

# Accreditation and Quality Assurance (ACQUAL) Concise 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>

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## Basic Requirements

According to its **Aims and Scope**, ACQUAL publishes conceptual and practice-orientated articles on all aspects relevant to quality, transparency and reliability of measurement results in chemical and biological sciences, with emphasis on metrological topics such as metrological traceability, measurement uncertainty, proficiency testing and inter-laboratory comparisons, reference materials, 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) - equally rated by ISI. 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 are 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.

**Legal Requirements:** Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

The authors are responsible to obtain **permission** for using published (copyright protected) material such as Figures or Tables.

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 ("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 a measurement uncertainty must be evaluated and stated;
- **quantity** symbols should be single letters in italic style (tilted);
- **units** are given in Roman font (upright);
- with respect to chemical **composition**, the quantities 'concentration', 'fraction', 'content' etc. should be distinguished;
- for '**fractions**' the relevant units (e.g., nL/L or mg/kg) should be used (rather than %, ppm etc.);
- the use of so-called "number **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**:

- use a normal, **plain font** (e.g., 12-point Times Roman) for text,
- use the automatic **page numbering** function to number the pages,
- use the table function, not spreadsheets, to make tables,
- use the **equation editor** or MathType for equations,
- save your file in doc format: **Do not submit docx files!**

Note: If you use Word 2007, do not create the equations with the default equation editor but use the Microsoft equation editor or MathType instead.

In ACQUAL articles up to three **levels of headings** are used.

Please note: **section numbering is not applicable** - existing numbers will be eliminated in 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 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 searching the text unnecessary.

**Figures** must be supplied electronically. Please indicate the graphic program that was used. Colors will show up in online publications, color print is available at extra charge. Without honoring that option, printing will be black/white; captions and text should not refer to colors.

- Text columns are 84 mm wide: please choose a font size for scales and labels accordingly.
- 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. It is hyperlinked to the online version of the article and should carry a **header** providing: Journal, Publisher, year, article title, author names

## After Acceptance

**Copyright transfer**: The corresponding author is contacted for Copyright transfer or 'Open Choice' (paying for publication to make the article freely available) as condition for further processing. At the same occasion ordering 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 appear in the section "online first" accessible via ACQUAL's homepage ([www.springer.com/769](http://www.springer.com/769)). This is the official first 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 **Editor Heiner Korte** at [editor@acqual.de](mailto:editor@acqual.de)