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Author Services Department

Authors' Charter

At Taylor & Francis we are dedicated to facilitating and improving scholarly communication and our staff are committed to providing the best possible service to our authors. Publishing your article should be a trouble-free and rewarding experience for you and we value your comments and feedback. Each of our journals may have its own more specific guidelines, but as an author you can expect certain standards when you publish with us, as outlined below.

BEFORE YOU HAVE SUBMITTED AN ARTICLE

- There is assistance and guidance for authors in our 'Publish With Us' area on **informaworld** to help you prepare and submit your article correctly. See www.informaworld.com/authors
- Our 'Instructions for Authors' pages give clear and detailed guidance for each journal.
- You can contact our Author Services Department to get a prompt answer to your questions. Please email authorqueries@tandf.co.uk

DURING THE PEER REVIEW PROCESS

We ask editors to make every reasonable effort to ensure the following criteria are taken into account for those submitted manuscripts they deem worthy of consideration by peer review:

- Unbiased consideration should be given to each manuscript, judging each on its merits without regard to the race, religion, nationality, sex, seniority, or institutional affiliation of the author.
- Manuscripts should be dealt with and processed with reasonable speed and efficiency.
- Editors have sole responsibility for the acceptance or rejection of a manuscript. Whilst an editor may seek guidance via peer review, she or he may reject a manuscript without review if considered inappropriate for the journal.
- The peer review process must be confidential and rendered anonymous.
- Conflicts of interest must be declared.

DURING THE PRODUCTION PROCESS

After your paper has been accepted, it will be sent to us at Taylor & Francis and will enter the production process. The amount of time between acceptance and publication depends on the journal's workflow, and the number of accepted papers in the backlog

for the journal. We aim to ensure that you are kept informed and treated professionally, by these means:

- A named Production Editor is assigned to deal with your paper and answer your queries. The Production Editor will be based in one of our T&F offices in the UK, USA or Australia.
- Updates at each stage of the production process are communicated to authors via CATS (our article tracking system).
- You can be assured of our commitment to add value to your paper through the copy-editing, typesetting and proof-reading process.

AFTER PUBLICATION

- If allowed by the editorial policy of the journal, access to your article is given to you as soon as it is available online.
- If an article published on **informaworld** cites your article, we can tell you about it if you sign up for a citation alert.
- You may get the opportunity to comment on your experience of the authoring process through our Author Feedback Survey, which we are using to improve our service to authors.
- Through excellent sales reach and vigorous marketing we aim to ensure that your article can be seen, read and cited by your research community.
- Archiving agreements with national libraries mean that your article will remain accessible in perpetuity.
- We are continuously working to improve the search engine rankings for our journals. Our linking programme extends to many Abstracting and Indexing databases, library sites and includes participation in CrossRef™.

Your Responsibilities

As an author you also have some obligations which will ensure that your manuscript is given the best chance of acceptance. See below for some general points and guidance on ethical practice.

SOME GENERAL POINTS

- Choose a journal that is appropriate.
- Read and follow the 'Instructions for Authors' carefully.
- If you are not a native speaker of the language in which you are writing, ask a colleague to read your manuscript before you submit it or consider paying for a translator.
- If the journal offers a pre-submission enquiry service, send your abstract first to make sure that it is suitable.
- If your manuscript has been rejected by one journal and you are now submitting it to another, reformat the manuscript as necessary.
- Keep the editor and publisher informed of any change in contact details.
- Respond to the editor and publisher promptly (including returning the copyright agreement and proofs when asked to do so).
- Ask for help if you are not sure what is required.

ETHICAL PRACTICE

- Submit original work and avoid fragmenting your research to maximize the number of articles submitted.
- Present an accurate account of the research you have performed and give sufficient details and references to public sources of information to permit your peers to repeat the work.
- Give credit to other people who have helped or influenced your work.
- Obtain permission to reproduce figures, tables or extensive extracts from the text of a source that is copyrighted or owned by someone else.
- Obtain permission to cite personal communications.
- Do not include plagiarized, obscene, libellous or defamatory material.
- Cite all relevant references.
- Declare any conflicts of interest.
- Declare sources of research funding, including any grant ID numbers.
- Do not submit the same or similar articles to any other journal.
- Mention any relevant articles that you have submitted or that are in press.
- Make sure that co-authors review the manuscript before you submit it and that all authors agree on the order in which authors will be listed.
- Do not list people as co-authors unless they have made a significant contribution to the work and will share responsibility and accountability for the results.
- Do not make significant changes to your manuscript after it has been accepted without informing the journal editor. Significant changes would include new data, new content or a change in the list of authors.
- Find out what your rights are with respect to sharing and using your article after publication.
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