

## **THE MCAA NEWSLETTER**

### **Editorial Rules – Information for authors**

#### **Aims and Scope**

The Marie Curie Alumni Association (MCAA) gathers together individuals who have participated or are currently participating, in various roles, in projects funded by the European Commission through the Marie Skłodowska Curie Actions (MSCA) programme. The MCAA Newsletter is the main communication channel for and about the MCAA community. The MCAA Newsletter is a publication venue for science communication and public outreach. Its main aim is the dissemination of information about past and current MSCA projects, as well as activities of MCAA Chapters and Working Groups, events, and members' achievements.

#### **Premise**

Authors who want to publish in the MCAA Newsletter agree to the following:

- Authors accept and follow the MCAA Newsletter Editorial Rules as stated in this document.
- Authors accept that the reception of their text does not commit the MCAA to its publication.
- Authors accept that the MCAA Editorial Board or Editorial Team can in any moment decline its publication.

#### **Submission**

The MCAA Newsletter accepts articles between 750 and 1500 words. Submissions outside this length range may be considered on a case-by-case basis.

#### **Online submission**

All contributions should be submitted through the online form provided at <https://www.mariecuriealumni.eu/newsletters>.

#### **Author guidelines**

Before preparing a submission, authors are highly recommended to read the MCAA Newsletter Editorial Guidelines, which contains essential information on the journal's style and type of articles.

#### **Language policy**

The MCAA Newsletter accepts articles in English. American English or UK English are accepted as long as the article is consistent with only one style. During the review process, the Editorial Board, the Editorial Team or the reviewers may suggest or request language and style changes. Please note that submissions can be rejected if the level of English writing is not deemed adequate by the Editorial Team.

## **Plagiarism**

Plagiarism, i.e. the appropriation and/or presentation of thoughts, ideas, inventions or work of others as your own, will not be tolerated. It is therefore very important that all sources are presented appropriately. Please note that authors must state the source even if they quote indirectly or paraphrase the work of someone else, and regardless if the source of the original is in written, spoken, online or other form. We also demand that authors avoid self-plagiarism.

## **ORCID ID**

We encourage all authors and co-authors to register for an ORCID iD. Your ORCID iD will be published with your article. To learn more about ORCID, visit [www.orcid.org](http://www.orcid.org).

## **Copyright notice**

Authors who want to publish in the MCAA Newsletter agree to the following:

- Authors retain copyright and grant the MCAA Newsletter the right of publication licensed under the Creative Commons license Attribution 4.0 International (CC BY 4.0), <https://creativecommons.org/licenses/by/4.0> that allows others to share the work on the condition that the work's authorship and initial publication in the MCAA Newsletter are appropriately credited.
- Authors are able to enter into separate, additional contractual arrangements with other publishers for the non-exclusive distribution of the version of the work published in the MCAA Newsletter (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in the MCAA Newsletter.

## **Open Access Policy**

The MCAA Newsletter provides immediate open access to its content.

## **Publication fees**

Publication in the MCAA Newsletter is free. Authors publishing in the MCAA Newsletter face no financial obligations for the publication of their article.

## **Privacy Statement**

The names and email addresses entered in the MCAA Newsletter will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

## **Initial Checks**

All submitted texts received will be checked to determine whether they are prepared according to the MCAA Newsletter Editorial Guidelines and Editorial Rules. Texts that do not fit the journal's ethics policy or do not meet the standards of the MCAA Newsletter will be rejected before peer-review. Manuscripts that are not properly prepared will be returned to the authors for revision and resubmission. After these checks, the Managing Editor will

consult the Editor-in-Chief to determine whether the manuscript fits the scope of the journal. Reject decisions at this stage will be verified by the Editor-in-Chief.

### **Peer-Review**

All texts that pass the initial checks will undergo peer-review. In order to promote and encourage transparency, the MCAA Newsletter adopts an open peer-review process where the identity of the author and the reviewers is known to all participants during the review process. Peer-review is carried out by at least two reviewers, and they may also include members of the Editorial Board, the Editorial Team, the Scientific Board as well as Guest Editors in case of special issues. Authors can refuse to follow and implement any request of change that may be advanced by the MCAA Editorial Team, the Editorial Board, and the reviewers. However, the Editorial Board reserves the right to decline publication at any time. Following peer-review, an article can be: accepted with no revision; accepted after minor revisions; reconsidered after major revisions; rejected.

### **Editorial responsibilities**

The Editorial Board and the Editorial Team consider and review the journal's policies, standards and publication mechanisms as well as any editorial decisions for each issue of the MCAA Newsletter. Members of the Editorial Board and the Editorial Team discuss ethical issues and contentious publication matters, such as cases of plagiarism or potential retraction of articles, for future and published issues. The Editorial Board comprises the Editor-in-chief, the Managing Editor, and the Associate Editors. They work in collaboration with the Editorial Team and the Scientific Board. All members of the Editorial Board, the Editorial Team and the Scientific Board are committed to treating authors with fairness, courtesy, objectivity, honesty and transparency.

The Editor-in-chief has the ultimate responsibility for the editorial process and has final authority regarding editorial decisions, including accepting or rejecting an article.

The Managing Editor is the author's first point of contact, informs the author of the decision-making process regarding their submission and initiates the peer-review system.

The Associate Editors support the Editor-in-chief and the Managing Editor especially in cases where contentious matters arise.

The Editorial Team members may take it in turn to take responsibility for an issue from receipt of peer-reviewed revised articles to their publication. They communicate with authors regarding the correction of errors and clarifications required before publication and, if required, after publication.

### **Data Management**

The personal data provided by the authors during the submission of their article will be managed according to the General Data Protection Regulation (GDPR) of 27 April 2016, following the details and procedures provided at <https://www.mariecuriealumni.eu/legal->



[notice](#). By submitting their text, authors consent to the processing of their personal data for the purposes of publication of the article and they consent to the publication of their personal data (name, surname, affiliation, email address) on both the PDF version of the publication and <https://www.mariecuriealumni.eu>.