

## Gaia-X Magazine Submission Guidelines:

Dear Contributors,

We appreciate your interest and valuable contribution to the Gaia-X Magazine. Please adhere to the following submission guidelines to support the delivery of high-quality articles. Each author must be familiar with the Gaia-X Magazine's guidelines before submitting an article.

### **1. Publishing Ethics:**

The publication of an article in the Gaia-X Magazine is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions they represent and support, and how these impact the Gaia-X Association. Peer-reviewed articles support and embody scientific research principles and ethical behaviour. All submissions must fully adhere to ethical principles and must not contain any form of plagiarism. The Association uses plagiarism software. Any information plagiarised, will ban the authors, and entirely exclude them for the specific and future submissions to the Gaia-X Magazine.

**Conflict of interest:** All authors are requested to disclose any conflict of interest, actual or potential that could influence, compromise or be perceived to influence, the submitted article. A *"Conflict of interest"* statement should be included. No declaration means specifically stating the following: *"The authors declare that they have no known competing financial interests or personal relationships that could have appeared to influence the work reported in the submitted work. The current submission presents original work attributed to one or all the authors cited in this article and has not been previously published or sponsored to be published in any other publication other than the Gaia-X Magazine."*

### **2. Authors' photos, and simplified biography informations.**

Submissions must include the author's photo along with their current occupation, including the job title and full employer name. Additionally, authors are encouraged to provide LinkedIn profiles for biography purposes. In the case of multiple authors, it should be indicated if there is a leading author and the order the remaining authors, photos and titles will appear. Otherwise, the assigned order will be alphabetical.

### **3. General guidelines for pictures, tables, and graphics submission**

Any article submission should include high-resolution pictures, tables, and graphics included in the original text and in a separate folder attached to the submission. Mentioned above graphics and author/s photo/s must be submitted in accordance with the following standards:

- Photos and graphics must be included in the article and in a separate folder, attached to the submission email.
- Personal photos must be submitted in the folder, alongside photos and graphics.
- All graphics, pictures and tables must be submitted in high-resolution:
  - At least 300 ppi (width 4509 px; height 3000 px)
  - Png, jpg, is emf, wmf, eps, ai

### **4. Manuscript**

- Articles must be written in British English i.e., organisation not organization
- For the date, the following structure must be applied: 1 January 2022.
- The article should not exceed 8 pages and should be composed as follows:
  - Title
  - Subtitle (optional)
  - Author with affiliation
  - Acknowledgements (optional)
  - Main text of the article
  - Conclusion
  - Bibliography
- **Conclusion**
  - It should briefly annotate the key summary information and a call to action or next steps foreseen. The length should not exceed 150-250 words.

- **Acknowledgments**

Any acknowledgements shall be provided at the beginning of the text following the abstract and should appear in **bold** and *italics*.

- **Bibliography and references**

- To achieve uniformity across the articles place in-text citations
- Hyperlinks are permissible, the full source should also be listed in the bibliography section.
- Each article with references must include the bibliography that should be composed as follows:

- ***Books:***

Surname, Initial. (Year of publication) Title. Edition if later than first. Place of publication: publisher. Series and volume number if relevant.

- ***Chapters in edited books:***

Surname of chapter author, Initial. (Year of publication) 'Title of chapter or section', in Surname of book editor, Initial. (ed.) Title of book. Place of publication: publisher, Page reference.

- ***Journal articles:***

Surname, Initial. (Year of publication) 'Title of article', Title of Journal, volume number (issue number), page reference. doi: doi number if available OR Available at: URL (Accessed date).

- ***Newspaper articles:***

Surname, Initial. (Year of publication) 'Title of article', Title of Newspaper, Day and month, Page reference.

- ***Web pages:***

Surname, Initial. (Year that the site was published/last updated) Title of the web page. Available at: URL (Accessed: date).

- ***Online materials without author:***

The Open University (Year of publication/presentation) 'Title of item'. Module code: Module title. Available at: URL (Accessed: date).

- ***Online material with the author:***

Surname, Initial. (Year of publication/presentation) 'Title of item'. Module code: Module title.  
Available at: URL (Accessed: date).

Please follow the Harvard referencing style. An easy guide may be seen [here](#).