**Preparation of Papers for Journal of Science and Technology**

***First A. Author1,2, Second B. Author3, Third C. Author1,\****

*1 Hanoi University of Science and Technology, Hanoi, Vietnam*

*2 Vietnam Atomic Energy Institute, Hanoi, Vietnam*

*3 Power Systems Laboratory, ETH Zürich, Zürich, Switzerland*

*\* Corresponding author email: abc@hust.edu.vn*

**Abstract**

*The abstract must be a concise yet comprehensive reflection of what is in your article. It should briefly summarize the essence of the paper and address the following areas without using specific subsection titles.**The objectives of the research should briefly state the problem or issue addressed, in language accessible to a general scientific audience. The technology or method area should briefly summarize the technological innovation or method used to address the problem. The result area provides a brief summary of the results and findings. The conclusions give brief concluding remarks on your outcomes. The impact, if any, may comment on the translational aspect of the work presented in the paper and its potential impact. Detailed discussion of these aspects should be provided in the main body of the paper. The abstract must be between 150–250 words. Be sure that you adhere to these limits; otherwise, you will need to edit your abstract accordingly. The abstract must be written as one paragraph and should not contain displayed mathematical equations or tabular material. Ensure that your abstract reads well and is grammatically correct.*

Keywords: includes three, or five different keywords, phrases in alphabetical order, separated by commas.

# **1. Introduction[[1]](#footnote-1)**

This template contains instructions for preparing the manuscript to be submitted to the Journal of Science and Technology (JST).

The Journal of Science and Technology publishes research works with novel scientific and practical values in scientific research. The work described must not have been published in or submitted to other scientific journals.

All manuscripts will be double-blind reviewed. Authors need to ensure that their manuscripts are prepared in a way that does not give away their identity.

The contribution and affiliation of each author in a paper should be clarified. The submitting author should be assigned as the corresponding author.

Publications of results from research projects must obtain permission from the funding agencies and should include conforming acknowledgment.

Changes in author information, acknowledgment after submission should be consented to in writing by all authors to the Editorial Board.

***1.1. Publishing Policy***

The JST policy requires that authors should only submit original work that has neither appeared elsewhere for publication nor is under review for another refereed publication.

The author must disclose all prior publication(s) and current submissions when submitting a manuscript. Do not publish “preliminary” data or results. The corresponding author is responsible for obtaining the agreement of all co-authors and any consent required from employers or sponsors before submitting an article. The JST strongly discourages courtesy authorship; it is the obligation of the authors to cite only relevant prior work.

The JST can publish articles related to conferences that have undergone rigorous peer review. Minimally, two reviews are required for every article submitted for peer review.

***1.2. Publication Principles***

The two types of content of that published are: 1) peer-reviewed and 2) archival. The JST publishes scholarly articles of archival value as well as tutorial expositions and critical reviews of classical subjects and topics of current interest.

Authors should consider the following points:

1. Technical papers submitted for publication must advance the state of knowledge and must cite relevant prior work.
2. The length of a submitted paper should be commensurate with the importance, or appropriate to the complexity, of the work. For example, an obvious extension of previously published work might not be appropriate for publication or might be adequately treated in just a few pages.
3. Authors must convince both peer reviewers and editors of the scientific and technical merit of a paper; the standards of proof are higher when extraordinary or unexpected results are reported.
4. Because replication is required for scientific progress, papers submitted for publication must provide sufficient information to allow readers to perform similar experiments or calculations and use the reported results. Although not everything needs to be disclosed, a paper must contain new, useable, and fully described information. For example, a specimen’s chemical composition need not be reported if the main purpose of a paper is to introduce a new measurement technique. Authors should expect to be challenged by reviewers if the results are not supported by adequate data and critical details.

Papers that describe ongoing work or announce the latest technical achievement, which are suitable for presentation at a professional conference, may not be appropriate for publication.

***1.3. Copyright Form***

Upon submission of an article, authors will be asked to complete a 'Copyright Transfer Form'. By completing this form, the corresponding author on behalf of all the authors grants the JST the unlimited, worldwide, irrevocable permission, and right to use his/her paper as part of the publication, advertisement, distribution, and release JST from any claim base on right of privacy or publicity.

 Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations. If the acceptance from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article.

***1.4. Reviewer Communication Form***

As the authors submit a revision of the paper, they are requested to include the comments from reviewers and their responses in the first round of review and the second.

These comments and responses must be attached at the end of the revised paper using the format proposed in the Reviewer Communication Form.

***1.5. General Format Guidelines***

The manuscript must be typewritten in A4 size and prepared according to the journal’s template. Submit your manuscript in Word and PDF format through a Web manuscript submission system. Authors should use proper picture size to avoid large files. Authors are requested to follow the review progress electronically by using the online submission system on the journal’s website.

The recommended standard length of manuscript is 8 pages. Extra lengths, from the 9th page up to 12 pages, are accepted with an additional fee.

Paper titles should be written using sentence case. Avoid parentheses and avoid using special symbols or long formulas with subscripts in the title; short formulas that identify the elements are fine (e.g., "Nd–Fe–B").

In the author field, full names and affiliations of authors are preferred. Put a space between authors’ initials. The contribution and role of each author in the article should be clarified. Only one author is assigned as the corresponding author who will directly interact and contact with the JST. The information of the corresponding author in the JST online system should coincide with the information written in the manuscript.

The footnote will contain the ISSN and DOI number, which will be filled in by the journal editor. Please do not erase the footnote foreseen on the first page of the template.

The paper is presented in a two-column format with a column spacing of 0.7 cm. The paper size is A4, portrait. Page setups are with margins of
Top: 3 cm, Bottom: 2.5 cm, Left: 2.5 cm, Right: 2.5 cm; Header: 1.27 cm, Footer: 1.27 cm.

Text is written in Time New Roman font, size 10 point, normal, and justified. Space after paragraphs is 6 pt. The first line of each paragraph has an indentation of 0.75 cm. Except for the abstract being written in the font of Arial, all other parts of the paper use the Times New Roman font.

The sections and sub-sections must not exceed 3 heading levels, their number and format are shown in Table 1.

All tables, figures, and equations should be numbered in sequence from 1 to n and referred to in the main text. Special technical terms such as algorithm, lemma, claim, remark, theorem, and corollary… should be numbered in sequence from 1 to n like to do with the tables, figures, and equations. Poorly organized of these items may lead to rejection or rework.

Use numbered or bulleted lists only when necessary. Use numbered lists only when the sequence or count of items is important. Use parallel sentence construction for list items. Write list items to have approximately similar line lengths.

Table 1. Font and paragraph format – an example of a single-column format for a large table or figure.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Font | Font size | Font style | Alignment |
| Paper Title | Times New Roman | 14pt | **Bold** | Centered |
| Author | Times New Roman | 12pt | ***Bold Italic*** | Centered |
| Affiliation | Times New Roman | 10pt | *Italic* | Centered |
| Abstract | Arial | 9pt | *Italic* | Justified |
| Keywords  | Arial | 9pt | Normal | Justified |
| Heading 1 | Times New Roman | 10pt | **Bold** | Justified |
| Heading 1.2 | Times New Roman | 10pt | ***Bold******Italic*** | Justified |
| Heading 1.3 | Times New Roman | 10pt | *Italic* | Justified |
| Text  | Times New Roman | 10pt | Normal | Justified |
| Figure caption | Times New Roman | 10pt | Normal | Justified, below figure |
| Table caption | Times New Roman | 10pt | Normal | Justified, above table |
| Reference | Times New Roman | 9pt | Normal | Justified |

# **2. Guidelines for Manuscript Preparation**

***2.1. Abbreviations and Acronyms***

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S”, not “C. N. R. S”. Do not use abbreviations in the title unless they are unavoidable.

***2.2. Other Recommendations***

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization”. Avoid dangling participles, such as, “Using (1), the potential was calculated”. [It is not clear who or what used (1)]. Write instead, “The potential was calculated by using (1),” or “Using (1), we calculated the potential”.

Use a zero before decimal points: “0.25”, not “.25”. Use “cm3”, not “cc”. Indicate sample dimensions as “0.1 cm × 0.2 cm”, not “0.1 × 0.2 cm2”. The abbreviation for “seconds” is “s”, not “sec.” Use “Wb/m2” or “webers per square meter”, not “webers/m2”. When expressing a range of values, write “7 to 9” or “7-9”, not “7~9”.

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). Periods and commas are outside quotation marks, like “this period”. Avoid contractions; for example, write “do not” instead of “don’t”. The serial comma is preferred: “A, B, and C” instead of “A, B and C”.

Sentences written in the first person singular or plural and use the active voice are accepted, such as “I observed that ...” or “We observed that ...” instead of “It was observed that ...” to show the subject of the research. Spelling check and proofread is a must, preferably by a native English.

**3. Math**

If you are using *Word,* use either the Microsoft Equation Editor or the *MathType* add-on (http://www.mathtype.com) for equations in your paper. Equations should be placed in line with the text.

***3.1. Equations***

Number equations consecutively with equation numbers in parentheses and align these equation numbers in the right, as in (1).

First use the equation editor to create the equation. Then select the “Equation” markup style. Press the tab key and write the equation number in parentheses.

To make your equations more compact, you may use the solidus (/), the *exp* function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators.

$ρ=\frac{\vec{E}}{J\_{C}\left(T=const.\right)⋅\left(P⋅\left(\frac{\vec{E}}{E\_{C}}\right)^{m}+\left(1-P\right)\right)}$ (1)

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize all symbols. Refer to “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is ....”.

***3.2. Units***

Use either SI (MKS) or CGS as primary units. (SI units are strongly encouraged.) English units may be used as secondary units (in parentheses). This applies to papers in data storage**.** For example, write “15 Gb/cm2 (100 Gb/in2).”

An exception is when English units are used as identifiers in trade, such as “3½-in disk drive”. Authors should clearly state the units for each quantity in an equation. Avoid combining SI and CGS units.

**4. Some Common Mistakes**

The word “data” is plural, not singular. The subscript for the permeability of vacuum *µ0* is zero, not a lowercase letter “o”. The term for residual magnetization is “remanence”; the adjective is “remanent”; do not write “remnance15” or “remnant”. Use the word “micrometre” instead of “micron”. A graph within a graph is an “inset”, not an “insert”. The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively”. Do not use the word “issue” as a euphemism for “problem”. When compositions are not specified, separate chemical symbols by en-dashes; for example, “NiMn” indicates the intermetallic compound Ni0.5Mn0.5 whereas “Ni–Mn” indicates an alloy of some composition NixMn1-x.

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment”, “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer”.

Prefixes such as “non”, “sub”, “micro”, “multi”, and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicized). The abbreviation “i.e.,” means “that is”, and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

**5. Graphics Preparation**

***5.1. Types of Graphics***

The following list outlines the different types of graphics published in journals. They are categorized based on their construction, and use of shades of gray:

*5.1.1. Grayscale figures*

Figures that are meant to appear in shades of black/gray. Such figures may include photographs, illustrations, graphs, and flowcharts.

*5.1.2. Line Art figures*

Figures that are composed of only black lines and shapes. These figures should have no shades or half-tones of grey, only black and white.

*5.1.3. Tables*

Data charts are typically black and white.

***5.2. Multipart Figures***

Figures compiled of more than one subfigure presented side-by-side or stacked. If a multipart figure is made up of multiple figure types (one part is line art, and another is grayscale) the figure should meet the stricter guidelines.

***5.3. File Formats for Graphics***

Format and save your graphics using a suitable graphics processing program that will allow you to create the images as PostScript (PS), Encapsulated PostScript (.EPS), Tagged Image File Format (.TIFF), Portable Document Format (.PDF), or Portable Network Graphics (.PNG) sizes them, and adjusts the resolution settings. If you created your source files in one of the following programs you will be able to submit the graphics without converting to a PS, EPS, TIFF, PDF, or PNG file: Microsoft Word, Microsoft PowerPoint, or Microsoft Excel. Though it is not required, it is strongly recommended that these files be saved in PDF format rather than DOC, XLS, or PPT. Doing so will protect your figures from common font and arrow stroke issues that occur when working on the files across multiple platforms.

***5.4. Sizing of Graphics***

Most charts, graphs, and tables are one column wide (3.5 inches/88 millimetres/21 picas) or page wide (7.16 inches/181 millimetres/43 picas). The maximum depth a graphic can be is 8.5 inches (216 millimetres/54 picas). When choosing the depth of a graphic, please allow space for a caption. Figures can be sized between column and page widths if the author chooses, however it is recommended that figures are not sized less than column width unless when necessary.

***5.5. Resolution***

The proper resolution of your figures will depend on the type of figure it is as defined in the “Types of Figures” section. Author photographs, colour, and grayscale figures should be at least 300 dpi. Line art, including tables should be a minimum of 600 dpi.

***5.6. Vector Art***

To preserve the integrity of the figures across multiple computer platforms, we accept files in the following formats: .EPS/.PDF/.PS. All fonts must be embedded or text converted to outlines to achieve the best quality results.

***5.7. Figures and Tables***

Large tables and large figures may span both columns of the paper. Table 1 is an example of a single-column format for a large table, otherwise, the sample of Table 2 is common to use. Caption length should not exceed one line. All captions are justified. Place figure captions below the figures; place table titles above the tables. If your figure has two parts, include the labels “(a)” and “(b)” as part of the artwork. Please verify that the figures and tables you mention actually exist in the text. Do not include captions as part of the figures. Do not put captions in “text boxes” linked to the figures. Do not put borders around the outside of your figures.Use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables are numbered with Roman numerals.

*5.7.1. Figure Axis labels*

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Magnetization”, or “Magnetization M”, not just “M”. Put units in parentheses. Do not label axes only with units. As in Fig.1, for example, write “Magnetization (A/m)” or “Magnetization (Am−1)”, not just “A/m”. Do not label axes with a ratio of quantities and units. For example, write “Temperature (K)”, not “Temperature/K”.

Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (103A/m)”. Do not write “Magnetization (A/m) × 1000” because the reader would not know whether the top axis label in Fig.1 meant 16000 A/m or 0.016 A/m.

Figure labels should be legible, approximately 8 to 10 points type, font type Times New Roman or Arial.

Table 2. An example of a table

|  |  |  |
| --- | --- | --- |
| Column heading | Column A (*t*) | Column B (*T*) |
| And an entry | 1 | 2 |
| And another entry | 3 | 4 |
| And another entry | 5 | 6 |
| And another entry | 0 | 0 |



Fig. 1. Magnetization as a function of applied field.

Note that “Fig.” is abbreviated. There is a period after the figure number. It is good practice to explain the significance of the figure in the caption.

*5.7.2. Subfigure Labels in Multipart Figures and Tables*

Multipart figures should be combined and labelled before final submission. Labels should appear centered below each subfigure in 8 points Times New Roman font in the format of (a) (b) (c).

**6. Conclusion**

Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. Consider elaborating on the translational importance of the work or suggest applications and extensions. Authors are requested to highlight the contribution of the research presented in this part.

**Acknowledgments**

Use the singular heading even if you have many acknowledgments. Avoid expressions such as “One of us (S.B.A.) would like to thank ...” Instead, write “F. A. Author thanks ...”

 It will also contain support information, including sponsor and financial support acknowledgment. For example, “This work was supported by the …. under the Grant T2020-PC000”.

**References**

Reference style should be strictly followed by the guidance in the examples below. It is recommended to keep the total number of references between 10-12 documents. References should be numbered in sequence and cited in the main text.

When cited, the reference should appear on the line, in square brackets, inside the punctuation, with the reference number such as [3]. In case, it is necessary to cite more than one reference, write them as [1-3] or [1, 2, 5]. Please do not use automatic endnotes in *Word*, rather, type the reference list at the end of the paper using the “References” style.

Reference numbers are set flush left and form a column of their own, hanging out beyond the body of the reference. The reference numbers are on the line, enclosed in square brackets. In all references, the given name of the author or editor is abbreviated to the initial only and precedes the last name. Use them all; use *et al.* only if names are not given. Use commas around Jr., Sr., in names. Abbreviate conference titles. When referencing a patent, provide the day and the month of issue, or application. References may not include all information; please obtain and include relevant information. Do not combine references. There must be only one reference with each number. If there is a URL included with the print reference, it can be included at the end of the reference. In this case, a DOI number for the full text is recommended to use.

Other than books, capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation. See the end of this document for formats and examples of common references.

*Basic format for books:*

1. J. K. Author, Title of chapter in the book, in Title of His Published Book, xth ed. City of Publisher, Country: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx.

*Examples:*

1. G. O. Young, Synthetic structure of industrial plastics, in Plastics, 2nd ed., vol. 3, J. Peters, Ed. New York, NY, USA: McGraw-Hill, 1964, pp. 15–64.
2. W.-K. Chen, Linear Networks and Systems. Belmont, CA, USA: Wadsworth, 1993, pp. 123–135.

*Basic format for periodicals:*

1. J. K. Author, Name of paper, Abbrev. Title of Periodical, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year, https://doi.org/10.1109.XXX.123456.

*Examples:*

1. J. U. Duncombe, Infrared navigation—Part I: An assessment of feasibility, IEEE Trans. Electron Devices, vol. ED-11, no. 1, pp. 34–39, Jan. 1959, https://doi.org/10.1109/TED.2016.2628402.
2. E. P. Wigner, Theory of traveling-wave optical laser,
Phys. Rev., vol. 134, pp. A635–A646, Dec. 1965.
3. E. H. Miller, A note on reflector arrays, IEEE Trans. Antennas Propagat., to be published.

*Basic format for reports:*

1. J. K. Author, Title of report, Abbrev. Name of Co., City of Co., Abbrev. State, Country, Rep. *xxx*, year.

*Examples:*

1. E. E. Reber, R. L. Michell, and C. J. Carter, Oxygen absorption in the earth’s atmosphere, Aerospace Corp., Los Angeles, CA, USA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1988.
2. J. H. Davis and J. R. Cogdell, Calibration program for the 16-foot antenna, Elect. Eng. Res. Lab., Univ. Texas, Austin, TX, USA, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.

*Basic format for handbooks:*

1. Name of Manual/Handbook, x ed., Abbrev. Name of Co., City of Co., Abbrev. State, Country, year, pp. xxx-xxx.

*Examples:*

1. Transmission Systems for Communications, 3rd ed., Western Electric Co., Winston-Salem, NC, USA, 1985, pp. 44–60.
2. Motorola Semiconductor Data Manual, Motorola Semiconductor Products Inc., Phoenix, AZ, USA, 1989.

*Basic format for reports and handbooks (when available online):*

1. J. K. Author. Title of report, Company. City, State, Country. Rep. no., (optional: vol./issue), Date. [Online] Available: site/path/file

*Examples:*

1. R. J. Hijmans and J. van Etten, Raster: Geographic analysis and modeling with raster data, R Package Version 2.0-12, Jan. 12, 2012. [Online]. Available: http://CRAN.R-project.org/package=raster
2. Teralyzer. Lytera UG, Kirchhain, Germany [Online]. Available: http://www.lytera.de/Terahertz\_THz\_Spectroscopy.php?id=home, Accessed on: Jun. 5, 2014

*Basic format for computer programs and electronic documents (when available online):*

1. Legislative body. Number of Congress, Session. (year, month day). Number of bill or resolution, Title. [Type of medium]. Available: site/path/file

***NOTE:*** ISO recommends that capitalization follow the accepted practice for the language or script in which the information is given.

*Example:*

1. U.S. House. 102nd Congress, 1st Session. (1991, Jan. 11). H. Con. Res. 1, Sense of the Congress on Approval of Military Action. [Online]. Available: LEXIS Library: GENFED File: BILLS

*Basic format for conference proceedings (published):*

1. J. K. Author, Title of paper, in Abbreviated Name of Conf., City of Conf., Abbrev. State (if given), Country, year, pp. xxxxxx.

*Example:*

1. D. B. Payne and J. R. Stern, Wavelength-switched pas- sively coupled single-mode optical network, in Proc. IOOC-ECOC, Boston, MA, USA, 1985,
pp. 585–590.

*Example for papers presented at conferences (unpublished):*

1. D. Ebehard and E. Voges, Digital single sideband detection for interferometric sensors, presented at the 2nd Int. Conf. Optical Fiber Sensors, Stuttgart, Germany, Jan. 2-5, 1984.

*Basic format for patents:*

1. J. K. Author, Title of patent, U.S. Patent *x xxx xxx*, Abbrev. Month, day, year.

*Example:*

1. G. Brandli and M. Dick, Alternating current fed power supply, U.S. Patent 4 084 217, Nov. 4, 1978.

*Basic format for theses (M.S.) and dissertations (Ph.D.):*

1. J. K. Author, Title of thesis, M.S. thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.
2. J. K. Author, Title of dissertation, Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

*Examples:*

1. J. O. Williams, Narrow-band analyzer, Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, USA, 1993.
2. N. Kawasaki, Parametric study of thermal and chemical nonequilibrium nozzle flow, M.S. thesis, Dept. Electron. Eng., Osaka Univ., Osaka, Japan, 1993.

*Basic formats for standards:*

1. Title of Standard, Standard number, date.
2. Title of Standard, Standard number, Corporate author, location, date.

*Examples:*

1. IEEE Criteria for Class IE Electric Systems, IEEE Standard 308, 1969.
2. Letter Symbols for Quantities, ANSI Standard Y10.5-1968.

*Article number in reference examples:*

1. R. Fardel, M. Nagel, F. Nuesch, T. Lippert, and A. Wokaun, Fabrication of organic light emitting diode pixels by laser-assisted forward transfer, Appl. Phys. Lett., vol. 91, no. 6, Aug. 2007, Art. no. 061103.
2. J. Zhang and N. Tansu, Optical gain and laser characteristics of InGaN quantum wells on ternary InGaN substrates, IEEE Photon. J., vol. 5, no. 2, Apr. 2013, Art. no. 2600111

*Example when using et al.:*

1. S. Azodolmolky *et al.*, Experimental demonstration of an impairment aware network planning and operation tool for transparent/translucent optical networks, J. Lightw. Technol., vol. 29, no. 4, pp. 439–448, Sep. 2011.

**Reviewer Communication Form**

(Authors should include this part in revised submission)

|  |  |
| --- | --- |
| **Reviewers Comments to Author(s)** | **Author Response and Revision** |
| **1. First Review** |
| **Reviewer 1**  |
| Once your manuscript has come back from reviewers you may be given the opportunity to revise it in accordance with the reviewer comments. You will usually receive a letter from the editor who handled your manuscript outlining the changes they would like you to make and links to the reviewer reports. This letter usually contains information on how to return your revised manuscript including instructions on how to highlight the changes made and when you need to return the revised version. | The following is an example as to how to respond to a reviewer comment: |
| **Reviewer comment**: *“In your analysis of the data you have chosen to use a somewhat obscure fitting function (regression). In my opinion, a simple Gaussian function would have sufficed. Moreover, the results would be more instructive and easier to compare to previous results”.* | **Response in agreement with the reviewer**: *“We agree with the reviewer’s assessment of the analysis. Our tailored function does make it impossible to fully interpret the data in terms of the prevailing theories. In addition, in its current form, we agree it would be difficult to tell that this measurement constitutes a significant improvement over previously reported values. We have therefore re-analyzed the data using a Gaussian fitting function”.* |
|  | **Response disagreeing with the reviewer:** *“We agree with the reviewer that a simple Gaussian fit would facilitate comparison with the results of other studies. However, our tailored function allows for the analysis of the data in terms of the Smith model [Smith et al, 1998]. We have added two sentences to the paper (page 3, paragraph 2) to explain the use of this function and Smith’s model”* |
| ***Recommendation: Major revision***  |  |
| **Reviewer 2**  |
| When revising your manuscript and responding to peer review comments you must: | Address **all**points raised by the editor and reviewers. |
|  | Describe the major revisions to your manuscript in your response letter followed by point-by-point responses to the comments raised. |
|  | Perform any additional experiments or analyses the reviewers recommend (unless you feel that they would not make your paper better; if so, please provide sufficient explanation as to **why**you believe this to be the case in your response letter) |
|  | Provide a polite and scientific rebuttal to any points or comments you disagree with. Remember if your manuscript is sent for a second round of peer review the reviewers will see this letter too. |
|  | Clearly show the major revisions in the text, either with a different color text, by highlighting the changes, or with Microsoft Word’s Track Changes feature. This is in **addition**to describing the changes in your point by point cover letter. |
|  | Return the revised manuscript and response letter within the time period allotted by the editor. |
| ***Recommendation: Minor revision*** |  |
| **2. Second Review** |
| **Reviewer 1** |  |
|  |  |
| **Reviewer 2** |  |
| Recommendation: Suitable for publication in its current form.*or*Recommendation: Not suitable for publication.  |  |

1. ISSN 2734-9373

https://doi.org/10.51316/jst.150.ssad.2021.31.1.xx
Received: ......./..../......; accepted: ......./..../...... [↑](#footnote-ref-1)