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Publishing

**ACADEMY FOR RIGHT
INNOVATION AND VIRTUAL IDEAS
OF YOUR ANALYSIS AND LOGIC**

General
Instructions

It's Our Journal
Contribute Your Work!

Ariviyal publishing is committed towards publishing original articles with high scientific quality, efficient processes for article submissions, vigorous and impartial peer review, high-quality author service, and high-level of publication ethics. Here we provide general instructions for authors, reviewers, editors and publishers.

Note: The author guidelines apply to all **Ariviyal** owned journals (*Nano Progress*, *Green Reports*, *Applied Materials: Physics and Chemistry*, and *Chemical Science and Engineering Progress*) except “*Advances in Mathematical Hierarchy*”. Please find out the specific guidelines for the Journal “*Advances in Mathematical Hierarchy*” at <http://www.ariviyalpublishing.com/mathematical/>.

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1. GENERAL GUIDELINES

1.1. REGISTRATION WITH ARIVIYAL PUBLISHING

Authors, editors and reviewers must register with Ariviyal Publishing to create their official Ariviyal account. Please use the following link to register with Ariviyal Publishing; <http://www.ariviyalpublishing.com/register/>. A valid e-mail ID and basic information (first and last name, affiliation and country) will be required for the registration. See the [Ariviyal's Privacy Statement](#) which assures readers that their name and email address will not be used for other purposes. The username/password can be used to login to the Ariviyal webpage and also to access the submission system. Ariviyal publishing follows a simple and easy online process for the major processes/activities such as manuscript submissions, review process, editorial work, to get membership and subscription, editing service, to become reviewer and editorial board member, and copyright permission/orders. The Ariviyal online process is mainly to benefit authors for the rapid publication of their original results and to make the work easy and effective as possible for the reviewers and editors.

[**NOTE:** Ariviyal publishing uses single login (username/password) for the Ariviyal User Service and Submission System.]

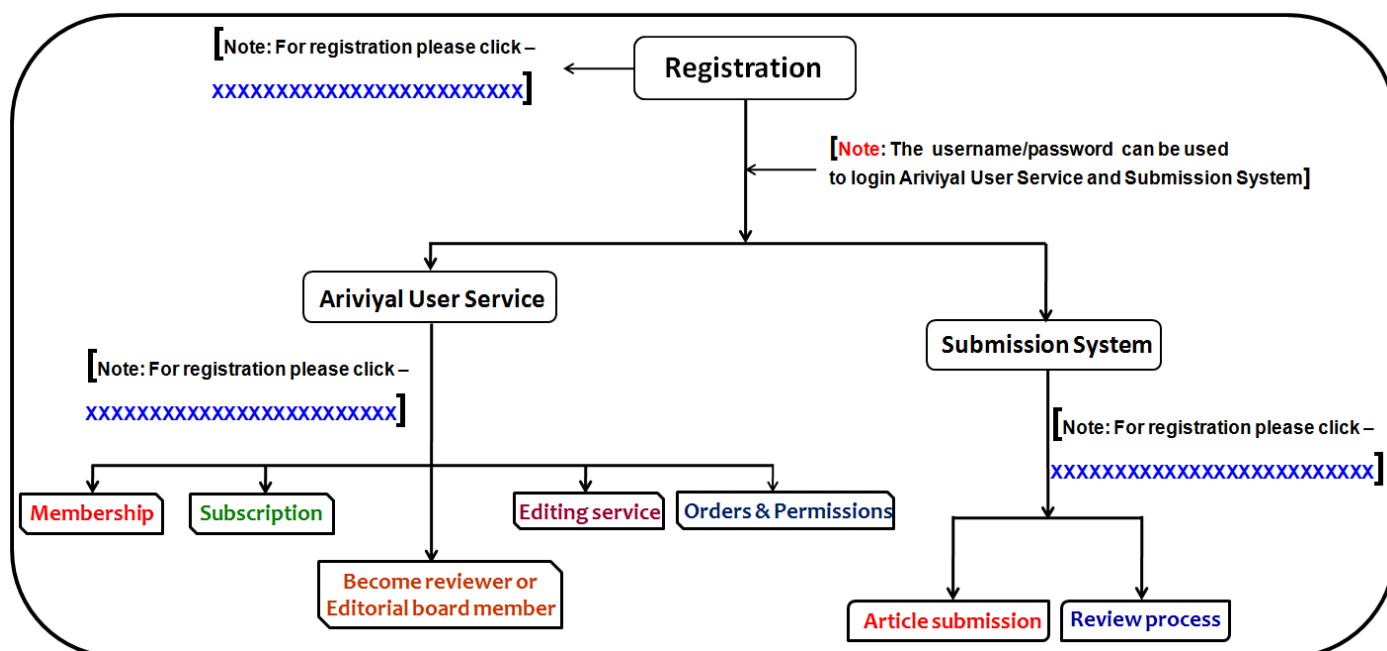
1.1.1. LOGIN TO ARIVIYAL USER SERVICE

To access the options under the Ariviyal User Service such as (Membership, Subscription, Editing Service, Become Reviewer or Editorial Board Member, and Permission/Orders) follow the link <http://www.ariviyalpublishing.com/login.php> which will direct you to the Ariviyal User Service centre. In this basic information regarding Research area, Affiliation, Country and so on (Strongly Recommended) may be asked to update for records which will not be used for other purposes (See [Ariviyal's Privacy Statement](#) for more information). After login, the users can follow the 'guide-note' given in each and every specific page for the easy and rapid process.

1.1.2. LOGIN TO SUBMISSION SYSTEM

The two major processes (Article Submission and Review Process) can be done by login to the Submission System at <http://www.ariviyalpublishing.com/login.php>. After login, the user may be asked to update their basic details regarding Research area, Affiliation, Country and so on (Strongly Recommended) for records which will not be used for other purpose without permission (See [Ariviyal's Privacy Statement](#) for more information). The authors and reviewers can check the status of their submissions and reviews. To make the online process simple and easy for the authors and reviewers, we have given 'guide-note' in each and every specific page.

CHART 1 - REGISTRATION WITH ARIVIYAL PUBLISHING



1.2. CHOOSE YOUR JOURNAL

Ariviyal publishes 5 internationally peer-reviewed Journals in all aspects of Science and Engineering. The Journal names and details are listed below;

1. Nano Progress
([About the Journal](#); Editor-in-Chief: XXXXXX; ISSN: XXXXX)
2. Green Reports
([About the Journal](#); Editor-in-Chief: XXXXXX; ISSN: XXXXX)
3. Advances in Mathematical Hierarchy
([About the Journal](#); Editor-in-Chief: XXXXXX; ISSN: XXXXX)
4. Applied Materials: Physics and Chemistry
([About the Journal](#); Editor-in-Chief: XXXXXX; ISSN: XXXXX)
5. Chemical Science and Engineering Progress
([About the Journal](#); Editor-in-Chief: XXXXXX; ISSN: XXXXX)

Prior to submit your manuscript, you must check the [About the Journal](#) and [Keywords](#) on the specific journal webpage and make sure that your paper best fits within the [scope](#) of the Journal. In addition, we strongly recommend authors to browse the recent content of the Journal that we publish for quality and relevance to your field.

1.3. OPEN ACCESS

WHAT IS OPEN ACCESS?

Open Access is a broad international academic movement to make academic information freely available through the internet for everyone. It means that the open access articles can be freely available to read, download, copy, translate, distribute, print, or re-use it in education or another way within the legal agreements, and there are no financial, legal or technical barriers.

ARIVIYAL OPEN ACCESS

All the **Ariviyal** owned journals (Nano Progress, Green Reports, Applied Materials: Physics and Chemistry, and Chemical Science and Engineering Progress, and Advances in Mathematical Hierarchy) are open access and internationally peer-reviewed. The main purpose of open access is to make pipeline between authors' research outcomes and our valuable readers for free of cost. All papers published by Ariviyal are freely available for readers under an open access license (**Creative Commons (CC BY 4.0) license**). Ariviyal articles published under the **CC BY license** are freely accessible and free to re-use by everyone with proper accreditation/citation of the original publication.

In general, authors are asked to pay an Article Processing Charge (APC) for publishing an article in an open access journal under a Creative Commons **CC BY** license. The APC covers all the expenses involved in the publication process (peer-review, copy editing and hosting the final article on dedicated servers). The APC is paid by authors only after the manuscript is accepted for publication. However, Ariviyal charges no article processing charge or submission charge for the articles published in 2018-2019. There are no processing charges or submission charges for rejected articles and editorial items such as corrections, additions and comments.

Open access has enormous importance and advantages for researchers, lecturers, students, administrators and publishers.

Available to All —————> The open access articles are freely available and accessible over the internet. Everyone can download the article without any charge or subscription.

Visibility and Citation —————> Since the open access articles are freely available; it creates maximum chances to be read and to be cited more frequently than the articles published by conventional journal.

Publication Speed —————> Open access journals are often online-only published. Thus, the accepted articles are more rapidly published online than the traditional, subscription-based and printed journals.

2. GUIDELINES FOR AUTHORS

Guidelines given here will help you to prepare your manuscript for submission to Ariviyal owned Journals. Authors are suggested to read the Ariviyal guidelines carefully so that you may save time for editing the article. Manuscripts submitted to Ariviyal should follow the [specific instructions](#).

2.1. MANUSCRIPT REQUIREMENTS AND STYLE GUIDE

2.1.1. ARTICLE TYPES AND LENGTH

Three types of original articles are mainly considered by Ariviyal owned journals.

1. Comprehensive research articles
2. Communications
3. Review articles

[Note: Authors interested in publishing short communications, letters, note or case studies are advised to contact the respective editor-in-chief of the journal at submissions@ariviyalpublishing.com].

Comprehensive research articles: The comprehensive research, full-length research or research articles should present new research findings in respective fields. This is the most common type of the manuscripts we are interested to publish. These manuscripts should contain detail information on the design, experimental, result and discussion of the research work with clarity and completeness. The research work should have a general impact and contribute to the advancement of the particular field. Although there is no page limit, the word count of these manuscript types should not exceed over 7000 excluding title, affiliation, abstract, acknowledge, table and figure captions, conflict of interest, supporting information, and references. The word count of abstract should range from 150 to 250. Similarly, the number of figures should not exceed over 15 and the number of tables should be less than or equal to 10.

Communications: The communications must contain original and highly significant work. These types of articles will be given high priority in publication and will ensure fast publication. It will be reviewed as quickly as possible by our reviewers and editorial board members. The communications should comprise a maximum of 3000 words (excluding title, affiliation, abstract, acknowledge, table and figure captions, conflict of interest, supporting information, and references) and the abstract restricted to 100 words or the equivalent. Similarly, the maximum of 7 figures and 5 tables will be allowed.

Review articles: Review articles should summarize existing information on a particular topic. These manuscripts should contain a critical and constructive analysis of the literature in a specific field and provide background information for future research. The review articles must comprise a minimum of 8000

words and maximum of 35000 words (including title, affiliation, abstract, acknowledge, table and figure captions, conflict of interest, supporting information, and references). There is no limit for figures, tables and schemes. However, the journal page should not exceed over 30 (maximum of 30000 words).

2.1.2. ARTICLES GENERAL STRUCTURE

The manuscript should contain the following contents,

- (i) Title
- (ii) Authors and affiliations
- (iii) Abstract
- (iv) Keywords
- (v) Introduction
- (vi) Materials and methods or Experimental section (not applicable for review articles)
- (vii) Results and discussion (not applicable for review articles)
- (viii) Main text (for review articles)
- (ix) Figures, schemes and tables
- (x) Conclusions
- (xi) Acknowledgements
- (x) Author contributions statement
- (xi) Conflict of interest statement
- (xii) References
- (xiii) Graphical abstract
- (xiv) Supporting Information

2.1.3. LANGUAGE USAGE

The manuscripts of all types should be written in English. Prior to submission, the authors should confirm that the manuscript is free from typo, spelling and grammatical errors. If the authors are non-native English speakers, it is highly recommended to ask your colleague who is native English speaker to revise your manuscript for clarity. To benefit our authors, Ariviyal Publishing provides professional language editing service (**Please refer Ariviyal User Services**). However, the language editing service is not a requirement for publication in Ariviyal owned journal and it does not guarantee that the article will be accepted. Our copyeditors will check (if necessary edit) the accepted manuscript for spelling and formal style before publication.

TABLE 1. ARTICLES GENERAL STRUCTURE

Content/ Article types	Comprehensive research articles	Communications	Review articles
Focus	New research findings in respective fields and the articles should contain detail information on the design, experimental, result and discussion of the research work with clarity and completeness.	Original and highly significant work	It should summarize existing information on a particular topic and contain a critical and constructive analysis of the literature in a specific field and provide background information for future research.
General structure	(i) Title (ii) Authors and affiliations (iii) Abstract (iv) Keywords (v) Introduction (vi) Materials and methods (vii) Results and discussion (viii) Figures, schemes and tables (ix) Conclusions (x) Acknowledgements (xi) Author contributions statement (xii) Conflict of interest statement (xiii) References (xiv) Graphical abstract (xv) Supporting Information	(i) Title (ii) Authors and affiliations (iii) Abstract (iv) Keywords (v) Introduction (vi) Results and discussion (vii) Materials and methods (viii) Figures, schemes and tables (ix) Conclusions (x) Acknowledgements (xi) Author contributions statement (xii) Conflict of interest statement (xiii) References (xiv) Graphical abstract (xv) Supporting Information	(i) Title (ii) Authors and affiliations (iii) Abstract (iv) Keywords (v) Introduction (vi) Main text (vii) Figures, schemes and tables (viii) Conclusions (ix) Acknowledgements (x) Author contributions statement (xi) Conflict of interest statement (xii) References (xiii) Graphical abstract (xiv) Supporting Information
File format	MS Word or DOTX		
Title	Concise and reasonable, should be not more than 50 words	Concise and reasonable, should be not more than 50 words	Concise and reasonable, should be not more than 50 words
Abstract	Abstract - range from 150 to 250 words	Restricted to 100 words or the equivalent	No limit
Keywords	Should list 5-7 keywords		
References	Maximum of 75	Maximum of 30	Above 100
Word count and Length	Word count - maximum 7000 (excluding title, affiliation, abstract, acknowledge, table and figure captions, conflict of interest, supporting information, and references).	Word count - maximum 3000 words (excluding title, affiliation, abstract, acknowledge, table and figure captions, conflict of interest, supporting information, and references).	No limit
Number of Figures and Tables	The number of figures should not exceed over 15 and the number of tables should be less than or equal to 10.	The maximum of 7 figures and 5 tables will be allowed.	No limit
Font type, font size and line spacing	Use Ariviyal manuscript template	Use Ariviyal manuscript template	Use Ariviyal manuscript template

2.1.4. TITLE

The title should be concise and reasonable thought of what the onlooker can anticipate from the article. Crafting title with the specific Key terms of the work will engage the readers with special attention. A catchy title will attract the audience and it should also indicate the novelty. Over all, the title should accurately, clearly, and concisely reflect the importance and content of the paper in not more than 50 words.

2.1.5. AUTHORS AND AFFILIATIONS

The authors who have made a significant contribution to the work have been listed. Others involved in the work should be thanked in the acknowledgement. The full name of the authors should be indicated precisely and the authors' affiliation (where the actual work was carried out) should be placed below the names. Point out the affiliation using the lower case super script at the end of the each author's name. The address should contain full postal address for each affiliation (city, state/province, and country along with a postal code) mentioned in the article, and also try to include the email address of all authors.

Corresponding author is usually provides the scholarly input and designs and approves the procedure to be followed in the study. She/He is accountable for the manuscript correction, proof reading, and whole correspondence during the paper submission, handling the revisions and re-submission of revised manuscripts upto the acceptance of the manuscripts and also in the post publication. Ensure the corresponding authors email Id and address is up to date by the corresponding author. If the present address differs from the permanent address at the bottom of the footnote of the author's can describe the "Present address or permanent address" but the affliction address always retained the place where actual work was carried out.

2.1.6. ABSTRACT

Alike the title of the paper, the abstract should also be attractive and concise, which will aid the readers to determine whether the full paper interest to them. The abstract should be a short summary of the full work. Typical abstract of a research report should provide information along the observing stages: Purpose of the study, Methodology used in the research, Finding or comparing the similar study, significance of the work, novelty of the result in concise. It should be self-contained and must be citation-free.

2.1.7. KEYWORDS

Keywords will express the essence of the paper, it creates gateway to easy search and filter the paper. Important, more specific and relevant key words should be used. It is recommended to provide 5 to 7 keywords. The keyword should be more specific terms and highly pointing out for the editorial board to determine in which category the article come under.

2.1.8. INTRODUCTION

Clearly introduce the theme of the work without any subheading; altogether compact your work for the focused view of the wide research theme. The introduction should briefly define the purpose of the

work and its significance, and why it is important. The current state of the focused research area should be reviewed carefully and appropriate publications should be cited. Finally, briefly talk about the main aim of the project and highlight the main conclusions.

2.1.9. MATERIALS AND METHODS OR EXPERIMENTAL SECTION

This is the most important part and heart of the scientific paper. This section in the manuscript should be detail enough to allow others to replicate the results. The well-established methods should be described briefly with an appropriate citation. However, new methods and protocols should be described in detail. Materials used to carry out the work should be mentioned with its necessary details (such as sources, purity, grade and so on) to help others to follow. Similarly, instruments used are motioned with its model number and basic specifications. Similarly, the name and version of any software used should be given in detail.

2.1.10. RESULTS AND DISCUSSION

In this section results and outputs of the research work should be described in a very clear, accurate and concise way. This section may either be presented as combined “Results and discussion” part or separated by two main headings as “results” and “discussion”. Subheadings are allowed but footnotes should not be used. The results of the research work present in the manuscript may include the experimental results and their interpretation as well as the experimental conclusions. In the discussion part, authors should discuss the key findings of the study and how they can be interpreted in perspective of previous reports and of the working hypotheses.

In addition, the authors may consider the following points which may be very helpful for our readers;

- (a) Brief description on the novelty of your research work
- (c) Discussion on how your findings advance the current views
- (c) Brief guide-note on the future direction of the research
- (d) Postulate theories that could be tested in the future
- (e) If necessary authors may compare their results over previous reports with proper citation
- (f) Short note on potential short-comings and limitations on your interpretations

2.1.11. FIGURES, SCHEMES AND TABLES

The Figures, Schemes and Tables in the manuscript should reflect your most significant results in an accurate, clear and concise way. Prior to read your complete work, most of the readers will only look at

your Figures, Schemes and Tables to know whether your research interests them or not. Therefore, make sure that whether the Figures, Schemes and Tables can stand alone to give a clear meaning of your most significant results without any significant support of the main text. In addition, the high quality Figures and Schemes may give your work a professional appearance. Please follow the points given below to help us to serve better;

- ✓ Present the Figures, Schemes and Tables either at the end of the article or insert them into the main text close to their first citation
- ✓ Text, symbols and units present in the figures should be very clear and visible
- ✓ In case of multiple images in a figure should be number properly and must include the details of the images in the figure caption
- ✓ XRD patterns should be indexed with proper citations
- ✓ In Table, values should include appropriate unites
- ✓ If you are using Ariviyal template, please prefer to locate the Figures, Schemes and Tables at the top or bottom of the column close to their first citation
- ✓ Figures, Schemes and Tables must be numbered as Figure 1, Scheme I, Figure 2, Scheme II, Table 1, *etc*
- ✓ At the time of submission, authors may choose to submit their Figures, Schemes and Tables separately in zip archive
- ✓ The Figures and Schemes with sufficiently high resolution (minimum 1000 pixels width/height, or a resolution of 300 dpi or higher) are acceptable. The preferred file formats are TIFF, JPEG, PNG and PDF
- ✓ All Figures, Schemes and Tables should have a short and meaningful caption
- ✓ Authors are strongly recommended to create Tables by using the Table option of Microsoft Word
- ✓ Authors are encouraged to prepare Figures and Schemes in color. There is no additional cost for publishing full color graphics

Example of a well-designed table,

Samples	Pore properties			EDS (atom %)			XPS (atom %)		
	S_{BET} (m^2/g)	V_{pore} [cm^3/g]	D_{aver} [nm]	C	N	O	C	N	O
PS-600	645	0.27	1.6	85.4	0.9	13.7	83.5	1.1	15.4
PS-700	1071	0.53	1.9	86.2	0.7	13.1	84.9	0.9	14.2
PS-800	1517	0.91	2.3	88.0	0.5	11.5	88.4	0.7	10.9
PS-900	2029	1.30	2.5	91.5	0.4	8.1	91.6	0.7	7.7

Example of a good figure with high resolution,

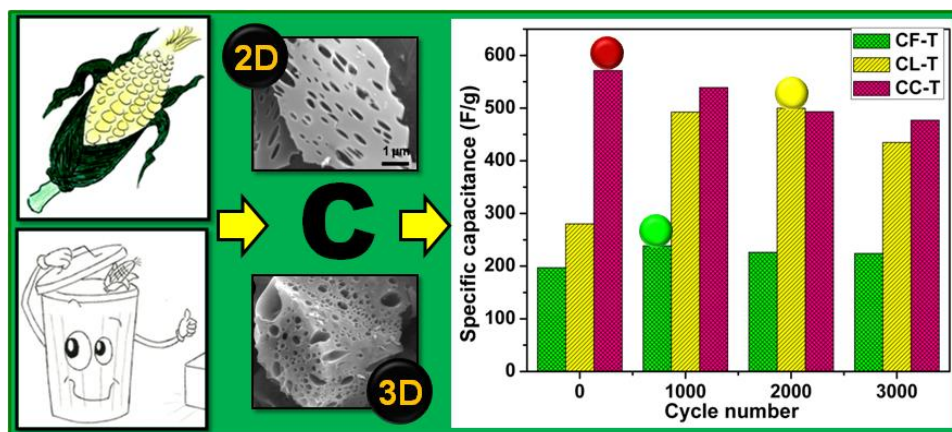


Fig. 1.

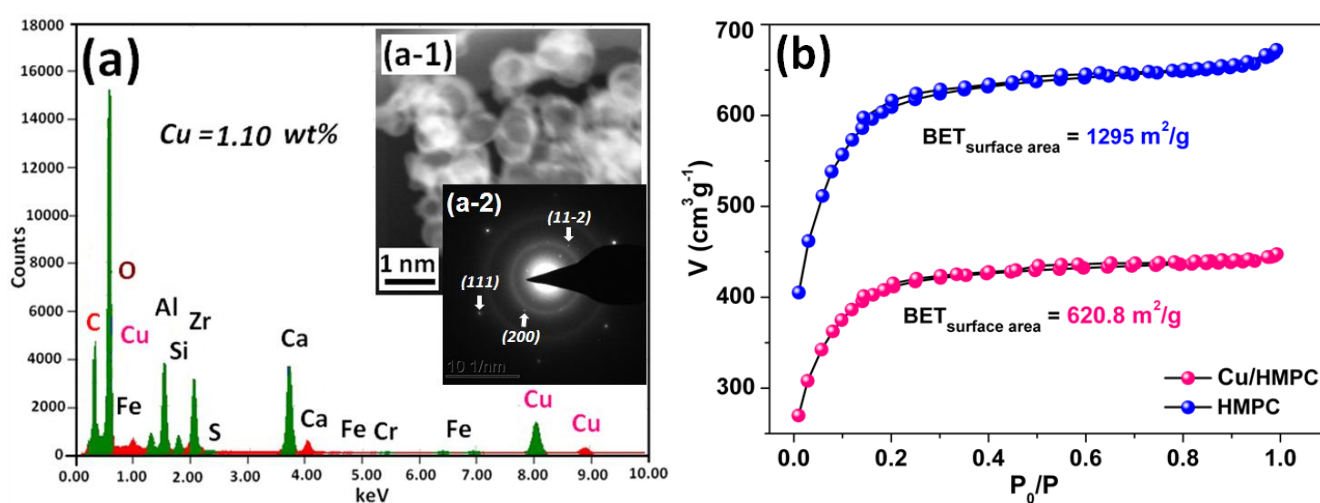


Fig. 2. (a) EDX spectrum, (a-1) HRTEM image, (a-2) SAED pattern of Cu/HMPC and (b) BET isotherms of HMPC and Cu/HMPC.

2.1.12. CONCLUSIONS

In this section authors should briefly summarize the core findings of the work and generalize their importance. Authors are strongly recommended to avoid the bullet point format. The conclusion should be as short as possible and should not present explanations unrelated to the topic. Please ignore “negative” results that do not fit your key findings, however, discuss them in the discussion part. Although this section is not mandatory, authors are highly recommended to give a short conclusion immediately after the “Results and discussion” section.

2.1.13. SUPPORTING INFORMATION

The supporting information may contain large original data (e.g. well-known procedures, additional tables, spectral data, additional figures and less significant schemes, etc.). The supporting information will

be published as received from the authors. Please indicate the name and title of each element as follows Figure S1: title, Table S1: title, Scheme S1: title, etc. The Excel or PowerPoint files, animations, video clips and sound recordings may be presented in the SI.

2.1.14. ACKNOWLEDGEMENTS

This section should be included at the end of the article before the “conflict of interest statement”. Authors should list those individuals who made a contribution/help to the research (e.g., instrumental/technical support, providing language help, carrying out the literature review, computerizing and analyzing the data, writing assistance or proof reading the article, etc.), but who is not a listed author. Prior to listing the names, authors should have obtained his/her permission. Acknowledgements of grants, funds, etc. should be given in this section with full details (e.g., grant number and funding organizations, etc.).

2.1.15. CONFLICT OF INTEREST STATEMENT

This section should be presented after the “Acknowledgements” section. If there is no conflict of interest, authors should state "**The authors declare no conflict of interest**". However, authors should state all relevant interests that could be perceived as conflicting. In addition, the reason for why each interest may represent a conflict must be explained.

2.1.16. REFERENCES

The reference section should be presented at the end of the article. In the text, the reference numbers should be placed in square brackets [1], as a superscript^[1]. Authors are recommended to place the reference numbers at the end of the sentence, particularly, after the punctuation (e.g. ;^[1], ^[1-3] or .^[1,3]). The references cited in the text must be listed in the reference section, and vice versa. Authors should make sure that the given publication information are correct and complete. References should be described as follows, depending on the type of work; some examples are given below,

Journal Articles: [1] Author 1, A. B.; Author 2, C. D.; Author 3, E. F. Title of the article. Abbreviated Journal Name, **Year**, Volume, Page range.

Example: [1] Gopiraman, M.; Karvembu, R.; Kim, I. S. Highly active, selective, and reusable RuO₂/SWCNT catalyst for Heck olefination of aryl halides. *ACS Catal.*, **2014**, 4, 2118–2129.

Books: [2] Author 1, A.; Author 2, B. **BOOK TITLE**, 3rd ed.; Publisher: Publisher Location, Country, **Year**; Page range; ISBN.

Example: Kalam, A. P. J. A.; Rajan, Y. S. *India 2020: A vision for the new millennium*, 1st ed.; Penguin Books, India, **2002**; 1-344; ISBN: 9780143423683.

Book Chapters: [3] Author 1, A.; Author 2, B. Title of the chapter. In **BOOK TITLE**, 2nd ed.; Editor 1, A., Editor 2, B., Eds.; Publisher: Publisher Location, Country, **Year**; Volume, page range; ISBN.

Example: [3] Babu, S. G.; Gopiraman, M.; Karvembu, R.; Kim, I. S. Carbon material supported nanostructures in catalysis. *Chemical functionalization of carbon nanomaterials: Chemistry and applications*. 1st ed.; Thakur, V. K.; Thakur, M. K., Eds.; CRC Press, Boca Raton, United States, **2015**; 169-194; ISBN: 9781482253962.

Patents: [4] Author 1, A.; Author 2, B. *Patent title*. Patent number, **Year**.

Example: Christensen, G. K. *Toy building set*. U.S. Patent 3,597,875, **1971**.

Unpublished work: [5] Author 1, A.; Author 2, B. Title of Unpublished Work. Abbreviated Journal Name, Status (manuscript in preparation, under review; accepted; in press).

Conference Proceedings: [6] Author 1, A.; Author 2, B. C.; Author 3, D. Title of Presentation. Proceedings of the Name of the Conference, Location of Conference, Country, Date of Conference; Editor 1, Editor 2, Eds. (if available); Publisher: City, Country, Year (if available); Abstract Number (optional), Pagination (optional).

Thesis: [7] Author 1, A.B. Title of Thesis. Level of Thesis, Degree-Granting University, Location of University, Date of Completion.

Websites: [8] Title of Site. Available online: URL (accessed on Day Month Year).

Unlike published works, websites may change over time or disappear, so we encourage you create an archive of the cited website using a service such as website. Archived websites should be cited using the link provided as follows:

2.1.17. TABLE OF CONTENTS GRAPHIC

Authors should provide a clear and meaningful graphical abstract that should reflect the main content of the article in a concise and pictorial form. Authors are strongly encouraged to provide an attractive and colourful graphical abstract (should reflect the content of the paper) in order to capture the attention of a wide readership. The graphical abstract can be uploaded as a separate file in the online submission system. Preferred file types are TIFF, PNG, JPEG, EPS, PDF or MS Office files. Authors are requested to provide the image with high clarity and it should be readable. The image size should be 5 cm × 7 cm with minimum screen resolution of 96 dpi or more.

2.1.18. GENERAL

Abbreviations: Abbreviations and Acronyms are the spelled out terms in the text for the first time and used consistently thereafter. However, widely known abbreviations can be used without identification.

2.3. COVER LETTER OR JUSTIFICATION

A cover letter (sometimes referred to as a justification or letter to reviewers) is an excellent opportunity for authors to promote their research work to the editor and reviewers. While submitting the manuscript authors are requested to provide cover letter along with the manuscript. This cover letter should include manuscript title, name of the co-authors (if any) and full contact details of the corresponding author with office or institutional address, telephone, fax and email address. Corresponding author should clearly state the approval of co-authors for manuscript submission along with any competing interests. It is also strongly advised to declare that work is original and not submitted/published elsewhere with other publishers. More importantly, authors should include a statement on how the work is suitable to this journal. Additional information about the manuscript can be included in the cover letter to help Editors for evaluating the submission.

2.4. ARTICLE TEMPLATES

Ariviyal Article Templates are provided for the authors to compose their manuscript in a very simple and effective way. It has been designed with a standard format and style. Authors are advised to adopt the template for submission of their manuscript; however, it's not mandatory. We hope that the Ariviyal Template will give you a clear idea of length and layout of the final article to be published. Authors are advised to choose an appropriate Template for the submission since each Ariviyal Journal has its own Ariviyal style. The foremost recent version of Microsoft word (doc/x) and DOTX file formats are accepted. Download the Ariviyal Article Templates using the following link: <http://www.ariviyalpublishing.com/demo/>.

2.5. MANDATORY FILES FOR SUBMISSION

Prior to submission, please make sure that you have all mandatory files for submission to Ariviyal Journals. The following files are mandatory for submission to Ariviyal Journals.

- Main manuscript file (including Figures, Tables and Schemes)*
- Table of content (or) Graphical Abstract (NA for *Advances in Mathematical Hierarchy*)*
- Suggested Reviewers (3 reviewers)*

- Cover Letter*
- Copyright form*
- Supporting Information (if necessary)
- Tables in separate file (if necessary)
- Figures in separate file (if necessary)
- Videos and Schemes (if necessary)

2.6. CORRECTIONS/ADDITIONS

Although major changes are not allowed after the publication of an article, minor corrections and additions may be incorporated or published separately (with same volume number and issue number), however, with an approval of Editor. Corrections/additions may be requested by the author(s). In case of errors noticed in a published article, readers should contact the corresponding author(s) for clarification. While submitting additions/corrections, corresponding author should get approval from all the co-authors. All the additions/corrections (with the original article title and author list, citation including DOI, and details of the correction) should be sent to editorial@ariviyalpublishing.com.

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- It is highly recommended that the reviewer should comment on originality of the manuscript submitted for review.
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- Reviewers should give valuable advice on how to improve the article. However, it should not change or spoil the main focus of the manuscript.
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Reject: the article is not original or it has serious flaws

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- Specific statement such as 'this work has been done before' can be highlighted with appropriate references or evidences which may help editors in their evaluation and decision.
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https://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf

6.2. RESPONSIBILITIES

6.2.1. EDITOR-IN-CHIEF

The Editor-in-Chief takes prime responsibility in maintaining or updating the scientific quality of the journal. However, most of the editorial processes are handled by our Ariviyal team. Hence, the Editor-in-Chief does not need to be actively involved or spent more time in the editorial process. The Editor-in-Chief may serve for a three years term and may be reappointed. The Editor-in-Chief responsibilities are given below;

- Editor-in-Chief has to inviting well qualified researchers to join the editorial board
- May need to advice on or improve the journal policy and scope
- Suggesting titles for special issues or inviting guest editors for the special issues
- Final decision on the manuscripts submitted to our journal
- Editor-in-Chief may submit his/her own work publication (In this case, Associate Editors may handle the manuscript)

6.2.2. ASSOCIATE EDITORS

The Associate Editors are also play crucial role in maintaining and updating the scientific quality of the journal. Our Ariviyal Team works extensively with Associate Editors to handle the editorial processes. The Associate Editors are requested to serve for a three years term and may be reappointed or promoted to Editor-in-Chief of the same or another Ariviyal Journals. The Associate Editors responsibilities are given below;

- Associate Editors may be asked to review 1-3 manuscripts in a year
- May have to work with our Ariviyal Team to improve the journal policy and scope
- May have to discuss with Editor-in-Chief to take final decision of submitted articles
- Associate Editors may be invited to submit his/her own work publication (In this case, Editor-in-Chief may handle the manuscript)

6.2.3. EDITORIAL BOARD MEMBER

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- They may have to give suggestions to improve the journal policy and scope
- If assistance needed, Editor-in-Chief may ask your opinion to take final decision of any submitted articles
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6.3. REVIEWER SELECTION

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- Editors are encouraged to search of reviewers in wide range in different sources to spot out the potential new reviewer not to stop with the personal contacts author suggestions, bibliographic databases.

6.4. REVIEW PROCESS

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- Editors should able to manage all papers assigned to them, irrespective of the fields and subject area.

- Section editors should assign the papers appropriately, to balance the discrete loads in the editorial board.
- The Section Editors should send reviewers comments directly to authors and also receive the comments from authors and then directed towards the editor for decision.
- Editors should intimate all the information to the authors in written feedback.
- Editors should be always justifying the reason for the important decision that has been deviated from actual peer review process.
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- Editors should enquire reviewers to disclose any potential conflict of interest before agreeing to review a manuscript.

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- Editor's decision on acceptance or rejection of a paper should be based on the reviewer's comments and their own view of the paper (quality, importance and originality).
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- ✓ **Accept as it:** the paper is accepted without any further changes
- ✓ **Minor revision:** the manuscript can be accepted after minor changes
- ✓ **Major revision:** the acceptance of manuscript is depending on the revisions and the manuscript requires major changes before its acceptance for publication
- ✓ **Resubmission:** manuscript may be resubmitted after editor or reviewers suggestion
- ✓ **Article transfer to another Journal:** manuscript may be suitable for another journal

- ✓ **Reject:** the article is not original or it has serious flaws

Based on the reviewers' comments, editors can reject or accept the manuscript or request authors to revise and resubmit the manuscript according to the reviewers' suggestions. Alike reviewers, the editor can also make one of the following editorial recommendations:

- ✓ **Accept as it:** the paper is accepted without any further changes
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- ✓ **Major revision:** the acceptance of manuscript is depending on the revisions and the manuscript requires major changes before its acceptance for publication
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- ✓ **Article transfer to another Journal:** manuscript may be suitable for another journal
- ✓ **Reject:** the article is not original or it has serious flaws

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