



# PJST – Instructions for Contributing Authors

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## Submission Guidelines for Contributing Authors

**Aims and Scope:** The *Pacific Journal of Science and Technology* (PJST) is devoted to the dissemination of the scientific research, theories, and observations of the faculty, staff, students, and alumni of the Akamai University. By creating a forum for the publication of this research, PJST hopes to facilitate greater communication between its scientific assembly and the larger scientific community. PJST also seeks to provide a platform for research conducted outside of Akamai University, which may be of interest to our researchers and students. As an institution committed to the advancement of the human condition, Akamai offers the PJST academic journal as a free service to its global readership.

**\*\*\* New, Starting January 2014\*\*\*** In order to help defray some of the cost of the journal and in an effort to mitigate ongoing issues with overwhelming demand for limited review slots, PJST will be implementing a nominal publication fee for papers submitted for review. For manuscripts submitted for the Spring 2014 edition and beyond, a fee of \$38 US must accompany submissions prior to their inclusion in our review queue. We understand that many of our authors come from developing countries and have limited funds to support publication, so we have tried to keep this cost as low as possible. This fee is non-refundable and does not guarantee publication of a paper, but is required to hold a review slot for any submitted manuscript. An author or research group may now submit more than one manuscript per issue, but a separate publication fee must be submitted for each manuscript.

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The Editors of the PJST are pleased to accept communications and fully referenced papers for possible publication. To suit the multidisciplinary audience served by this journal, the ideas and arguments presented in submitted works must be expressed in an accessible and readable fashion.

Submission Guidelines:

1. Submit publication fee for each manuscript you plan to submit per instructions above.
2. Please submit an electronic version of the submitted paper (manuscript) as an electronic mail attachment. The electronic manuscript should be **carefully edited** by the author, laid out in a simple and concise two-column format (per current publication format of the Journal), and be composed in IBM format Microsoft Word version 6.0 or higher (or a compatible word processing format). For ease of submission, please use the template located at <http://www.akamaiuniversity.us/Template.doc>.
3. Manuscript set-up should be on **8.5" X 11" paper** with 1" margins on the top, sides, and bottom. Text should be set in a **two-column format** (3 inch width, 0.5 inch space). Font for the body of the manuscript should be Arial in 10 point. Tables and graphics that must be set apart due to size may be placed at the top of a page in a full paper-width format, with subsequent text presented in two columns thereafter.
4. The Title Page of the manuscript should contain the following information: Author(s)' name(s), Author(s)' affiliations, Postal Address, E-mail Address, and an ABSTRACT of not more than 12 lines. Please list Given Name followed by Family Name. All authors should list highest credentials with their name (i.e. John Doe, Ph.D., Jane Doe, M.Sc., etc.)
5. Major headings should be in capital letters, bolded, and typed against the left-hand margin. Minor headings should be in sentence case, bolded, and typed at the left-hand margin.
6. Papers should normally range from 3,000 to 5,000 words in length, including references but excluding Figures and Tables (although longer works will be considered).
7. Figures, graphs, formulae, etc. should be included in the text, following their reference, as they are to appear in the presentation. Figure captions should be clearly distinguished from the main text. Photographs should be included as imbedded bit-map or JPEG images and should also be submitted as separate files, with file names corresponding to the figure number (i.e. fig1, fig2, etc.).
8. All units should conform to the Systeme International (SI).
9. References should be arranged alphabetically in the form:

Doe, J. 2003. Let's Save the World. Science Publishers LTD: New York, NY.

Doe, J. and J. Smith. 2004. "The Cure for the Common Cold". Journal of Knowledge. 5(2):22-23.
10. Submissions will be reviewed by the editorial staff and/or peer review panelists to establish that the technical aspects of the paper are correctly represented and to ensure that the contents are of interest to PJST's audience. Manuscripts may be changed to

reflect minor editorial corrections, to improve readability, or to conform to formatting standards for the Journal.

11. Authors submitting articles will be required to disclose any financial, consulting, or other arrangement they may have with a company or organization whose products or interests figure prominently in the submitted manuscript. This information will be held in confidence by the editorial staff of the PJST while the paper is under review.

e-mail all electronic submissions and correspondence to [PJSTeditor@aol.com](mailto:PJSTeditor@aol.com)

***To ensure proper attention to e-mail submissions, Subject Lines should include the word "Submission"***

12. Please note that authors will be asked to complete a release form authorizing Akamai University to publish the work. The release form can be found below.

13. Authors and co-authors are asked to include a short biographical statement about themselves, their institutional affiliations, and their research interests.

14. Primary authors are encouraged to include an e-mail address for readership correspondence.

15. Authors and co-authors should use western style listing of names: Given Name, Middle Name or Middle Initial, Family Name.

## **Authors' Release for Publication of Submission Material**

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