

## AUTHOR CHECKLIST

### Checklist for Manuscript Submission

HORIZON Journals

(ver-5) 06/2021

**INCOMPLETE SUBMISSIONS WILL NOT BE PUT INTO THE PEER-REVIEW PROCESS UNTIL REQUIREMENTS ARE MET.**

<input type="checkbox"/> COVER LETTER	<input type="checkbox"/> FORMATTED MANUSCRIPT
<input type="checkbox"/> DECLARATION FORM	<input type="checkbox"/> LANGUAGE CERTIFICATE <i>(from approved editor)</i>
<input type="checkbox"/> REFERRAL FORM	<input type="checkbox"/> READ OUR PUBLICATION ETHICS AND PUBLICATION
<input type="checkbox"/> ORIGINALITY <i>(S.I. less than 25%)</i>	<input type="checkbox"/> MALPRACTICE STATEMENT

Each submission must fulfil the following criteria and documents listed below must be submitted along with the manuscript for intended publication.

#### 1) Cover letter

Your cover letter should be complete and make a strong pitch. The cover letter should include all these details:

- **Author(s):** Full contact details (*email, institutional address, telephone number, etc.*) of **all authors** listed including who the **corresponding author** will be [full name(s) written as First Name then Last Name]. Understand the differences between lead author and co-author(s). Lead-author: who has done most of the research and writing; Co-author: Has collaborated with the lead author and contributed some parts.
- A brief explanation of your article's **relevance** and **impact**.
- **Disclosure** of whether you have published this study previously elsewhere or if it is in consideration by another journal.
- Disclosure of any commercial or financial relationship that may be viewed as any potential **conflict of interest**.
- A brief statement explaining **why the journal should publish your study**.

(Refer to sample available at <https://horizon-jhssr.com/download.php>).

#### 2) Declaration form

Do not forget to complete the declaration form and submit it along with your manuscript. Sign the declaration that your manuscript is **original**, you have **NOT published this study previously** elsewhere in **any language** and is not under concurrent consideration elsewhere at the time of submitting it to Horizon.

#### 3) Referral form

The authors are strongly recommended to complete the "Reviewers Suggestion" form along with the manuscript during submission. Authors should suggest up to 3 names of potential reviewers experts in the subject area of the manuscript, and are not the co-authors listed in the manuscript submitted. The suggested reviewers may be from any part of the world. The journal is not, however, bound by these suggestions.

#### 4) Manuscript formatting

A well-formatted manuscript follows all journal instruction. All elements of the manuscript are printed in English with 1-inch margins at top, bottom, and sides. Right margins are unjustified.

- **File type:** MS WORD; Font-type: Times New Roman, Size 12 pts and 1.5 line-spaced.
- **Word count:** Adhere to the stipulated word-count. Regular articles: not more than 6,000 words, and Review articles: 3,000 words max. Headings: Ensure that they are clearly formatted throughout.
- **Manuscript structure:** The journal uses **IMRAD** style.
- **Title:** Should be attractive and indicative. No more than 30 words.
- **Running-head:** No more than 40 character spaces. (Running head or title is the title or abbreviated title of a volume printed at the top of left-hand text pages or sometimes of all text pages. It allows readers to determine which paper they're looking at just by glancing at the top of the page. If your actual title is already very short, use your actual title. But if titles are very long, we need running titles for each of your manuscript.)

- **Abstract:** Should describe your entire study at a glance. No more than 150 words (maximum).
- **Keywords:** Must provide as many as 8. Minimum 5.
- **Introduction:** It should provide sufficient background about the work carried out.
- **Methodology:** This should include details of any experiments conducted or data collected.
- **Results and Discussion:** This section should answer the question you raised in the introduction.
- **Conclusion:** Here you should include your findings.
- **Competing Interests Statement:** e.g. *The authors should declare that no competing interest exists.*
- **Acknowledgements:** This usually follows the Discussion and Conclusions sections. Its purpose is to thank all of the people who helped with the research but did not qualify for authorship. E.g. *This could be someone from a sponsoring institution, a funding body, other researchers, or even family, friends or colleagues who have helped in the preparation.*
- **References:** **Each reference cited in text must appear in the reference list, and ensure each entry in the reference list must be cited in-text.** (correspondence between in-text citations and your reference list). As a rule of the thumb; **cite what you use, use what you cite.**

The references are to be alphabetized by the first author's last name, or (if no author is listed) the organization or title. In-text citations and references are complete and consistently styled and formatted as per the journal's in-house style (APA 6th or 7th ed.).

Horizon takes unethical publishing strictly and reports each case of "ghost referencing" or "phantom referencing" to the Committee on Publication Ethics or COPE.

- **Biographical Statement of Authors:** Authors should submit a biographical statement to be included in the manuscript to be published by JHSSR. The biographical statement should include the author(s) full name, affiliation, email. In addition, it is also appropriate to discuss your personal history, academic program and/or field placement, and interest in the article's subject. The biographical statement **may not exceed 75 words**.  
The **author biography** should be accompanied with a **high-resolution picture (in JPEG file format and NOT pasted in a Word file)** of each author listed in this manuscript as this would be published along with the article.
- **Appendix:** Includes additional data.
- **Footnotes:** Include necessary additional information.
- **Tables, figures, graphs:** Are complete, clear and of high-resolution and attractive. Avoid too long tables. Do not forget Table titles, figure and graph legends, and image captions.
- **Originality:** The author must ensure that when a manuscript is submitted to Horizon, the manuscript is an original work. Horizon uses **Turnitin** to check the similarity index of every manuscript. All submitted manuscripts must be in the Journal's **acceptable similarity index range:** < 25%– PASS; 30-40%– RESUBMIT MS; > 40%– REJECT.

## 5) Language and flow

A well-written manuscript has greater chances of acceptance. Some tips:

- Avoid long, complicated sentences; keep it simple. Your sentences should be understandable.
- Your ideas should flow smoothly.
- Use correct terminology, avoid excessive jargon and grandiose language.
- Make sure there are no grammatical mistakes.
- It is **highly recommended to approach an editing service** for help with polishing your manuscript. The journal has a long-term proven affiliation with a professional editor at **Beyond Proofreading Services PLC**.  
You may contact **Dr. Brown** at [beyondproofreading@gmail.com](mailto:beyondproofreading@gmail.com) at your own discretion.

## 6) Attribution and acknowledgement

Failure to acknowledge relevant sources of information and show proof of consent may be viewed as an ethical violation. Some tips:

- You must acknowledge all help received and each source of information used.
- **Get** written permission for reproducing graphics or copyrighted material **and submit it along with your manuscript**.
- **Explanation** of any conflicts of interest must be stated.
- **Acknowledge** all sources of support received including any **financial support received, including grant** number or reference.

## 7) Copyright and permissions form

To publish an article and make it available, we need publishing rights from you for that work. We therefore ask authors publishing in Horizon journals to sign an author contract which grants us the necessary publishing rights. This will be after your manuscript has been through the peer-review process, been accepted and moves into production. Our editorial office will then send you an email with all the details. Horizon publishes under the open access publishing— **Attribution (CC BY) under a Creative Commons Attribution 4.0 International License**.

In case of any queries, contact the Journal's Editorial office via email to [CEE.horizon@gmail.com](mailto:CEE.horizon@gmail.com)