

Journal of Homeland Security and Emergency Management: Information for Authors

I. Editorial policy

Unpublished material

Submission of a manuscript to the *Journal of Homeland Security and Emergency Management* implies that the work described is not copyrighted, published, or submitted elsewhere, except in abstract form. The corresponding author should ensure that all co-authors approve the manuscript before its submission.

Ethical conduct of research

The authors must describe and confirm the safeguards put in place to meet ethical standards where applicable.

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When authors submit a manuscript, they are responsible for recognizing and disclosing financial and/or other conflicts of interest that might bias their work and/or could inappropriately influence their judgment. If no acknowledgement is given, the Publishers assume that no such conflict of interest exists.

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Manuscripts should be submitted online at:

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III. Preparation of manuscripts

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All manuscripts must be written in clear and concise English. If you have reasons to doubt your proficiency with respect to spelling, grammar, etc. (e.g., because English is not your native language), then you may wish to employ—at your expense—the services of a professional language editor.

General format and length

Manuscripts should be submitted as DOCX (Word), RTF, or LaTeX files. Manuscripts submitted in LaTeX format should also include a PDF export of the document as a reference file. If possible, authors should provide large and/or complicated tables as supplementary material or an appendix. Tables cannot contain lists and should not contain images or dashed lines. All figures and tables should be cited in the text and should have a caption/legend.

A short template can be found at http://www.degruyter.com/staticfiles/pdfs/DeGruyter_LaTeX_template_package.zip

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Each manuscript should be accompanied by a cover letter briefly highlighting the main features of the contribution.

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Review articles aim to summarize recent significant advances in research. Authors should strive for brevity and clarity. The final structure of the review will depend on the focus, but wherever possible the following sections should be included: Title page, abstract, keywords, list of abbreviations, and an introduction; further, body of review, expert opinion, outlook,

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References

It is the author's obligation to provide complete references with the necessary information. All citations should be listed in references section with full bibliographic information. Please use the Chicago Manual of Style author-date system for parenthetical citation in text and the related reference list entry. For more specific details please visit http://www.chicagomanualofstyle.org/tools_citationguide.html and click on the Author-Date tab.

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- Roman letters used in mathematical expressions as variables must be italicized. Roman letters used as part of multi-letter function names should not be italicized. Subscripts and superscripts must be a smaller font size than the main text
- Type short mathematical expressions inline
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- Important definitions or concepts can also be set off as display math
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- Whether equation numbers are on the right or left is the choice of the author(s). However, make sure to be consistent in this
- When proofing your document, pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other-than-standard fonts

Fonts

- We cannot accept Type3 fonts. The following is a brief guide to fonts with respect to layout. Please note that all should be in Times or the closest comparable font available. If you desire a second font, for instance for headings, use a sans serif font (e.g., Arial or Computer Modern Sans Serif):
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 - Equations – 12 pt
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Colored text

- Set the font color to black for the majority of the text. De Gruyter encourages authors to take advantage of the ability to use color in the production of figures, maps, images, and graphs. However, you need to appreciate that this will cause some of your readers problems when they print the document on a black and white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.

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- To indicate text you wish to emphasize, use italics rather than underlining. The use of color to emphasize text is discouraged.
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The use of abbreviations and acronyms is permitted provided

they are defined the first time they are used.

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Headings (e.g., title of sections) should be distinguished from the main body text:

- Clearly indicate the heading hierarchy.
- Be consistent in whether or not you use headline case, or you capitalize the first word and leave the rest in lower-case.

Tables

Submit tables on separate pages or as separate files and number them consecutively using Arabic numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. Refer to tables in the text as Table 1, etc. Use Table 1, etc. in the table legends. Especially large or complex Tables should be supplied as Supplementary Material or as an Appendix.

Figures

Graphical abstract figure and text for the table of contents (optional): A graphical abstract figure (minimum resolution of 300 dpi) and a graphical abstract text (consisting of the article title, all author names without affiliations, and a one sentence summary of the manuscript, followed by 3–5 keywords) for the table of contents may be provided. These elements are meant to provide the reader a summary of the research reviewed in the paper.

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