



EDITORIAL PRESS MANUSCRIPT TEMPLATE

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This template standardizes manuscript structure and required statements to:

1. reduce formatting errors,
2. accelerate editorial screening (desk checks),
3. ensure ethics/transparency compliance,
4. support production-ready publication.

Scope: Publisher-wide base template using APA 7 style. Journal-specific requirements (peer review model, OA license, APC/waivers) remain on each journal page. The template includes an OPTIONAL separate Title Page for journals requiring double-blind review.

2. Recommended repositories (examples)

Page setup:

1. Paper: A4 or Letter (choose one standard; recommend A4 for Uzbekistan, or Letter if targeting US-heavy audience)
2. Margins: 2.54 cm (1 inch) on all sides
3. Line spacing: 1.5 (or 2.0 if you want strict APA feel; 1.5 is common for submission)
4. Paragraph spacing: 0 pt before, 6 pt after (or consistent minimal spacing)

Fonts (APA 7 acceptable): Primary: Times New Roman 12 pt (recommended), OR Calibri 11 pt and use one font consistently

Styles (non-negotiable)

1. Use Word styles: Normal, Heading 1, Heading 2, Heading 3
2. No manual formatting for headings
3. Headings should follow APA heading levels (at least Levels 1–3)

General rules section (template instructions)

Instructions: Remove all instructional notes before submission. Use Word's Table tool for all tables and do not paste tables as images. Use the Equation Editor for all equations. Cite every figure and table in the main text before it appears. For double-blind journals: submit Title Page separately and remove identifying info from the manuscript file

2) OPTIONAL TITLE PAGE

Title Page must include: the full manuscript title, with bold formatting recommended, and an optional running head or short title.

For each author, provide the full name, affiliation including department, institution, city, and country, and ORCID if available. Identify the corresponding author by name and email address, with phone number optional. Include an author contributions statement if used, either as a short narrative or with CRediT roles such as Conceptualization, Methodology, and Writing. Add the funding statement with funder name or names, grant number or numbers, and the role of the funder if relevant. Include a competing interests statement, either declaring that the authors have no competing interests or listing specific disclosures. Where applicable, provide ethics approval details, including the name of the IRB or ethics committee, approval number, date, and consent procedures if relevant. Add a data availability statement with the repository name and link or DOI, and note any restrictions if they apply. If AI tools were used, include an AI use disclosure stating the tool name, its purpose such as language editing or code support, and where in the manuscript the AI affected the work, for example in the Methods or Acknowledgements section.

3) MAIN MANUSCRIPT

Main Manuscript

The main manuscript must include the following sections in the order listed below.

A) Manuscript Title

The manuscript title should appear at the beginning of the document and should be centered on the page.

[MANUSCRIPT TITLE]

B) Abstract

The manuscript must include an abstract of approximately 150 to 250 words, unless a different length is required by the target journal. The abstract should clearly state the purpose of the study, the methods used, the key results, and the main conclusion or implications. Undefined abbreviations should be avoided.

C) Keywords

Provide 3 to 7 keywords immediately after the abstract. Keywords should be separated by commas and should reflect the main topics of the manuscript.

D) Graphical Abstract / TOC Image (Optional)

A graphical abstract or table-of-contents image should be included only if requested by the journal. Where required, it should consist of one image accompanied by a brief caption of one or two lines.

E) Main Text Sections

The template must provide a standard manuscript structure while remaining flexible enough to accommodate different disciplines and article types.

For **empirical research papers**, the recommended structure is:

1. Introduction

[Provide the background, research context, gap in the literature, and the objective or research question of the study.]

2. Method (or Materials and Methods)

[Describe the study design, data, materials, participants, procedures, and analytical methods in sufficient detail to support transparency and reproducibility.]

3. Results

[Present the main findings clearly and objectively. Refer to tables and figures where appropriate, without repeating all values in the text.]

4. Discussion

[Interpret the results, explain their significance, compare them with prior research, and note important limitations.]

5. Conclusion

[Summarize the main takeaway of the study, highlight its contribution, and indicate implications or possible directions for future research.]

For **theoretical or review papers**, the alternative structure is:

1. Introduction

[Introduce the topic, explain its importance, define the scope of the paper, and state its purpose.]

2. Thematic Sections (Heading 1 / Heading 2)

[Organize the analysis or review into clearly structured thematic sections and subsections with informative headings.]

3. Conclusion

[Summarize the main arguments, contributions, or insights, and indicate broader implications where relevant.]

4) REQUIRED TRANSPARENCY & COMPLIANCE STATEMENTS

Acknowledgements

This section should be used to recognize contributions from individuals, institutions, or organizations that supported the work but do not meet the criteria for authorship. Reviewers and editors should not be named in this section.

Funding

The manuscript must include a funding statement. Where no external funding was received, the following wording may be used:

“This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.”

Competing Interests

An explicit competing interests statement must be provided. Authors should either disclose all relevant conflicts of interest or state that no competing interests exist.

Ethics Approval

Where the study involves human participants or animals, the manuscript must include an ethics statement confirming compliance with the relevant ethical and welfare standards. This section should identify the relevant ethics committee or review body where appropriate.

Data Availability Statement

A data availability statement must be included in the manuscript. The Word template should contain the following model statements for authors to select and adapt as appropriate:

For open data:

“Data and code are available at [Repository], [https://doi.org/\[DOI\]](https://doi.org/[DOI]).”

For data available on request:

“Data are available from the corresponding author upon reasonable request.”

For restricted data:

“Data are not publicly available due to [reason], but may be accessed under [conditions].”

Where not applicable:

“No datasets were generated or analyzed during the current study.”

AI Use Disclosure

Where artificial intelligence tools have been used, the manuscript must include an appropriate disclosure statement. The Word template should provide the following examples:

“AI-assisted language editing only...”

“AI-assisted code generation, validated by authors...”

“No AI tools were used...”

5) TABLES AND FIGURES

All tables and figures must be cited in the main text. References should follow a consistent format, such as “see Table 1” or “see Figure 1.”

Tables must be created using Word’s table function and must not be pasted as images. This is necessary to preserve formatting quality, accessibility, and editability during the production process.

Captions for both tables and figures should be written in sentence case. Captions should be clear, concise, and sufficiently descriptive to allow the reader to understand the content without excessive reference to the main text.

If any table or figure is reused or adapted from another source, a permission or attribution statement must be provided beneath the caption, in accordance with the publisher’s copyright and licensing requirements.

The template should include example placeholders for both figures and tables. These should include a sample **Figure 1** caption followed by a permission note line, as well as a sample **Table 1** formatted as a 3 × 3 table using Word’s Table Grid style.

Where stricter technical guidance is required, the template may also specify that image files should have a minimum resolution of 300 dpi. Accepted file formats may include PNG, JPG, or TIFF, depending on the journal’s submission and production workflow.

6) REFERENCES (APA 7)

Reference Formatting Rules

References must be arranged alphabetically by the surname of the first author. All entries should use a hanging indent to ensure consistency and readability.

Every in-text citation must correspond exactly to an entry in the reference list, and every source listed in the reference section must be cited in the text. Authors should carefully check names, publication years, and spelling for consistency between the text and the reference list.

Where available, a DOI should be provided in URL format, using the style <https://doi.org/xxxx>. URLs should only be included when a DOI is not available or when the source is designed to be accessed online, such as a dataset, software repository, or website.