

## Accreditation and Quality Assurance (ACQUAL) Summary of Instructions for Authors

For more details please consult the section "**For Authors and Editors**"  
on the journal's homepage at <http://www.springer.com/769>

### **Basic Requirements**

According to its **Aims and Scope**, ACQUAL publishes articles providing innovative views and concepts as well as practice-oriented aspects relevant to quality, transparency and reliability of measurement results in chemical and biological sciences. The emphasis is on metrological topics such as metrological traceability, measurement uncertainty, proficiency testing and inter-laboratory comparisons, reference materials, accreditation, conformity assessment etc. Method development and performance characterization can be considered to fall within the scope of the journal when metrological aspects prevail.

All manuscripts must be in **English**. Non-native speakers of English are advised to have their manuscripts edited by a native speaker prior to submission.

A manuscript should be optimized for one of the **sections** structuring ACQUAL's content, among which are Reviews (critical survey), General Papers (scientific novelty) and Practitioner's Reports (competent applications with originality) - such articles are equally rated by the Web of Science. The 'Discussion Forum' is particularly suited to stimulate discussion on unorthodox issues and contentious matters. Other sections serve various purposes (listed under "**Articles types**" at the homepage)

Quite typically the **length of articles** in ACQUAL is 4 to 8 printed pages, i.e. 3000 to 6000 words or 20 000 to 40 000 characters. Shorter manuscripts are welcome as long as the message is clear.

### **Manuscripts must be submitted online at <http://www.edmgr.com/acqa>**

The uploaded **Word file** is automatically converted into PDF format, the conversion result must be approved by the author before it is forwarded to the editor for further handling. The PDF version is exclusively used in the customary **peer reviewing** process that applies to every submitted manuscript.

### **Legal Requirements:** Submission of a manuscript implies that

- the work described therein has not been published before;
- it is not under consideration for publication anywhere else;
- its publication has been approved by all co-authors, if any, as well as – tacitly or explicitly – by the responsible authorities at the institute where the work has been carried out;
- **permission** has been obtained to use published (copyright protected) material, e.g., Figures or Tables. The publisher cannot be held legally responsible should there be any claims for compensation.

Authors are responsible to declare any **Conflict of Interest**, whether caused by financial reasons or related to personal commitments. For details please see "**READ-ME for authors**" on the homepage.

### **Conventions for formal presentation**

ACQUAL's authors are requested to comply with the internationally agreed conventions on terms and formal presentation as outlined e.g., in

- **VIM3** ([www.bipm.org/vim](http://www.bipm.org/vim)),
- **SI Brochure** ([www.bipm.org/en/si/si\\_brochure](http://www.bipm.org/en/si/si_brochure)),
- **IUPAC Green Book**, 3rd edition (available via "full text" at [www.iupac.org/web/ins/110-2-81](http://www.iupac.org/web/ins/110-2-81)),
- a number of related "**Tutorials**" in ACQUAL.

### **Basic issues:**

- the **measurand** must be defined and the measurement uncertainty must be evaluated and stated;
- **quantity** symbols should be single letters in italic style (tilted) throughout the text, equations, Figures, Tables;
- **units** are given in Roman font (upright);
- **compositional** quantities 'concentration', 'fraction', 'content', 'molality' must be distinguished;
- for **fractions** the explicit units (e.g., nL/L or mg/kg) should be stated rather than %, ppm etc.;
- the use of so-called "numerical value **equations**" is strongly discouraged.

## **Technical details**

The **title page** must provide

- the names and affiliations of all authors,
- the e-mail address, telephone and fax numbers of the corresponding author,
- a concise and informative title,
- an informative abstract of 150-250 words, and
- 4-6 keywords

Manuscripts should be **submitted in Word** using

- normal, **plain font** (e.g., 12-point Times Roman) for text,
- automatic **page numbering** function to number the pages,
- the 'table' function rather than spreadsheets, to make tables,
- the **equation editor** or MathType for equations.

In ACQUAL articles up to three **levels of headings** are used: larger bold font/normal font/italic font.

**Section numbering is not applicable**, existing numbers will be eliminated in the final editing; therefore please do not refer to section numbers within the text!

**Footnotes are not encouraged**: please implement the information into the continuous text.

**References** are consecutively numbered as occurring in the text and quoted as (e.g.) [1], [2,3], [1, 4-7]

**Captions of Tables and Figures** should be informative and explain all components, symbols and abbreviations, to make a re-course to the text unnecessary.

**Figures** must be supplied electronically. Please indicate which graphic program was used.

Colors will show up in online version, color printing is available at extra charge. Otherwise printing is black/white and hence, captions and text must refer to texture or shading rather than colors alone.

- Text columns are 84 mm wide: please choose the **lettering** font size appropriately.
- Please provide figures without frames and headlines (information to be given in caption).

**Electronic Supplementary Material (ESM)** may accommodate larger amounts of data or extra material, possibly of formats not appropriate for printing. The material must be provided as one file carrying a **header** naming Journal, Publisher, year, article title, and author names. The file is not edited in any way. A note on the article's front page indicates the availability of ESM being hyperlinked to the online version of the article. The ESM or specific parts of it should be quoted in the text.

## **After Acceptance**

**Copyright transfer**: The corresponding author is contacted for Copyright transfer or accepting the charge for 'Open Choice' (paying for publication to make the article freely available) as condition for further processing. At the same occasion ordering of offprints and opting for color printing is possible.

**Proof reading**: The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor. After online publication, further changes can only be made in the form of an **Erratum**, which will be hyperlinked to the article.

Authors should take precautions to **check the proof without delay**. The hyperlink given in the proof mail granting access to the proof may be deactivated after two working days.

**Online First**: After receipt of the corrected proofs, the article will be published online and will appear in the section "online first" accessible via ACQUAL's homepage ([www.springer.com/769](http://www.springer.com/769)). This is the first official publication citable with the DOI (digital object identifier). After release of the printed version, the paper can also be cited by issue and page numbers.

The authors will receive the pdf file of the printed version of their article for private use.

In case of specific questions please contact the **Editor Heiner Korte** at [editor@acqual.de](mailto:editor@acqual.de)

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