



# **DNC Bylaws**

## **Editorial Policies and Practices**

# Bylaws for Editorial Policies and Practices

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## 1. Journal Editorial Board

The interdisciplinary journal “Discontinuity, Nonlinearity, and Complexity (**DNC**)” is published by the L&H Scientific Publishing LLC. The editors of *DNC* are responsible for scientific contents and editorial matters pertaining to the Journal. The accepted manuscripts for publication in *DNC* should significantly contribute to *science and engineering*.

**DNC** has an Editorial Board including editors, associate editors, and editorial board members. Board members play an important role on manuscript quality.

- The editors are appointed for five years by the L&H Scientific Committee and renewable. The editors steer the journal directions and control the journal aims and scopes.
- The associate editors are appointed for three-year terms by the Editors and renewable after consultation with the publishing editors from L&H Scientific Publishing. The associate editors handle manuscript peer-reviews.
- Editorial board members are appointed for two-years and renewable by the Editors through the recommendations of Associate editors. They will provide policy suggestion, paper reviews, and selections of new referees.

## 2. Manuscript Requirements

In this section, manuscript requirements are presented for authors how to prepare manuscripts for submission.

## **2.1 Regular and review papers**

*DNC* publishes new and original results for regular papers pertinent to physical sciences and engineering. Pure mathematical and computational papers without a clear relationship to physics and engineering are not suitable for *DNC*.

- In general, the literature review and survey of past work should be necessary and appropriate if the paper can be made more understandable and self-contained.
- Submitted papers should be clearly and concisely written in good scientific English with good readability.
- New terminology should be introduced only as clearly needed with an accurate scientific meaning.
- In general, there is no limit to the length of regular and review articles. However, the concise writing of manuscripts is encouraged.
- The authors should follow the journal requirements to prepare manuscripts for publication, which can be found from the journal website (<https://www.lhscientificpublishing.com/Journals/DNC-Default.aspx>). The reference citation should follow the journal required format manner.
- For reproduction of materials (e.g., figures and tables) from different journals, authors must provide the copyright permission of the corresponding publishers of the other journals.

## **2.2 Errata**

The Errata section is for notices regarding errors or omissions in papers previously published in *DNC*.

- The standard Erratum is a statement by the authors of the original paper that briefly describes the correction(s).
- A Publisher's Note is a notice for typographical or production errors that involve significant metadata or have a significant impact on the readability and understanding of the article.
- For the online version, each of these documents involves bidirectional links between the original article and the document in the Errata section.
- Such corrections are normally made only shortly after publication, with approval of publishers' management, and are not made for scientific errors or omissions.

## **2.3 Retraction**

A Retraction is a withdrawal notice that the paper should not be regarded as part of the scientific literature. The following cases are retracted.

- A paper that published invalid results should be retracted.
- A paper that includes results published previously by the same authors in substantially similar form should be retracted.
- Retractions are sometimes published by the authors when they have discovered substantial scientific errors.
- In all cases, the Retraction indicates the reason for the action and who is responsible for the decision.

### **3. Submission Requirements**

Before submission, manuscript submission statements and checklists should be completed by the authors.

#### **3.1 Submission preparation**

For a manuscript submitted to DNC for publication consideration, the following guidelines should be for the authors to follow.

- From the journal aims and scope, authors should follow manuscript requirements to prepare papers.
- Authors should clearly state that the paper submitted to DNC has not been considered fully and partially for publication in any of the other journals.
- If a manuscript has several authors, one of them should be designated as a corresponding author to receive and respond to correspondence from the editors.

#### **3.2 Submission checklist**

By submission of the manuscript, the corresponding author certifies that:

- The paper represents the original work of the listed authors.
- The manuscript as presented accurately reflects the new scientific results.
- All the listed authors make significant contributions to the concept, design, execution, or interpretation of the reported study.
- All those who make significant contributions are offered the opportunity to be listed as authors.
- All the listed authors agree to the submission of the manuscript.
- The manuscript submitted to DNC has not been published previously, and is not now and will not be under considerations by other journals.
- As part of the submission, the listed authors have provided all relevant information to the editors.
- The listed authors accept the established procedures for selecting manuscripts for publication.

#### **3.3 Quotation policy**

Authors should not present data and other results obtained by other researchers. For summarizing past results or background materials, the proper citation and quotation should be applied.

- If a direct quotation is necessary, the quotation should be clearly indicated, and the original source should be properly cited.
- Papers in violation of this rule will be rejected.

### **4. Review Process Procedures**

The guideline for manuscript review process procedures is presented herein for editors, associate editors, reviewers and authors.

#### 4.1 General policy

In general, *two or more blinded* referees are selected by the editors for each manuscript. Referee reports are advisory to the editors, which are generally transmitted by the editors to the authors. The referee reports should be written in a collegial manner, and the editors may withhold or edit these reports for some reasons. In the judgment of the editors, if a paper is clearly unsuitable for *DNC*, such a paper should be rejected without external review. However, authors of such rejected papers have the same right to appeal.

#### 4.2 Revised manuscript policies

For authors, the following requirements should be completed.

- Any resubmission of papers with revision should be accompanied by a summary of the changes made, and brief responses to all comments.
- The rebuttal material written in a collegial manner will normally be forwarded to reviewers.
- Remarks that authors wish to address solely to the editors should be clearly identified and separated from the summary and response.
- The author should direct his or her responses to the items raised in the referee report because the referee is usually best qualified to judge a paper.

For editorial office, the following review process may be adopted.

- A revised manuscript may be sent to additional referees if necessary. The new referee will be provided with previous correspondence on the manuscript, but not with the identity of the previous referee(s).
- Papers are accepted for publication based on positive recommendations by the referee(s). On the other hand, the editors can and will seek additional opinions to arrive at a decision within a reasonable time.

#### 4.3 Reviewers suggestion policies

The author(s) have a right giving a suggestion of appropriate qualified reviewers to the editors to possibly make the editorial review process smoother. The following guidelines are given for authors and editors.

- Authors may request that particular individuals should not be selected as referees. Such requests should be usually honored.
- Authors are encouraged to submit a list of experts as referees to review their paper. However, the editors are not constrained to select a referee from that list. If possible, other referees should be selected.
- We do not agree on requests from authors that we withhold their identities from the referees.

#### 4.4 Final version and production

The guidelines for final production and signed copyright forms are given for authors as follows.

- After accepted, the authors should follow journal template to prepare final version for publications. The final version with the corresponding signed copyright form and the publication option form should be submitted to the L&H Scientific Publishing LLC for production.

- Once the proofreading of manuscript is received from the typesetting, the authors should complete the correction of the proofreading in 48 hours.

## **5. Rejected Manuscript Appeals**

Authors may appeal a rejection of their paper by the editors.

- For a formal appeal, the paper and all relevant information will be sent to a member of the Editorial Board to review the case on the existing record or may seek additional expert opinion. The Editorial Board member will present an advisory opinion to the editors.
- If an Editorial Board member has provided a referee report on a paper prior to appeal, another Board member should review the paper on appeal. If there is no suitable Board member available, the editors may find an appropriate scientist to consider a paper under appeal.
- The author of a paper that has been rejected subsequent to an Editorial Board review may request that the case be reviewed by the Editor. A decision by the Editor is the final level of review.

## **6. Submission and Acceptance Dates**

Each paper, when published, carries submission and acceptance dates. The submission date indicates when the manuscript was first submitted to the journal for consideration. The acceptance date indicates when the final version of manuscript was accepted for publication.

## **7. Author Inquiries**

For papers accepted for publication and sent to production, information about their status in the production process is available via a similar service maintained by the L&H Scientific Publishing LLC.