i>. (Publication Year). Publisher. URL... <p><i>King James Bible</i>. (2017). King James Bible Online. https://www.kingjamesbibleonline.org/ (Original work published 1769)</p>	<p>Parenthetical citations: (The Bhagavad Gita, 2007; King James Bible, 1769/2017)</p> <p>Narrative citations: The Bhagavad Gita (2007) and King James Bible (1769/2017)</p>
Annotated religious work (APA, 2020)	<ul style="list-style-type: none"> <i>Author, A. A., & Author, B. B.</i> (Eds.). (Publication Year). <i>Work Title</i>. Publisher. <p>Kaiser, W. C., Jr., & Garrett, D. (Eds.). (2006). <i>NIV archeological study bible: An illustrated walk through biblical history and culture</i>. Zondervan.</p>	<p>Parenthetical citation: (Kaiser & Garrett, 2006)</p> <p>Narrative citation: Kaiser and Garrett (2006)</p>
Edited Book Chapters & Entries in Reference Works		
Chapter in an Edited Book/ Ebook References	<ul style="list-style-type: none"> Author, A. A. & Author, B. B. (Publication Year). Title of the Chapter. In E. Editor & E. Editor (Eds.). <i>Title of edited book</i> (edition, pp. xx-xx). Publisher name. DOI <p>Selamu, L. G., & Singhe, M. S. (2018). Ethical grounding of social work practices. In A. Sandu & A. Frunza (Eds.). <i>Ethical Issues in Social Work Practice</i> (1st ed., pp. 34-46). IGI Global. DOI: 10.4018/978-1-5225-3090-9.ch004</p>	<p>Parenthetical citation: (Selamu & Singhe, 2018)</p> <p>Narrative citation: Selamu and Singhe (2018)</p>
Chapter in an edited book - reprinted from another book (APA, 2020)	<ul style="list-style-type: none"> Author, A. A. (Publication Year). Title of the Chapter. In E. Editor (Ed.). <i>Title of edited book</i> (edition, pp. xx-xx). Publisher name. DOI ... (Reprinted from <i>Title of the edited book</i>, pp. xx-xx, by E. Editor, Ed., Year of Publication, Publisher) <p>Bronfenbrenner, U. (2005). The social ecology of human development: A retrospective conclusion. In U. Bronfenbrenner (Ed.), <i>Making human beings human: Bioecological perspectives on human development</i> (pp. 27–40). SAGE Publications. (Reprinted from <i>Brain and intelligence: The ecology of child development</i>, pp. 113–123, by F. Richardson, Ed., 1973, National Educational Press)</p>	<p>Parenthetical citations: (Bronfenbrenner, 1973/2005)</p> <p>Narrative citations: Bronfenbrenner (1973/2005)</p>

Entry in an online dictionary	<ul style="list-style-type: none"> Organization name. (n.d.). Entry. In <i>Dictionary title</i>. Retrieved Month – day, Year, from https://xxxx <p>Merriam-Webster. (n.d.). Ethics. In <i>Merriam-Webster.com dictionary</i>. Retrieved April 11, 2022, from https://www.merriam-webster.com/dictionary/ethics</p> <p>American Psychological Association. (n.d.). Early Years of Marriage Project (EYM Project). In <i>APA dictionary of psychology</i>. Retrieved April 15, 2022, from https://dictionary.apa.org/early-years-of-marriage-project</p>	<p>Parenthetical citations: (American Psychological Association, n.d.; Merriam-Webster, n.d.)</p> <p>Narrative citations: American Psychological Association (n.d.) and Merriam-Webster (n.d.)</p>
Entry in a printed dictionary (APA, 2020)	<ul style="list-style-type: none"> Organization name. (Publication Year). Entry. In <i>Dictionary title</i> (edition, p.). <p>American Psychological Association. (2015). Mood induction. In <i>APA dictionary of psychology</i> (2nd ed., p. 667).</p> <p>Merriam-Webster. (2003). Litmus test. In <i>Merriam-Webster's collegiate dictionary</i> (11th ed., p. 727).</p>	<p>Parenthetical citations: (American Psychological Association, 2015; Merriam-Webster, 2003)</p> <p>Narrative citations: American Psychological Association (2015) and Merriam-Webster (2003)</p>
Periodicals		
Journal article	<ul style="list-style-type: none"> Author, A. A., & Author B. B. (Publication Year). Article title. <i>Title of Journal, Volume</i>(Issue), pp.-pp. https://doi.org/xxxxx or https://xxxxx <p>Lamanauskas, V., Makarskaitė-Petkevičienė, R., Gorghiu, G., Santi, E.-A., & Pribeanu, C. (2021). Exploring the Students' Perceived Academic Value in an Exclusive Online Learning Environment. <i>Revista Romaneasca Pentru Educatie Multidimensionala</i>, 13(4), 01-16. https://doi.org/10.18662/rrem/13.4/467</p>	<p>Parenthetical citation: (Lamanauskas et al., 2021)</p> <p>Narrative citation: Lamanauskas et al. (2021)</p>
Journal article with an article number	<ul style="list-style-type: none"> Author, A. A., & Author B. B. (Publication Year). Article title. <i>Title of Journal, Volume</i>, Article number xxxx. https://doi.org/xxxxx or https://xxxxx <p>Saleem, A., Saleem, T., & Aziz, A. (2022). A pragmatic study of congratulation strategies of Pakistani ESL learners and British English speakers. <i>Asian-Pacific Journal of Second and Foreign Language Education</i>, 7, Article number 8(2022). https://doi.org/10.1186/s40862-022-00134-9</p> <p><i>Note: If the journal does not use volume, issue, and/or article or page numbers, omit the missing element(s) from the reference.</i> (APA, 2020)</p>	<p>Parenthetical citation: Saleem et al., (2022)</p> <p>Narrative citation: Saleem et al. (2022)</p>

Retracted journal article (APA, 2020)	<ul style="list-style-type: none"> Author, A. A., Author B. B., & Author C. C. (Publication Year). Article title. <i>Title of Journal</i>, Volume(Issue), pp-pp, DOI. https://doi.org/xxxxx or https://xxxxx (Retraction published Year, <i>Title of the Journal</i>, Volume[Issue], pp) <p>Joly, J. F., Stapel, D. A., & Lindenberg, S. M. (2008). Silence and table manners: When environments activate norms. <i>Personality and Social Psychology Bulletin</i>, 34(8), 1047–1056. https://doi.org/10.1177/0146167208318401 (Retraction published 2012, <i>Personality and Social Psychology Bulletin</i>, 38[10], 1378)</p>	<p>Paranthetical citation: (Joly et al., 2008) Narrative citation: Joly et al. (2008)</p>
Magazine Article References	<ul style="list-style-type: none"> Author, A. A., (Publication Date). Article title. <i>Title of Magazine</i>. https://xxxxx <p>Waldman, W. (2022, April 14). The Doubled Female Gaze of “Minx”. <i>The New Yorker</i>.</p>	<p>Paranthetical citation: (Waldman, 2022) Narrative citation: Waldman (2022)</p>
Newspaper article	<ul style="list-style-type: none"> Author, A. A., (Publication Date). Article title. <i>Title of Newspaper</i>. https://xxxxx <p>Lerman, R. (2022, April 14) Elon Musk says he has backup plan to buy Twitter in TED interview. <i>The Washington Post</i>. https://www.washingtonpost.com/technology/2022/04/14/elon-musk-ted-talk/</p>	<p>Paranthetical citation: (Lerman, 2022) Narrative citation: Lerman (2022)</p>
Blog post	<ul style="list-style-type: none"> Author, A. A., (Publication Date). Article title. <i>Title of Newspaper</i>. https://xxxxx <p>Brodkin, J. (2022, April 14). Amazon adds 5% “fuel and inflation” surcharge to seller fees for Prime shipping. <i>Ars Technica</i>. https://arstechnica.com/tech-policy/2022/04/amazon-imposes-5-fuel-and-inflation-fee-on-sellers-who-use-prime-shipping/</p>	<p>Paranthetical citations: (Brodkin, 2022) Narrative citations: Brodkin (2022)</p>
UpToDate Article References	<ul style="list-style-type: none"> Author, A. A., (Publication Date). Article title. <i>Title of Database</i>. https://xxxxx <p>White, D. B. (2021). Ethics in the intensive care unit: Informed consent. <i>UpToDate</i>. Retrieved March 14,2022 from https://www.uptodate.com/contents/ethics-in-the-intensive-care-unit-informed-consent?search=ethics&source=search_result&selectedTitle=2~140&usage_type=default&display_rank=2</p>	<p>Paranthetical citation: (White, 2021) Narrative citation: White (2021)</p>

Conference Presentations and Proceedings		
Conference presentation	<ul style="list-style-type: none"> Author, A. A., (Conference Date). <i>Presentation title</i>. [Conference presentation]. Title of the conference. https://xxxxx <p>Ferrando, F. (2021, May 26-30). <i>Philosophical Posthumanism</i> [Conference presentation]. World LUMEN Congress 2021, Iasi, Romania. https://www.youtube.com/watch?v=L6F5iFR4oCI</p>	<p>Paranthetical citation: (Ferrando, 2021) Narrative citation: Ferrando (2021)</p>
Abstract of a conference presentation	<ul style="list-style-type: none"> Author, A. A., (Conference Date). <i>Abstract title</i>. [Conference presentation abstract]. Title of the conference. https://xxxxx <p>Brenifier, O. (2021, May 26-30). <i>Why are Human Beings Anxious?</i>. [Conference presentation abstract]. World LUMEN Congress 2021, Iasi, Romania. http://lumenconference.com/wlc2021/wp-content/uploads/2021/05/Draft3_Working-Papers_WLC2021.pdf</p>	<p>Paranthetical citation: (Brenifier, 2021) Narrative citation: Brenifier (2021)</p>
Conference proceedings published in a journal (conference proceedings volume)	<ul style="list-style-type: none"> Author, A. A. (Publication Year). Article title. <i>Title of Journal/Proceedings, Volume</i>, pp.-pp. https://doi.org/xxxxx or https://xxxxx <p>Gang, G. C. (2022). Psychological Well-being of First-year Psychology Students Amid the COVID-19 Pandemic. <i>LUMEN Proceedings, 17</i>, 01-05. https://doi.org/10.18662/wlc2021/01</p> <p>Note: Conference proceedings published in a journal follow the same format as journal articles. (American Psychological Association, 2020)</p>	<p>Paranthetical citation: (Gang, 2022) Narrative citation: Gang (2022)</p>
Conference proceedings published as a book chapter (coordinated volume)	<ul style="list-style-type: none"> Author, A. A. (Publication Year). Title of the Proceeding chapter. In E. Editor & E. Editor (Eds.). <i>Title of edited proceedings book</i> (pp. xx-xx). Publisher name. DOI <p>Jackson, B. L. (2013). Parental and Societal Endorsement as a Factor in Alcohol Consumption by Adolescents and Youth. In A. Sandu & A. Caras (Eds.). <i>International Scientific Conference Tradition and Reform. Social Reconstruction of Europe, November 7-8, 2013 - Bucharest (Romania)</i>. (pp.179-182). Medimond.</p>	<p>Paranthetical citation: (Jackson, 2013) Narrative citation: Jackson (2013)</p>

Dissertations and Theses		
Published Dissertation or Thesis References	<ul style="list-style-type: none"> Author, A. A. (Publication Year). <i>Title of the Thesis</i>. (Publication no. xxxx) [Doctoral Dissertation, Y University]. University Name. https://institutional_repository <p>Miranda, C. (2019). <i>Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development</i> (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT Open. https://pqdtopen.proquest.com/doc/2309521814.html?FT=T=AI</p> <p><i>Note: citation example from American Psychological Association (2020)</i></p>	<p>Parenthetical citation: (Miranda, 2019)</p> <p>Narrative citation: Miranda (2019)</p>
Unpublished Dissertation or Thesis References	<ul style="list-style-type: none"> Author, A. A. (Thesis Defending Year). <i>Title of the Thesis</i>. [Unpublished Doctoral Dissertation]. University Name. <p>Harrison, F. (2012). <i>Example of Unpublished Thesis Name</i> [Unpublished doctoral dissertation]. State University.</p>	<p>Parenthetical citation: (Harrison, 2012)</p> <p>Narrative citation: Harrison (2012)</p>

5. Author Guidelines

Conference Chair/ Editor in charge with the full paper coordination will be invited to submit all papers (selected in the peer review process organized under the responsibility of the conference organizers) to the publisher. The papers will be submitted respecting the publisher requirements as agreed in the publishing contract between the Conference organizers and the Publisher.

No paper will be individually submitted by the author/s.

The OJS submission platform offers all the information needed related to the editorial and ethical guidelines to be followed in order to finalize the submission process successfully.

If you are an author and you are reading the content of this page in order to inform yourself about the submission process to our proceedings, please go further and contact us - the publisher, or the editor in charge of the conference proceedings for the conference you attended and presented your results in.

The OJS Platform hosts each proceedings volume as an individual issue.

For each proceedings volume a new issue will be created entitled in accordance with the conference title, so the editor will be guided to submit each paper in the assigned issue.

How should authors prepare their manuscript |

If you are an editor in charge with the conference proceedings papers, you should provide all these information to the authors whose papers you coordinate in order to be published. Each author should be informed and guided to send you the proceeding papers in accordance with the publisher requirements.

When formatting your references, please ensure you check the reference style followed by your chosen journal. Use APA rules for citations and references ([tutorial for APA Manual 7th edition](#)); Any paper that does not comply with the aforementioned requirements will be returned to the authors.

Equations should to be submitted using Office Math ML and Math type.

Microsoft Word guidelines

There is no need to follow a specific template when submitting your manuscript in Word. However, please ensure your heading levels are clear, and the sections clearly defined.

Artwork guidelines

Illustrations, pictures and graphs, should be supplied in the highest quality and in an electronic format that helps us to publish your article in the best way possible. Please follow the guidelines below to enable us to prepare your artwork for the printed issue as well as the online version.

Format: PNG, JPEG: Common format for pictures (containing no text or graphs).

Placement: Figures/charts and tables created in MS Word should be included in the main text rather than at the end of the document.

Resolution: Rasterized based files (e.g. with .jpeg extension) require a resolution of at least 300 dpi (dots per inch). Line art should be supplied with a minimum resolution of 800 dpi.

Color: Please note that images supplied in color will be published in color online and black and white in print (unless otherwise arranged). Therefore, it is important that you supply images that are comprehensible in black and white as well (e.g. by using color with a distinctive pattern or dotted lines). The captions should reflect this by not using words indicating color.

Dimension: Check that the artworks supplied match or exceed the dimensions of the publication. Images cannot be scaled up after origination

Fonts: The lettering used in the artwork should not vary too much in size and type (usually Garamond font as a default).

The Integrity of Images

All figures should be minimally processed and should reflect the integrity of the original data in the image. Adjustments to images in brightness, contrast, or color balance should be applied equally to the entire image, provided they do not distort any data in the figure, including the background. Images should not be layered or combined into a single image unless it is stated that the figure is a product of time-averaged data.

All adjustments to image data should be clearly disclosed in the figure legend. Images may be additionally screened to confirm faithfulness to the original data. Authors should be able to supply raw image data upon request. Authors should also list tools and software used

to collect image data and should document settings and manipulations in the Methods section of the article.

Length of Manuscripts

Manuscripts should be of 5 pages minimum to 10 pages maximum (Garamond 12, 1.00 spacing).

Manuscript Structure

TITLE PAGE

TITLE OF THE PAPER, AUTHORSHIP & AFFILIATION

the author(s) should mention the institution of affiliation, city, country and the contact details (at least e-mail address) of all authors of the paper (if more than 1);

a short biodata and a photo of the author(s) should be provided at the beginning of the document, before the Title (not mandatory).

TITLE OF THE PAPER

1) should be clear and concise, provide the reader with an idea of the article's main topic; 2) should not exceed 15 words; 3) no subtitles, mottos or any other introductory words allowed;

ABSTRACT

should have between 200-250 words, and should briefly present the main ideas expressed in the article, such as the context of the paper, objectives, hypotheses or thesis (if any), methodology (only mentioned), results (only the main or most relevant results), conclusions (optional);

KEYWORDS

between 5-7 keywords, separated by semicolons;

ARTICLE'S CONTENT

INTRODUCTION

1) the introduction provides the reader with a brief idea of the content of the article; 2) should contain information about the scientific context of the research or theoretical article; 3) scopes and objectives of the paper, hypotheses (if any);

LITERATURE REVIEW

1) should present the relevant literature on the topics of the paper and should be structured upon specific analysis criteria; 2) the scientific literature should be critically approached by the author(s); 3) should mention the identified gaps that led to the current research (*these gaps are what underlies the original contribution of the article*); 4) should argue the need for the research in the universe of the existing scientific literature and the conjunction point between it and the current paper; 5) all sources used for inspiration in this chapter must be correctly quoted, according to the APA Style Manual.

METHODOLOGY (mandatory chapter for research articles)

Some theoretical articles could have methodology, some don't. 1) this chapter describes the methods and techniques used for collecting, analyzing and interpreting data;

2) in the field-research papers, the author(s) should provide information on the sample, data collection, compliance with the ethical guidelines (*this information could also be mentioned in Acknowledgments*); 3) other details regarding the data collection process;

4) precise and comprehensive description of the analyzed methods, particularly when they are new or poorly-known in the literature;

RESULTS (mandatory chapter for research articles)

the results are presented in large, using tables, figures, graphics or any other type of visual representation destined to help the reader better understand the ideas resulted;
 the statistical data should be accompanied by explanations on its significance;
 the data that could contradict the hypotheses must be presented and analyzed;
 the author(s) should present the way in which the collected data leads to the fulfilment of the research objective;

THEORETICAL SUB-CHAPTERS (especially used in theoretical articles)

For theoretical articles, the chapters of *Methodology* and *Results* could be replaced by subchapters of theoretical analysis. We recommend using the analytical framework of the theoretical papers which consist in Arguments to support the thesis and Arguments to argue the thesis;

LIMITS and DISCUSSIONS

1) this subchapter presents the validity of the research and its limits; 2) the author(s) should consider and present the geographical, epistemological, methodological limitations of the research; 3) the author(s) should present how the results can be extrapolated and generalized to the literature on the topic; 4) the author(s) should clearly state the original elements of the paper that could be of interest for worldwide readers;

CONCLUSIONS

1) the conclusions should be correlated with the objectives and the data analyzed; 2) the author(s) should mention here whether the hypotheses (if any) were validated or not (in case of evidence-based research).

Acknowledgments:

Acknowledgments usually include the recognition of the contribution of third parties to the research, that led to creating the article, or the actual writing of the article, but whose contribution is not so significant as to be considered authors. Also, the acknowledgments include information on the source of research funding, the research organization in which the authors carried out the research activity or research project in which the data was obtained.

REFERENCES

1) this chapter must be formatted according to the guidelines of the APA Manual. It is very important to make sure that there is a full compliance between the sources mentioned in the text and in References.

6. Editor Guidelines

LUMEN adheres to the international editorial and publishing standards. Below you will find the guidelines we recommend for both our authors, editors and reviewers.

For LUMEN Proceedings Volumes the responsibility of the peer review evaluation lays on the Conference Organizers/ Conference Chair.

All papers submitted for publication within LUMEN proceedings will be subject to peer review evaluation under the Conference Chair responsibility. Conference Chair will send us the manuscripts after a similarity check with other sources will be performed. Where the case, LUMEN reserve its right to organize another check of the manuscripts if suspicions of scientific errors will be obvious from text, the technical representation of references system is not appropriate managed and other technical aspects needed.

In addition, a similarity check with other online sources will be undertaken by the LUMEN Editor in charge with the proceedings volume.

Conference Chair/Editors' decisions on the publication status of a manuscript is final.

Only papers presented at the conference and received according to publication guidelines and timelines will be published in the LUMEN.

Conference Chair/ Editor in charge with the full paper coordination will be invited to submit all papers (selected in the peer review process organized under the responsibility of the conference organizers) to the publisher. The papers will be submitted respecting the publisher requirements as agreed in the publishing contract between the Conference organizers and the Publisher.

No paper will be individually submitted by the author/s.

The OJS submission platform offers all the information needed related to the editorial and ethical guidelines to be followed in order to finalize the submission process successfully.

If you are an author and you are reading the content of this page in order to inform yourself about the submission process to our proceedings, please go further and contact us - the publisher, or the editor in charge of the conference proceedings for the conference you attended and presented your results in.

This platform will host each proceedings volume as an individual issue.

For each proceedings volume a new issue will be created entitled in accordance with the conference title, so the editor will be guided to submit each paper in the assigned issue.

How should authors prepare their manuscript |

If you are an editor in charge with the conference proceedings papers, you should provide with all these information to the authors whose papers you coordinate in order to be published. Each author should be informed and guided to send you the proceeding papers in accordance with the publisher requirements.

Peer review - Guidelines

1. Peer Review Process: Standards and Description

1.1. Editorial Evaluation

This is the first stage evaluation, in which the paper proposed for evaluation is assessed from the technical and administrative points of view. The evaluation is made by the editor in charge with the issue following to identify whether the paper is related to the specificity of the journal and if it addresses subjects that are in direct connection with the current issue's topic. The editor in charge will also assess if the author complies with the editorial requirements, such as the citation system, respecting the journal's technical parameters from the template available online, or the structure of the article.

Only after the technical requirements are fulfilled by the author will the paper be the subject of the peer review process and its scientific quality evaluated. After texts are analyzed

to see if they match the disciplinary and thematic orientation of the publication's editorial quality standards of LUMEN publications, manuscripts are sent to two reviewers selected from the Board of Reviewers of LUMEN Publishing House, whose scientific activity and expertise corresponds most with the proposed manuscript.

1.2. Scientific Evaluation

After texts are analyzed from the scientific point of view, reviewers communicate their decision and the observations/requirements (if any) as a condition of publication. The editor in charge transmits the reviewers' decision to the author and, if the reviewers agreed on the acceptance for publication but recommend changes of the text, it is sent back to the author to make changes. Once the requested changes are made, the text returns to the two reviewers of LUMEN Publishing House Committee to check the final version of the text and transmit their decision.

Reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript they evaluate. The reviewers must have a rich expertise and experience to be chosen as a referent, certified through publications, conferences, grants, etc.

LUMEN policy is that reviewers should not be assigned to a paper if:

- the reviewer is based at the same institution as any of the co-authors
- the reviewer is based at the funding body of the paper
- the reviewer has provided a personal (e.g. Gmail/Yahoo) email account and an institutional email account cannot be found after performing a basic Google search (name, department and institution).

The scientific evaluation is completed in at least one of the following ways:

DOUBLE BLIND PEER REVIEW

The blind peer review process consists of assigning a blind manuscript (with no identification information of the author/s) to a reviewer whose identity is not known to the author whose paper is subject to evaluation, nor will be known by the author after the evaluation is completed. The correspondence between the reviewers/s and the author/s will be intermediated by the publisher LUMEN Publishing House.

The results of evaluation can be of the following types: acceptance, acceptance with modifications or rejected. If a reviewer rejects the manuscript but another one accepts it, the manuscript is assessed by a third reviewer, or the editor responsible for the issue, who will accomplish the advocate function and take the final decision. If it is accepted with modifications, corrections will be asked for from the author.

REVIEWERS PROPOSED BY AUTHORS

Authors are invited to propose their own specialty referrers when they submit their paper for publication. They can be coordinators of doctoral theses etc.

The opinions of the authors proposed reviewers will be considered, in the event of a disagreement between the two peer reviewers proposed by LUMEN Publishing, or where peer reviewers accept papers with a reserve. Also, this method is used as an additional editorial peer review, in the case of editorial programmes that request it.

1.3. Ethical Evaluation and Identification of, and Dealing with Allegations of Research Misconduct

LUMEN is member of PILA and adheres to the ethical standards of Committee of Publication Ethics (COPE).

Ethical evaluation follows two directions, namely Editorial Ethics and Research Ethics.

Regarding **Editorial Ethics**, these are analyzed suspicions of plagiarism and the improper award of authorship (including authors who contributed to the text or research and the exclusion of authors who have contributed). They also track potential conflicts of interest that occurred after publication by LUMEN, the rights to reproduce images, text or republication rights fragments where appropriate. The aim is to avoid the request for double financing when the manuscript published through public financing.

The second direction – **Research ethics** – aims of evaluation for respecting the ethical rules of scientific research where appropriate: the rules of data confidentiality; obtaining the agreement for participation in research from research population; in the protection of the interests of natural or legal persons, in order not to violate any image or other rights of nature provided by law.

1.4. Editorial Review of Translations

Editorial reviewers of translation exclusively target the quality of translations in Romanian. An evaluation is undertaken by a specialist, a connoisseur of the language in which the book appeared or a native speaker and the quality of translation is checked.

LUMEN Publishing reviewers are scientific and cultural personalities, recognized nationally and internationally with a PhD.; in special or exceptional circumstances, having the quality of a PhD student.

Plagiarism

LUMEN Publishing House scans each article accepted for publication with the [Crossref Similarity Check - iThenticate](#) software only after the article is considered final, so as not to make any changes that may increase the likelihood to be above the accepted limit, which is at most 5% to 10% similarity (due to the specific of each article). LUMEN expresses 0 tolerance to plagiarism, but we accepted at most 10% similarity with other sources. The articles that were proven to have plagiarism elements will automatically be rejected from publication.

If the article exceeds the 10% similarity threshold, but it is not proved to be plagiarised, the editor sends the article back to the authors, to motivate the identified similarities, and eventually to correct possible negligence. Each additional scan will be charged with 7 euros.

The authors whose works have been identified with similarities beyond the accepted limit will have to accept that all costs incurred by the editorial staff for the processing of the article will be withheld from the already paid fees.

The full refund of the open-access fee for articles identified with plagiarism suspicions is only possible through the formation and express acceptance of the Ethics Committee of the Affiliate Institution of each of the authors.

Authorship

LUMEN adheres to the International Committee of Medical Journal Editors (ICMJE) recommendations related to authorship. ICMJE recommends that authorship be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND

- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved ([ICMJE: Defining the Role of Authors and Contributors, 2022](#)).

These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work. In the group of authors, an author should be able to identify which co-authors are responsible for specific other parts of the work, in order to being accountable for the parts of the work he/she has done. Also, authors should have confidence in the integrity of the contributions of their co-authors.

Principal authorship, authorship order, and other publication credits should be based on the relative scientific or professional contributions of the individuals involved, regardless of their status. A student is usually listed as principal author on any multiple-authored publication that substantially derives from the student's dissertation or thesis.

All authors must agree on publication and be able to support research by answering questions about this research. Contributors who do not meet the criteria to be authors should be included in the acknowledgments.

As regards the authors' order, this should respect the volume of work and the importance of the scientific contribution of each author. Presenting in alphabetical order, mentioning the equal contribution of each author in acknowledgment, draws attention to the equal quoting of each author.

Lead Author (First Author)

In the case of publications with multiple authors, one author should assume the role of lead author. Even in different publications, the lead author is different to the first author; in all LUMEN Publishing Journals, the lead author is considered to be the first author and corresponding author. We admit exceptions, based on an all-authors' request, for the corresponding author to be mentioned as being different to the lead author, with special mention, and is placed as the last author. Authors should decide to be equally responsible for the paper; in this case, they are mentioned in alphabetical order, with the acknowledgement that all authors have an equal contribution to the article.

Co-authors

All co-authors of a publication are responsible for:

- **Authorship:** By providing consent to authorship to the lead author, co-authors acknowledge that they meet the authorship criteria set above. A co-author should have participated sufficiently in the work to take responsibility for appropriate portions of the content.
- **Approval:** By providing consent to authorship to the lead author, co-authors are acknowledging that they have reviewed and approved the manuscript.
- **Integrity:** Each co-author is responsible for the content of all appropriate portions of the manuscript, including the integrity of any applicable research.
- An individual retains the right to refuse co-authorship of a manuscript if s/he does not satisfy the criteria for authorship.

Non-Author Contributors

Where contributors meet fewer than all 4 of the above criteria for authorship, those should not be listed as authors, but they should be ***acknowledged***.

In accordance with ICMJE guidelines, here are some examples of activities that alone (without other contributions) do not qualify a contributor for authorship:

- acquisition of funding;
- general supervision of a research group or general administrative support;
- and writing assistance, technical editing, language editing, and proofreading.

In addition, those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading (e.g. "Clinical Investigators" or "Participating Investigators"), and their contributions should be specified (e.g., "served as scientific advisors," "critically reviewed the study proposal," "collected data," "provided and cared for study patients," "participated in writing or technical editing of the manuscript") ([ICMJE: Defining the Role of Authors and Contributors, 2022](#)).

Acknowledgements

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged are included above.

When submitting the manuscript, author must supply any personal acknowledgements separately to the main text to facilitate anonymous peer review.

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You may find the following useful resources to refer to for more information on Conflict-of-Interest policies, existing codes of practices and more general good practice in relation to journal publication ethics:

View the [Guidelines published on good publication and the Code of Conduct by the Committee of Publication Ethics \(COPE\)](#).

View the [guidelines published by the International Committee of Medical Journal Editors \(ICMJE\)](#).

7. LUMEN Ethics & Co-responsibility

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- accuracy and fairness in presenting the contributions of each author to the research proposal and the research reports – including obtaining data, where this contribution is really significant;
- spirit of collegiality, accompanied by the availability towards communication and sharing results, but where appropriate, also in cases specific to the research institution and the resources destined for research;

- disclosure and avoidance of potential conflicts of interest;
- the protection of the participants in the research;
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The above points are only intended to give a broad overview and are not exhaustive.

LUMEN encourages its authors and editors to refer to the [Committee on Publication Ethics \(COPE\) website](#).

We believe deeply in maintaining an accurate academic record and follow COPE's [Principles of Transparency and Best Practice in Scholarly Publishing](#).

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- the academic record to be accurate and transparent (where the case, publishing corrections and retractions)

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- they didn't previously publish their work and they submitted their work only to our journal
- in case of material is taken from other sources the source is clearly cited and that where appropriate permission is obtained (including their own published writing)
- their work does not bring any infringements on any rights of others (including privacy rights and intellectual property rights)
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- they own the data used in their work or that they have permission to use data reproduced in their paper
- they clearly state any real or apparent conflicting or competing interest on submission of their paper (this would include funding information)
- they adhere to all research ethics guidelines of their research area, especially where human or animal subjects are involved
- they act proactively and contact the Editor to identify and correct any material errors upon discovery, whether prior or subsequent to publication of their work
- they expose accurately the authorship of the paper, by ensuring that: all individuals credited as authors participated in the actual authorship of the work; all who participated are credited and have given consent for publication; all the contributors who agreed to be mentioned in the work as contributors are listed
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Ethical Guidelines Resources

- Committee on Publication Ethics (COPE) - <http://publicationethics.org/>
- American Educational Research Association (AERA) - [http://www.aera.net/Portals/38/docs/About_AERA/CodeOfEthics\(1\).pdf](http://www.aera.net/Portals/38/docs/About_AERA/CodeOfEthics(1).pdf)
- American Political Science Association (APSA) - <http://www.apsanet.org/RESOURCES/For-Faculty/Ethics>
- American Psychological Association (APA) - <http://www.apa.org/ethics/code/index.aspx>
- British Educational Research Association (BERA) - <https://www.bera.ac.uk/researchers-resources/resources-for-researchers>
- Council of Science Editors (CSE) - <http://www.councilscienceeditors.org/i4a/pages/index.cfm?pageid=3331>
- International Committee of Medical Journal Editors (ICMJE) - http://www.icmje.org/urm_main.html
- National Institutes of Health (NIH) - <http://ethics.od.nih.gov/procedures.htm#protocol>
- World Association of Medical Editors (WAME) - <http://www.wame.org/policies-and-resources>
- World Medical Association (WMA) - <http://www.wma.net/en/20activities/10ethics/index.htm>
- Guidelines for managing the relationships between society-owned journals, their society, and publishers - <https://publicationethics.org/resources/guidelines/guidelines-managing-relationships-between-society-owned-journals-their-society>
- Principles of Transparency and Best Practice in Scholarly Publishing - <https://publicationethics.org/resources/guidelines-new/principles-transparency-and-best-practice-scholarly-publishing>
- Journals' Best Practices for ensuring consent for publishing medical case reports: guidance from COPE - <https://publicationethics.org/resources/guidelines/journals%E2%80%99-best-practices-ensuring-consent-publishing-medical-case-reports>
- Sharing of Information Among Editors-in-Chief Regarding Possible Misconduct - <https://publicationethics.org/resources/guidelines-new/sharing-information-among-editors-chief-regarding-possible-misconduct>
- Text recycling guidelines for editors - <https://publicationethics.org/resources/guidelines-new/text-recycling-guidelines-editors-0>
- A Short Guide to Ethical Editing for New Editors - <https://publicationethics.org/resources/guidelines-new/short-guide-ethical-editing-new-editors>
- Guidance for Editors: research, audit and service evaluations - <https://publicationethics.org/resources/guidelines-new/guidance-editors-research-audit-and-service-evaluations>
- Ethical Guidelines for peer reviewers (English version) - <https://publicationethics.org/resources/guidelines-new/cope-ethical-guidelines-peer-reviewers>
- Cooperation between research institutions and journals on research integrity cases: guidance COPE - <https://publicationethics.org/resources/guidelines-new/cooperation-between-research-institutions-and-journals-research-integrity>

- Guidelines for the Board of Directors of Learned Society Journals - <https://publicationethics.org/resources/guidelines-new/guidelines-board-directors-learned-society-journals>
- How to handle authorship disputes: a guide for new researchers - <https://publicationethics.org/resources/guidelines-new/how-handle-authorship-disputesa-guide-new-researchers>
- Guidelines for retracting articles - <https://publicationethics.org/resources/guidelines-new/guidelines-retracting-articles>

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