

# INSTRUCTIONS FOR AUTHORS

## I. RIGHTS OF AUTHORS

The editorial staff encourages the authors:

- to post the final version of the article on their personal webpage or on that of the institution to which they officially belong;
- to share the article on their social media;
- to post on the pages they manage the link to the PDF version of the article hosted on CC's website.

The authors are entitled to fully or partially republish the article in any other publication, with mandatory reference to CC.

The authors may use without any restrictions the article in their teaching and research activities.

## II. TECHNICAL INDICATIONS

The Journal welcomes the submission of manuscripts that meet the general criteria of significance and scientific excellence. "Codrul Cosminului" does not accept papers that have been published or are under consideration for publication elsewhere. Electronic submission of manuscripts is strongly encouraged. **The document must be the final version and should be sent accompanied by Author Declaration (see below).** Also, it will be sent the **data about authors**, according to the model in the current issue. The authorship should not exceed the total number of 4 authors.

The text written in English must be provided in Cambria font, 11 pts, maximum 20 pages: Abstract (in English, maximum 20 lines), Introduction, argumentation, results and conclusions, figures and photos, references; review papers and scientific chronicles, maximum six pages. The manuscript must be the final version. The text should be single-spaced and placed on one-sided pages 170 mm X 250 mm. The margins will be: Top 28 mm, Bottom 23 mm, Left 18 mm, Right

18 mm, Header 19 mm, Footer 18 mm. Notice that the header and footer are different for the odd and even pages.

### Recommended fonts and line spacing

Item	Font	Size	Style
Title of paper	Cambria, UPPERCASE	14	Bold, Centred
Line spacing	-	12	-
Authors	Cambria	11	Bold, Righted
Affiliation and e-mail address for the authors	Cambria	10	Normal, Righted
Line spacing	-	10	-
Abstracts in English and Romanian (10-20 lines)	Cambria, Italic	10	Normal, Justify
Line spacing after each Abstract	-	10	-
Keywords (5-10), in English	Cambria, Italic	10	Normal, Justify
Double-space after Keywords	-	11	-
Sections Title (Introduction, argumentation, results and conclusion, references etc.)	Cambria, UPPERCASE	11	Bold, Centred
Line spacing before and after each Section Title	-	11	-
Text (single-spaced). Indent the first line of every paragraph of text 1 cm	Cambria	11	Normal, Justify
Figure's title (figures in either black and white or colour, high contrast)	Cambria	10	Bold Centred below the figure
Table's Title	Cambria	10	Bold Centred at the top of the Table
Table's Content	Cambria	10	Normal, Justify
Footnotes	Cambria	10	Normal Justify
References	Cambria	11	Normal Justify

The **Introduction** should provide a clear statement of the problem, the relevant literature on the subject and the proposed approach or solution. As the central part of the paper, **argumentation** should offer the subject's analysis based on the specific pieces of evidence. **Results** should be presented with clarity and precision and should be explained, but mostly without referring to the literature and should interpret the findings given the results obtained. **Conclusions** section contains a few sentences at the end of the paper and concludes the results. **Illustrations** and **tables** should be progressively numbered, following the order

cited in the text. The same data should not be presented in both table and graph form. Each source you cite in the paper must appear in your **Reference list** (at the end of your article). **Titles in languages that do not use the Roman alphabet** but can be transliterated (such as Russian) should appear in the transliterated version followed by the title in English in square brackets. A title in English should also be supplied in square brackets in cases in which the original is in languages other than English, French and German. **Footnotes** to cited sources should be inserted in the text (consecutive numbers) and placed at the bottom of the page as follows:

- <sup>1</sup> Paul Jensen, *History of the World*, New-York, University Publishing House, 2003, p. 243.
- <sup>2</sup> Richard Little, Barry Buzan, *Sistemele internaționale în istoria lumii* [International Systems in World History], Iași, Editura Polirom, 2009, p. 62-63.
- <sup>3</sup> Stelian Tanase (coord.), *Cioran si Securitatea* [Cioran and Securitatea], Iasi, Editura Polirom, 2009, p. 14.
- <sup>4</sup> Christine Sylvester, *Empathetic Cooperation: A Feminist Method for IR*, in "Millennium: Journal of International Studies", 1994, Vol. 23, No. 2, p. 315-334.
- <sup>5</sup> Richard Little, Barry Buzan, *Sistemele internaționale...*, p. 79.
- <sup>6</sup> *Australia-NATO Joint Political Declaration*, in [http://www.nato.int/cps/en/natolive/official\\_texts\\_94097.htm](http://www.nato.int/cps/en/natolive/official_texts_94097.htm) (Accessed on 12.11.2012).
- <sup>7</sup> A. I. Denikin, *Put' russkogo ofitsera* [The Way of a Russian Officer], Moskva, Sovremennik, 1991, p. 58.

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### III.AUTHORS DECLARATION

When presenting a contribution/paper to be published in "Codrul Cosminului", the author (authors) must consent to the following steps related to ethics and copyright, and assert, in writing, the following:

#### DECLARATION

Article's title: .....

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a) The manuscript is original; it neither represents a fragment in a printed book nor has it been published in a specialised journal.

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c) The article does not present previously unpublished data or images without indicating the source or without the owner's consent.

d) The article does not use results published previously without adequate and proper quotations.

e) The Author accepts and agrees that the submitted manuscripts will be checked for originality using anti-plagiarism software.

f) The Author accepts and acknowledges the required modifications instated by the editors as part of the final correction.

g) The Author is aware of personal data's confidential nature and allows to share the name, institutional affiliation, and e-mail address under the European Union's General Data Protection Regulation principles.

h) The Author transfers "Codrul Cosminului", fully and unconditionally, the exclusive right of publishing, reproducing and distributing the text by reediting, translation, copying, exposing or saving in an electronic database or for any anthologies/collections, for both versions (electronic and hard copy).

i) The article shall not be published in other journals without the Editor's written consent, respecting the "Codrul Cosminului" 's requests and politics.

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#### IV. CORRESPONDENCE ADDRESS:

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## **V. PEER REVIEWING PROCESS**

Manuscripts are assigned to the Executive Editor. The papers before being sent for reviewing are first checked with an anti-plagiarism software. The Executive Editor sends, generally through the electronic platform or by e-mail, the received articles, without the name and affiliation of authors, to 2 experts in the field. All the reviewers of a paper remain anonymous to the authors and act independently. They have different affiliations, usually located in different towns/countries, and they are unaware of each other's identities. If the two reviewers' decisions are not the same, the paper is sent to a third reviewer.

The reviewers' evaluations and Executive Editor's comments enable the Editor-in-Chief to make a decision. This decision, along with the comments, is transmitted to the authors via e-mail. A decision is made usually within ten weeks of the receipt of the manuscript. The Editor-in-Chief will inform authors whether a manuscript is accepted, should be revised, or is rejected. Minor revisions should be returned within four weeks of decision; significant modifications should be made within three months. Manuscripts not revised within this time will be withdrawn from consideration unless there are extenuating circumstances.

The Editor-in-Chief makes the final decision for publication based on the scrutiny of reviewers and the Journal's scope.

The Editor-in-Chief is responsible for the quality and selection of manuscripts chosen to be published, and the authors are always responsible for each article's content.

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## **VI. ARTICLE WITHDRAWAL**

This procedure shall be used only for articles in the preparatory process for printing, which are a preliminary version of the papers and may contain some

errors or have been accidentally submitted twice. As an exception, the measure can be applied to the articles that may violate the code of professional ethics, such as multiple submissions, fraudulent authorship, plagiarism, data falsification, copyright infringement etc.

Articles in the preparatory process for printing (articles that have been accepted for publication but have not been officially published) that include errors or are accidental duplicates of other articles already published, violate professional ethics, shall be removed from the journal's portfolio by the Editorial team.

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## VII. PUBLISHED ARTICLE RETRACTION

This procedure can be applied to published papers that violate the code of professional ethics (multiple submission, false assumption of authorship, plagiarism, fraudulent or misleading data, etc.). The paper retraction can be done by its authors or by the Editor-in-Chief, following the scientific community members intimations.

In this regard, the editorial staff will go through the following steps:

- a withdrawal note entitled 'Retraction of the paper: [title of the article]' signed by the authors and/or Editor-in-Chief will be published in the forthcoming printed issue of the journal. The note will be included in the Contents of the journal;
- in the electronic version of the proximate issue, a link will be added to the original article;
- the online article will be preceded by a screen (pop-up) that will contain the retraction note. From this screen, the reader will be able to move on to the article itself;
- the original article will be kept unchanged, except for a watermark inserted in .pdf, indicating on each page that the article is "Retracted".

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