General guidelines for writing articles

EGU welcomes proposals submitted by authors that correspond to scientific and technological research and review articles in fields related to their thematic profile. The publication guidelines established below must be strictly followed:

- A Letter of Originality and the IA form (both documents available in the documents section of the journal's top menu) will be sent along with the article if the latter applies.
- Original articles may not have more than five authors, and review articles may not have more than four. Submissions must be in Word format, using Arial font, size 11 points, 2.0 line spacing, no space between paragraphs, first-line indentation, 2.54 cm margins on all sides, and Letter-size paper.
- The article should be a minimum of 4,000 words and a maximum of 7,500. Bold or underlined text should be used as needed, following the APA 7th edition guidelines. Headings and subheadings should be in bold.
- The structure of the article is as follows: cover page; abstract; up to five keywords separated by commas and in alphabetical order (both cases in Spanish, English and Portuguese); introduction; materials and methods and/or methodology (depending on the type of article); results and discussion; conclusions; and references.
- The title should have a maximum of 18 words. It should be concise, clear, engaging, and written in Spanish, English, and Portuguese.
- Main data of the authors: names and surnames, institution where they work, country, email address and ORCID link with its respective verifiable format.
- The abstract must include the following sections: introduction, objective, method or methodology (depending on the article type), results, and conclusion, with corresponding translations into English and Portuguese. It should not exceed 200 words. It should be written in a single paragraph, without citations or acronyms. It must be understandable without requiring the reader to refer to the article.
- The introduction presents the background of the topic, explaining the reasons and purpose of the research or study. For example, it might include the importance and current state of knowledge on the topic, some background information, the problem statement, the objective of the work, and other elements necessary for its presentation, including citations and references from different authors. When citing authors in this section, the past tense or past perfect tense should be used; the past perfect tense is always recommended.
- The Materials and Methods section, also known as the Methodology section, addresses the theoretical and methodological foundations of the topic. It describes the procedures used, explaining how and with what resources the research was conducted, what was analyzed, when and where the data was collected, and which method was applied. The methodology used should be briefly and concisely described. This section is written in the past tense.
- In the Results and Discussion section, present the main findings, analysis, and interpretation. Findings should be supported with illustrations, tables, or figures if necessary. The writing in this section should be in the past tense for results and in the present tense for the discussion of those results. You should reveal your critical assessment of the results, which may be summarized in tables or graphs

created by you, provided their appropriate interpretation is ensured. Both tables and figures must be cited in the body of the text, and statistical analyses must always be performed using a professional, internationally recognized statistical package in its latest version. This must always be declared.

- Finally, the conclusions section should be written in the present tense, answering the objective of the manuscript and presenting fundamental ideas that can serve as a basis for future research.
- All authors are invited to share their research data (open data) as supplementary files at the time of submission. Research data includes databases, techniques and instruments, questionnaires, and other relevant materials.

Tables and Figures

- Tables should have a title preceded by the word "Table" followed by a number indicating their order of appearance. The word "Table," the number, and the title should appear at the top of the table in 11-point bold Arial font, left-aligned. Column headings should be in bold Arial font, center-justified. At the bottom of the table, the word "Source" followed by the reference should appear, left-aligned.
- Whenever graphs, diagrams, or images are shown, they must be referred to as figures. Figures will be identified with a title followed by the number corresponding to their order of appearance. The source is declared as explained for tables.
- Images must have a quality of 300 dpi. They may appear within the body of the work provided that the information they display is part of the research results and does not constitute supplementary material. (In addition to being included in the document, figures must also be submitted at the end of the document with an English translation.)
- Tables and figures must be created directly in Word; do not paste them into the document and submit the file in Excel format. Up to 10 figures will be used in the research. They must not exceed 100 KB in size or 10 cm in width.

References

- They must conform to the style of the American Psychological Association (APA), 7th edition, 2019. This includes both citations of sources in the text and in the reference list at the end of the document where a hanging indent will be used.
- The accuracy of citations and references is the responsibility of the article's authors. A minimum of 30 sources must be used for scientific and technological research articles and a minimum of 50 for review articles. Ninety percent of the referenced scientific articles must be from the last five years, and of that 90%, 75% must be from the last three years. Furthermore, this 90% of references must have verifiable DOIs or URLs and must be functional without generating errors when accessed. It is important to prioritize sources from scientific journals indexed in Scopus, SciELO, and Web of Science, among others, particularly those with a presence in languages not only Spanish but also English and Portuguese.
- Use primarily scientific articles or documents published in indexed databases. References such as conference papers, conference proceedings, or theses in any format are not acceptable. Ministerial laws, resolutions, regulations, and other

legislative documents must be cited and referenced according to APA 7th edition guidelines, and any visible link must be included correctly.

- Up to 10% of self-citations are allowed per document, in relation to the total number of self-citations in the entire document, and in the case of citations of other authors, only three to four citations are accepted depending on the level of relevance of the topic addressed.
- In the reference list, include only what is cited in the text, and vice versa. Verify that the spelling of surnames and years is consistent in both instances. It is important that the references follow the journal's guidelines, and if the journal has two surnames, the citation should include both surnames.

Example of citations and references in APA 7 standards

- **How to cite a book, narrative quote:** Sanmartín Bastida (2023)
- **How to cite a book, parenthetical citation:** (Sanmartín Bastida, 2023).
- **Book Reference:** Sanmartín Bastida, R. (2023). *On the ventriloquism of the image in female spiritual authority*. Springer. https://doi.org/10.1007/978-3-662-67088-0_16
- **How to cite scientific articles online, narrative citation:** Georgakakis et al. (2023)
- **How to cite scientific articles online, parenthetical citation:** (Georgakakis et al., 2023).
- **Online scientific articles:** Georgakakis, D., Wedell-Wedellsborg, M. E., Vallone, T., & Greve, P. (2023). Strategic leaders in multinational enterprises: A role-specific microfoundational view and research agenda. *Journal of International Business Studies*, 54(3), 514-537. https://doi.org/10.1057/s41267-022-00582-y

Other requirements to keep in mind

- For better readability, separate paragraphs of 7 to 12 lines.
- Add reflections in your own words (paraphrase) and avoid using direct quotes, as this will prevent a high percentage of similarity, since the journal accepts up to a 10% similarity index, while what is accepted and allowed regarding the use of Artificial Intelligence (AI) is reflected and described in the AI use form.
- Before submitting your manuscript to the journal, please carefully review it to ensure it complies with all editorial guidelines and the template (for both scientific and technological research articles and reviews), as well as the correct writing style. We appreciate objective, precise, and concise writing, as is appropriate for the language of science. Pay particular attention to the grammatical rules of Spanish, English, and Portuguese, as applicable.
- Always respect the verb tenses that should be used at each stage of the scientific investigation. The writing must be logical.
- You must download and follow the template at all times (according to the type of article). Do not make any changes to the template, as the layout specialist will be responsible for enhancing the article and making any other necessary changes.

Declaration of Conflicts of Interest

The corresponding author will declare the originality of the manuscript. They will also certify that the article has not been submitted to another journal. They must declare that they are responsible for all the content included in the article and that there are no instances of plagiarism, conflicts of interest, or ethical conflicts, releasing the Journal from any ethical and/or legal liability.

Authors' Declaration of Contributions according to CRediT Taxonomy

Authors must declare their authorial contribution using the CRediT Contributor Roles Taxonomy. This is a high-level taxonomy that includes 14 roles and can be used to represent the parts typically played by those who contribute to research outcomes; and thus, describe each contributor's specific contribution to the scholarly output.

The meaning of each role established by CRediT is explained below:

1. **Conceptualization:** Ideas; formulation or evolution of general research goals and objectives.
2. **Data curation:** Administrative activities to annotate, produce metadata, delete data, and maintain research data, including software code where necessary to interpret the data itself for initial use and subsequent reuse.
3. **Formal analysis:** Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data. Funding: Acquisition of financial support for the project that led to this publication.
4. **Investigation:** To carry out or conduct a research process, specifically to perform experiments or the collection of data or tests.
5. **Methodology:** Methodology development or design; model creation.
6. **Project Management:** Responsibility for managing and coordinating the planning and execution of research activities.
7. **Resources:** Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computer resources or other analysis tools.
8. **Software:** Programming, software development; computer program design; implementation of computer code and supporting algorithms; testing of existing code components.
9. **Supervision:** Responsibility for supervision and leadership in the planning and execution of research activity, including external mentoring of the core team.
10. **Validation/Verification:** Whether as part of the activity or separately, replication, general reproducibility of results, experiments and other research outcomes.
11. **Display:** Preparation, creation and/or presentation of the published work, specifically visualization, presentation of data.
12. **Original draft/writing:** Preparation, creation and/or presentation of the published work, specifically drafting the initial draft (including substantive translation).
13. **Writing, reviewing and editing**: Preparation, creation and/or presentation of the published work by those of the original research group, specifically critical review, commentary or revision, including pre- or post-publication stages.