

D4I TDR Collections Guidelines for Authors

Article Commissioning Process

Authors external of D4I TDR:

Definition: Researchers who are not part of the main D4I TDR Team and whose salaries are not being paid by the D4I TDR grant.

- A list of proposed Collections topics will be posted on the Collections Page of the D4I TDR website. External individuals can also suggest pertinent topic(s) using a form provided on the Collections page. Suggested topics will be reviewed and rejected/accepted by the D4I TDR Education Resource Working Group.
- Interested authors will contact D4I through a form placed on the Collections page to express their interest in authoring a specific topic. D4I TDR may also approach qualified individuals in their network to solicit their interest.
- D4I TDR will determine whether to commission the author to write the piece using the eligibility criteria. If the D4I TDR team determines that the candidate is appropriate for authoring the topic, they will execute a contract with the author.
- The contract will include the terms and conditions of accepting to write a commissioned piece (writing deadlines, payment terms etc).
- Upon signing, the author will develop a first draft of the topic in accordance with the signed contract.

Authors' internal of D4I TDR:

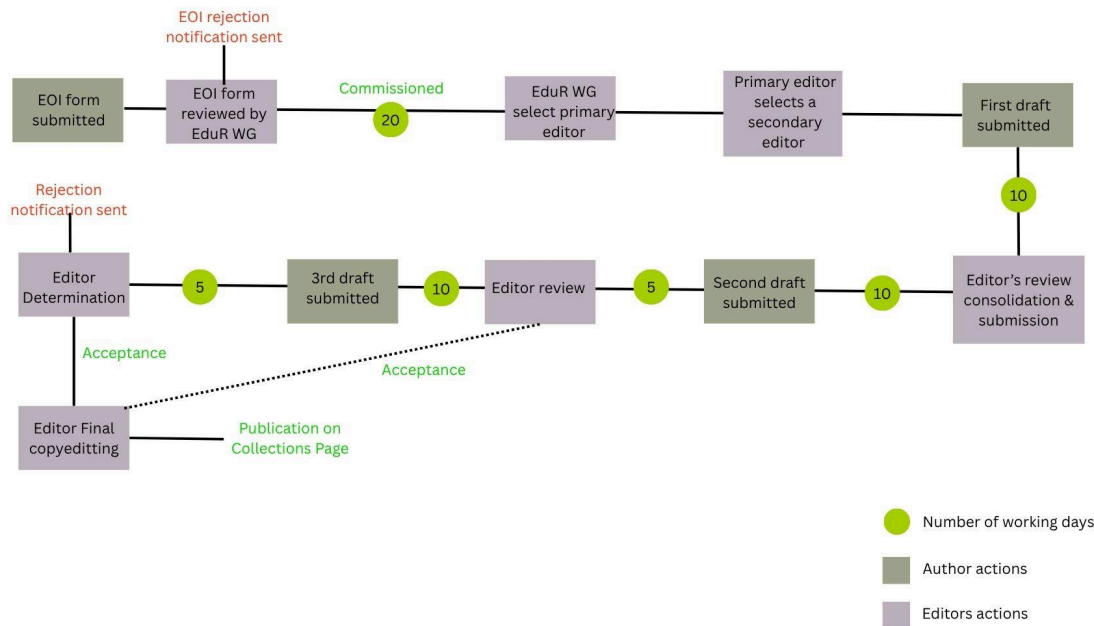
Definition: Members of the D4I TDR Team whose salary is being paid by the D4I TDR grant. Consultants are considered external.

- Upon review of the proposed Collections topics on the Collections Page, internal D4I TDR members can express an interest in authoring a topic.
- Members of the D4I TDR Education Resource Working Group can also both suggest a topic and to author topics.
- All internal members will discuss terms and conditions informally with the chairs of the D4I TDR Education Resource Working Group.
- After the discussion, the internal member will author the first draft of the topic.

Editorial Process

- A primary editor and a secondary editor are selected from the D4I TDR Education Resource Working Group (EduR WG).
- The first draft is expected to be submitted within 20 working days of commission. One week before the deadline the primary editor will email authors with a reminder. After the 20 working day deadline there will be a maximum 10 working day grace period for the first draft to be submitted. If the draft has not been received, the author will be decommissioned and another author selected for the topic.
- First drafts are reviewed by both primary and secondary editors and reviews will be submitted back to the author through the Collections page within ten days after draft receipt.
- The author submits their revised second draft within ten working days in a Word document using tracked changes/suggestion mode. If the author needs longer, they must request an extension from the primary editor. If this deadline can not be met, the author is expected to email the EduR WG co-chairs.
- Within five days, the primary editor will conduct a second review of the manuscript. This review is to ensure initial reviewer feedback has been addressed. At this point, the editor can 1) accept the manuscript for publication, or 2) suggest additional minor edits to improve the manuscript's readability.
- If 2) The author submits a third draft in a Word document using tracked changes/suggestion mode. If this deadline cannot be met the authors are expected to email the EduR chairs.
- Within five days, the primary editor decides whether to accept the article. If accepted, the editor will conduct any final copyediting needed.
- On acceptance of the article, it is published on the D4I Collections page that is positioned on the D4I TDR website (<https://d4itdr.org/>).

Figure 1: Editorial Process



Initial Submission Guidelines for Authors

Article Types:

- **Review:** These articles provide an authoritative synthesis of a topical aspect of a field rather than a total literature review. They should only include published data. A review should indicate opposing views. They should not be focussed on the author's own work.
- **Perspective/Commentary:** These articles provide a forum for authors to discuss ideas from a personal perspective. They are more forward looking and speculative. They may be opinionated but should remain balanced to stimulate discussion.
- **Case-study:** These articles provide an in-depth description/explanation of a real world case that is relevant to a specific Collections topic.

Authorship:

- First and last name of the author, middle name can also be provided if applicable
- Tribal affiliation if applicable
- Institutional affiliation if applicable

Length:

- Articles should be no shorter than 2,000 but no longer than 3,500 words in length.

Structure:

- **Title:** Article titles should not exceed 75 characters in length and should be detailed enough to supply the reader with enough information to know what the article is about.
- **Structure:** For initial submissions authors should provide their draft in the following format:
 - Title
 - Author
 - Affiliation
 - Minimum of three and maximum of five keywords
 - Main Text (*subheadings are highly encouraged*)
 - References
 - Conflict of Interest
 - Acknowledgments

For the main text, we ask authors to split sections appropriately using short descriptive subheaders in bold.

- **File type:** We prefer authors to submit their draft submissions in Microsoft Word (.docx) format. This file should contain all figures, tables, captions and references.

Figures and Tables:

- **Tables:** Each table should have a one line title in bold followed by a short descriptive sentence describing what the table shows. Tables should each be presented on a separate page, portrait (not landscape) orientation.
- **Figures:** All figures must be original figures generated by the author only. They should be placed in the initial draft text where you intend them to appear. A separate file should be uploaded upon submission containing all figures. Legends should be <250 words and should be detailed enough so that each figure and caption can, as far as possible, be understood in isolation from the main text. Legends should begin with a brief title sentence in bold followed by a short descriptive sentence detailing what is depicted in the figure
 - Provide images in RGB color and at 300 dpi or higher resolution.
 - Use the same typeface Times New Roman for all figures.
 - Use distinct colors with comparable visibility and avoid the use of red and green for contrast. Ensure color-safe combinations such as green and magenta or other accessible color palettes. Use of the rainbow color scale should be avoided.

- Jpeg, tif and png file formats only.

Font, spacing, size:

- We prefer the use of 12-point Times New Roman with 1.5 line spacing. For mathematical symbols, Greek letters and other special characters, use normal text or Symbol font.

Conflicts of interest:

- Authors are asked to disclose any conflicts of interest. According to Nature, a conflict of interest can be defined as financial/non-financial interests that could directly undermine, or be perceived to undermine the objectivity, integrity and value of a publication, through a potential influence on the judgements and actions of authors with regard to objective data presentation, analysis and interpretation.

Acknowledgements:

This section can be used to acknowledge anyone of importance to the development of the Article and can also include funding information if appropriate.

Style and number of citations

- References are each numbered, ordered sequentially as they appear in the text, tables and figure legends. When cited in the text, reference numbers are superscript, not in brackets.
- Citation style should follow the guidelines outlined by [‘Science’](#):
 - Titles of cited articles should be included, followed by a period. Journal titles should be in italics; volume numbers should be in bold. (If there is no volume number, use the publication year in its place.) Do not place a comma before the volume number or before any parentheses. Provide the full page range, with numbers separated by an en dash. If the publication does not have continuous page numbers, use the article number (or citation number) instead of the page range. Indicate the publication year in parentheses. End each listing with a period. Do not use “ibid.” or “op. cit.”
 - Example: 1. A. B. Author, C. D. Author, Example article title. Example Journal Name 55, 100–108 (2021). [with page range]
- All authors should be included in reference lists unless there are more than five, in which case only the first author should be given, followed by ‘et al.’
- There are no limits to the number of citations allowed.

Artificial Intelligence (AI)

- AI can not be listed as authors or coauthors. The use of AI as a writing aid must be disclosed in the acknowledgements of the article. This acknowledgement should discuss the AI tool and version. Authors are responsible for the accuracy of their work and ensuring that there is no plagiarism. If AI is found to be used inappropriately, primary editors may decide to reject the article.

Plagiarism

All Article drafts will be assessed by the team for plagiarism. Significant word-by-word overlap with other published sources will result in rejection of the draft.

Submission Process

