

# Instructions to the Authors

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## Scope

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The scope of this journal, Radiation Protection and Environment (RPE), covers all aspects of and topics related with radiation protection such as: radiation dosimetry, radiation biology, biological dosimetry, operational radiation protection, environmental radioactivity and radon/thoron measurements, development of instrumentation for radiation protection, nuclear and radiological emergency preparedness, radiation protection standards, radiological safety aspects in the application of radiation /radioisotopes in industry, medicine and research. The submissions can be in the form of original research papers, review articles, technical notes highlighting specific operational radiation protection aspects, letters to the editor, abstracts of /comments on recent ICRP/ICRU/IAEA publications, book reviews and news and information items related to radiation protection and environmental safety.

## The Editorial Process

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A manuscript will be reviewed for possible publication with the understanding that it is being submitted to Radiation Protection and Environment (RPE) alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors would authorize one of them to correspond with the Journal for all matters related to the manuscript. All manuscripts received are duly acknowledged. On submission, editors review all submitted manuscripts initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Manuscripts that are unlikely to be of interest to the Radiation Protection and Environment (RPE) readers are also liable to be rejected at this stage itself.

Manuscripts that are found suitable for publication in Radiation Protection and Environment (RPE) are sent to two or more expert reviewers. During submission, the contributor is requested to provide names of two or three qualified reviewers who have had experience in the subject of the submitted manuscript, but this is not mandatory. The reviewers should not be affiliated with the same institutes as the contributor/s. However, the selection of these reviewers is at the sole discretion of the editor. The journal follows a double-blind review process, wherein the reviewers and authors are unaware of each other's identity. Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within three days. It may not be possible to incorporate corrections received after that period. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' immediately on acceptance.

## The Refereeing Process

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Manuscripts submitted to the Radiation Protection and Environment (RPE) will be reviewed generally by two independent referees who are experts in the field. RPE follows the system where neither the referees nor the authors are provided the names and the details of each other. On receipt of the referees' reports, if needed, authors are requested to revise the text along the lines of the suggestions of the referees. It is important for the authors to respond to the referees' comments and to submit the revised version indicating point by point reply to the comments of the referees and differences of opinions with the referees. The Editor carries out the final review.

Revised version must be uploaded within specified time failing which it will be rejected presuming that the authors are no more interested in publishing. Under such situations, the late submission will be considered as fresh submission to undergo the whole process of refereeing again. No manuscript will go through without a peer review.

## Language Of The Manuscripts

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Manuscripts should be in English only.

## Online Submission of Manuscripts

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Manuscripts are to be submitted online from <http://www.journalonweb.com>. New authors will have to register as author by providing Login Name and procedure.

Step 1 – Go to <http://www.journalonweb.com/rpe>

1. Click “signup as author”
2. Fill the registration form and submit

Step 2 - Open your email box Click “verify my email”

- Go again to <http://www.journalonweb.com/rpe>
- Login as author with your user name and password

The journal does not charge for submission and processing of the manuscripts.

Follow the instructions on the window.

## Format Of The Manuscript

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Title of the manuscript and a minimum of 3 Key Words related to the contents need to be provided in the relevant columns of the submission form. Type Editorial, Original Article, Review Article, Technical Note, Letter to the Editor, News, Book Review etc. The manuscripts have to be prepared in two files. Large size Images should be submitted separately as “Image(s)”.

### **First Page File:**

'First Page' file (use text / rtf / doc / pdf file format) should contain 1- the title of the manuscript (in running letters except the first letter of the first word), authors (titles such as Dr., Mr. etc. and degrees such as PhD, MD, MSc etc. must not be given), 3- mailing address and 4- email address of the corresponding article should not be included in this file. All information which can reveal the identity of the authors such as Acknowledgements etc. should be included the files.

### **Article file:**

'Article Text File' (use text / rtf / doc / pdf file format) should contain the title, and a text from abstract onwards (do not reveal the identity of the authors form / part of the title or anywhere in the 'Article File'). The abstract not exceeding 200 words (with no subheads) should briefly summarize the aims, the important findings supported by data and the inferences. Proprietary terms and abbreviations should not be used in the abstract. The text following the such as Introduction, Experimental / Materials and Methods, Results, Discussion, Conclusions etc. and if needed Subsections may be added for the clarity use of First Person (I, We, Us, Our, My, Mine etc) may be avoided. Tables, Graphs or Figures should be included in Article file. If the size exceeds, send them separately as 'Image(s)' without incorporating them in the Article File (no repetition). Do not zip the files.

### **References :**

References should be numbered consecutively in the order in which they are referred (not in alphabetic order) as superscripts in Arabic numerals in square tables, and legends at the appropriate places. References cited only in tables or figure legends should also be numbered in accordance with the sequence style of the examples below, which are based on the formats used by the NLM in Index Medicus. The titles of journals should be abbreviated according to For non-indexed journals, use complete name of the journal. References to the abstracts (published as abstracts only) may be avoided. Information from accepted should be cited in the text as “unpublished observations” with written permission from the source. Avoid citing “personal communication” unless not available from normal sources, in which case the name of the person and date of communication should be cited in parentheses in the text. The accuracy of references is the responsibility types of references are shown below, for other types of references such as electronic media; newspaper items, etc. please refer to ICMJE Guidelines [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)

#### **a. Journal paper :**

Bhatt B.C., Application of thermoluminescence (TL) and optically stimulated luminescent (OSL) phosphors for dosimetry of neutrons and heavy charged particles (HCPs), Radiat. Protec. Environ., 31 (1 to 4), 35-42.

Sharma, R. Pradeepkumar, K.S, and R. Singh, Radiological emergencies in public domain and role of First Responders, Radiat. Protec. Environ., 32 (1&2), 35-39.

Bhat N.N., Rao B.S., Anjaria K.B. and Sreedevi B., Simulation of partial body exposure conditions for validation of biological dosimetry using Chromosomal Aberrations in human peripheral lymphocytes, *Radiat. Protec. Environ.*, 29 (1 to 4), 2006.

For more than 6 authors in any reference, list the first six contributors followed by et al.

b. **Conference Proceedings :**

Luszk-Bhadra M., Personal Neutron Dosimetry – Principles and Limitations, IARPNC-2010, Mumbai, India.

c. **Books and Other Monographs :**

Cember H., Introduction to Health Physics, McGraw-Hill Professional, 1996.

Pushparaja (Guest Editor), Radiation Protection and Safety Aspects, IANCAS Bulletin (Special issue), IANCAS, BARC, Mumbai, 1999.

### **Tables**

Tables should be numbered consecutively. Each table should have a caption with sufficient details to make it self-explanatory. The tables should be typed the printed page should be considered in designing the table.

Footnotes to tables should be identified with superscript lower case letters a, b, etc. and placed at the bottom of the page containing the table.

### **Legends:**

Legends / captions for the figures/images (with sufficient details to make it self-explanatory) should be included at the end of the article file.

### **Images and Figures:**

Submit good quality color images. Each image should be less than 4096 kb in size. Size of the image can be reduced by decreasing the actual height 1024x760 pixels or 5 inches). All image formats (jpeg, tiff, gif, bmp, png, eps, etc.) are acceptable; jpg is most suitable. Do not zip the files. They should Arabic numerals. Legends for figures should be typed double-spaced on a separate page. Mathematical expressions should be set out clearly. It may / illustration will appear in colour in the print version, however, colour distinction in figures can be kept for the electronic / online version only for additional copyright transfer form has to be submitted.

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Authors should use the International System of units (SI) with traditional units in parenthesis. Any manuscript received which does not employ the SI system will be returned without review.

### **Proofs:**

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### **Copyright transfer:**

The contributors' form and copyright transfer form has to be submitted.

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## **Conflicts of Interest/ Competing Interests**

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All authors of must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is

important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

## **Protection of Patients' Rights to Privacy**

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Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.

2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

## **Journal Office**

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