

Instructions for Authors

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1. Introduction

Thank you for considering the NAVI Research Institute (hereafter “Institute”) for publishing your research. To maintain the quality and integrity of our institute, we have established the following editorial standards and guidelines for authors.

This standardization document serves as a comprehensive guide for formatting and presenting all the work done at the Institute. Adhering to these guidelines ensures clarity, rigor, consistency, ethical conduct, and professionalism in the presentation of all Works.

Peer reviewers play a crucial role in academic publishing by evaluating submitted manuscripts' quality, validity, and significance. Overall, peer reviewers serve as gatekeepers of academic quality, ensuring that only high-quality, credible research is published in scholarly journals. Their thorough evaluation helps maintain the integrity and reputation of the academic publishing process at the Institute.

2. Editorial Standards

a. Title Page

- (1) Title of the paper: It should be concise, descriptive, and accurately reflect the article's content.
- (2) Author(s) name(s): Full name(s), with affiliations (department, institution, city, country), email addresses, and ORCID identifiers if available.
- (3) Abstract: A summary of the article highlighting its purpose, methodology, results, and conclusions. Typically limited to 1-3 paragraphs.
- (4) Keywords: A list of 3-6 keywords that capture the main topics or themes of the article.

b. Main Text:

- (1) Introduction: Clearly state the study's research problem, objectives, and significance.
- (2) Literature Review: Review relevant literature to provide context, justify the research, and demonstrate familiarity with existing scholarship.
- (3) Methodology: Describe the research design, data collection methods, sample size, and statistical or analytical techniques.
- (4) Results: Present findings clearly and concisely, using tables, figures, and graphs as appropriate. Avoid interpretation at this stage.
- (5) Discussion: Interpret the results, compare them with previous studies, and discuss their implications. Address limitations and suggest avenues for future research.
- (6) Conclusion: Summarize the key findings, restate the significance of the study, and suggest practical implications.
- (7) References: List all sources cited in the text following a consistent citation style with APA. Ensure all references are complete and formatted consistently.

c. Formatting:

- (1) Font: Calibri, 11-point size, double-spaced throughout.
- (2) Margins: All margins (top, bottom, left, right) 1-inch (2.54 cm) margins on all sides.

- (3) Headings: To organize the article's structure, use hierarchical headings (e.g., Heading 1, Heading 2).
- (4) Paragraphs: Indent the first line of each paragraph by 0.5 inches.
- (5) Spacing: Double-space the entire manuscript, including the abstract, text, references, tables, and figures.
- (6) Page Numbers: Number all pages consecutively, starting from the title page.
- (7) Figures and Tables: Clearly label all figures and tables with descriptive titles and include appropriate captions. Place them close to where they are mentioned in the text. The pictures will be attached to the article and also added as a link just below, as required for web publication. If the image is downloaded from a paid stock platform and a link cannot be provided, the image will be submitted as an attachment to the editorial team for inclusion in Teams. When selecting the image, ensure the resolution is at least 1080px wide. Tables can be problematic in mobile view. Therefore, tables will be converted to images when added to the article. These table images will be submitted to the editorial team along with the article for inclusion in Teams.
- (8) Do not use Footnotes.

d. Language and Style:

- (1) Use clear and concise language, avoiding jargon and unnecessary technical terms.
- (2) Maintain a formal tone and adhere to grammatical and punctuation rules.
- (3) Spell out acronyms and abbreviations upon first use, followed by the abbreviation in parentheses.
- (4) Use active voice whenever possible and ensure consistency in tense and person throughout the article.
- (5) Proofread the manuscript carefully to eliminate spelling, grammar, and syntax errors.

3. Submission Guidelines

Follow the electronic submission guidelines provided by the Institute, including editorial standards like formatting requirements, word limits, and preferred file formats.

Prepare a cover letter summarizing the study's significance, novelty, and suitability for the Institute's audience.

Submit the manuscript, brief bio, and contact details to Deputy Director of NAVI Research Institute, Mr. Umit Kurt, u.kurt@nato-veterans.org, adhering to any additional instructions provided.

a. Manuscript Preparation

- (1) Prepare your manuscript using clear and concise language, adhering to the standards of academic writing.
- (2) Follow the Institute's specified formatting guidelines, including font size, spacing, and citation style.
- (3) Ensure your manuscript includes all essential components such as title, abstract, keywords, introduction, methodology, results, discussion, conclusion, and references.

b. Authorship and Acknowledgments

- (1) Identify all authors who have contributed significantly to the research and manuscript preparation.
- (2) Acknowledge the contributions of individuals or organizations who have provided support or assistance but do not meet the criteria for authorship.
- (3) Obtain consent from all authors listed on the manuscript before submission.
- (4) Indicate any material reproduced or adapted from other sources and provide appropriate citations.

4. Review Process

Expect peer review by experts in the field, who will provide feedback on the research's quality, originality, and significance. *See the attached ANNEX 1: NAVI Research Institute Reviewer Report and ANNEX 2: Editorial Board.*

Revise the manuscript based on reviewer comments and suggestions, addressing each point systematically.

Prepare a response letter detailing the changes made in response to reviewers' comments and explaining any disagreements or omissions.

a. Initial Review

- (1) Upon submission, your manuscript will undergo an initial screening by the Editorial Board to ensure compliance with the Institute's guidelines.
- (2) Manuscripts that meet the essential criteria will be assigned to independent expert reviewers for further evaluation.

b. Peer Review

- (1) All submissions will undergo rigorous peer review by at least two independent experts in the field.
- (2) Reviewers will assess the quality, significance, and originality of the research and its adherence to ethical standards.
- (3) Authors may be asked to revise their manuscripts based on reviewer feedback before making a final decision.

c. Editorial Decision

- (1) Following peer review, the editor-in-chief will decide on the manuscript's acceptance, rejection, or revision.
- (2) Authors will be notified of the editorial decision and any necessary revisions or suggestions for improvement.
- (3) The editorial team will decide the categories for the article's publication, whether it will appear on the home page slider and for how long and upload it to the Publications section in Teams.

d. Technical Requirements

For submitting articles, authors must adhere to the following technical criteria:

- (1) Keyword Usage:
 - (a) Select a main keyword for the article and ensure the main keyword is naturally incorporated in the title, the first sentence of the introductory paragraph, and several times throughout the main text.
 - (b) Identify secondary keywords and related terms according to the main context of the article.
 - (c) Use synonyms and related terms to avoid keyword stuffing and to provide context for search engines.
- (2) Title Tag:
 - (a) Use a unique and descriptive title tag of up to 60 characters.
 - (b) The title tag should include the main keyword.
 - (c) Add the title with the format below at the beginning of the article.
- (3) Meta Description: Write a compelling meta description of up to 150 characters that includes the main keyword and summarizes the article's content.
- (4) URL Structure: Create a short, descriptive, and search engine-friendly URL that includes the main keyword.
- (5) Header Structure:
 - (a) Use header tags (H1, H2, H3, etc.) logically and structured.
 - (b) The H1 tag should include the main keyword and only one H1 tag per article.
- (6) Subheadings:
 - (a) Break down the content with subheadings (H2, H3, etc.) to make it easier to scan and read.
 - (b) Subheadings should be descriptive and, where possible, include secondary keywords and relevant keywords.
 - (c) Use bullet points whenever possible to create white space and break up information.
- (7) Internal and External Links:
 - (a) Add internal links to related articles on our website.
 - (b) Insert the internal links with anchor text.
 - (c) Add the link to the main keyword of the related article.
 - (d) Don't hyperlink text in headings. Find a better place within the body copy.
 - (e) Include external links to reputable and reliable sources to enhance the credibility of the content.
 - (f) Avoid linking to low-quality or unrelated websites.
- (8) Images:
 - (a) Use relevant and high-quality images.
 - (b) Put the links of the images at the place in the article that you want to publish.
 - (c) Make sure that images are free and legal to use.
 - (d) Ensure all images are optimized for the web (compressed without loss of quality).
 - (e) Use alt texts that include the main, secondary, or related keywords.
 - (f) Where relevant, integrate multimedia elements such as videos, infographics, and slideshows to enrich the content.
- (9) Readability:
 - (a) Ensure clear and concise sentences and paragraphs.
 - (b) Use bullet points and numbered lists to highlight key points.
 - (c) Maintain a good balance between text and whitespace.

- (d) Avoid large blocks of text and use sufficient spacing.
- (10) Originality and AI Written Parts
 - (a) The article should be unique and human written.
 - (b) Ensure the content is original and free from plagiarism.
 - (c) The article will be analyzed with powerful tools in terms of plagiarism and AI detection.

5. Final Preparation

Once the manuscript is accepted, ensure it meets the Institute's final formatting requirements before publication.

Proofread the final version carefully to catch any remaining errors or inconsistencies.

Respond promptly to any queries or requests from the Institute's editorial team to expedite the publication process.

6. RECITALS (Copyright and Permissions)

WHEREAS, Creator/Author owns all rights, title, and interest in and to particular works of intellectual property (hereinafter "Works"), explicitly defined as the following:

The Works consisting of products (Policy Brief, Research Reports, Whitepapers, Guidelines and Best Practices, Case Studies, Databases, and Datasets) published at the NAVI Research Institute's publications, including the NAVI Website, NAVI Academic Journal, Edited Volumes, Newsletters, Podcasts, Collaborative Research Projects.

WHEREAS, the NAVI Research Institute wishes to acquire such rights, titles, and interests in and to said Works.

WHEREAS, Creator/Author is willing to relinquish absolute right, title, and interest in and to said Works.

Now, therefore, in consideration of the promises and covenants contained herein, as well as other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Parties do hereby agree as follows:

Article 1 Release

Creator/Author hereby releases, and the NAVI Research Institute does accept, the absolute and unconditional right to reproduce, prepare derivative works, distribute, perform, and/or display the Works, as applicable. Creator/Author does not hold any remaining rights in and to the Works, and the unconditional ability to use and exploit the Works belongs exclusively to the NAVI Research Institute.

Article 2 Representations

Creator/Author hereby represents and warrants that Creator/Author is the exclusive holder of all rights in and to the Works and that no other individual or entity may claim any rights, title, and/or interest in and to said Works. Creator/Author additionally warrants that Creator/Author has all necessary rights required to grant the NAVI Research Institute unconditional and unlimited use and exploitation of the Works.

Article 3 Age of Consent

Creator/Author hereby warrants that Creator/Author is of full legal age and has the right to contract in the US.

Article 4 Assignment

The rights and obligations under this agreement will inure to the benefit and be binding upon any of the Creator/Author successors and assignees and any of the NAVI Research Institute's successors and assignees.

Article 5 Jurisdiction & Governing Law

This Release shall be governed in all respects by the laws of the US and any applicable national laws. Both parties consent to jurisdiction under the state and national courts within the US.

Article 6 Counterparts

This Release may be executed in counterparts, constituting a single agreement between the parties. If the dates set forth at the end of this document are different, this Release is to be considered effective as of the date that both parties have signed the Release, which may be a later date.

Article 7 Advice of Counsel

Creator/Author acknowledges that Creator/Author had reasonable and sufficient opportunity to obtain independent legal advice regarding this Release. Creator/Author covenants that Creator/Author has either received such independent legal advice before executing this Agreement or that Creator/Author has independently and willingly chosen not to obtain legal advice and is executing this Release without doing so.

Article 8 Entire Agreement

This Release constitutes the entire agreement between the parties and supersedes any prior or contemporaneous understandings, whether written or oral.

7. Ethical Considerations

Acknowledge sources correctly and avoid plagiarism by citing original work appropriately.

Disclose any conflicts of interest or funding sources that may have influenced the research.

Respect the rights and privacy of research participants, ensuring informed consent and confidentiality.

Comply with ethical guidelines and regulations relevant to the discipline and the target journal.

a. Research Ethics

- (1) Conduct research following ethical principles and guidelines, including informed consent, confidentiality, and data integrity.
- (2) Declare any potential conflicts of interest, financial or otherwise, that may influence the research or its interpretation.

b. Publication Ethics

- (1) Ensure the accuracy and validity of all data and results presented in the manuscript.
- (2) Disclose any instances of data fabrication, manipulation, or falsification.

c. Originality and Plagiarism

- (1) Submit original work that has not been published elsewhere and is not under consideration for publication in any other journal.
- (2) To avoid plagiarism, cite and reference all sources, including your previous work.
- (3) Use plagiarism detection tools to ensure your manuscript's originality before submission.

8. Appendices

Include any additional resources or supplementary materials that may be helpful for reviewers, such as checklists, sample reviewer reports, or links to relevant ethical guidelines and resources.

9. Conclusion

By following these guidelines, peer reviewers can contribute to maintaining the high editorial standards and integrity of the NAVI Research Institute and help ensure the publication of high-quality and impactful research in the field. You can also contribute to the integrity and credibility of the NAVI Research Institute and the broader scholarly community.

We appreciate your commitment to academic excellence and adherence to these instructions. If you have any questions or need further clarification, please do not hesitate to contact the Editorial Board. We look forward to receiving your submissions.

Sincerely,

NAVI Research Institute