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## Issues

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## Author's Instruction

### JIHPP: Journal of Information Hiding and Privacy Protection

2637-4234 [Journal of Information Hiding and Privacy Protection](#). (printed)

2637-4226 [Journal of Information Hiding and Privacy Protection](#). (online)

Manuscripts submitted for publication must be prepared according to the guidelines given below.

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Template in MS Word: [sample.doc](#).

This guideline is intended to assist authors as they prepare their manuscripts. To avoid any delay and time-consuming restructuring, we ask and encourage authors to read the guidelines before writing the manuscript.

Tech Science Press publishes review and research articles. All papers must be written in English, and follow a clear, concise style. Our language editors may have to check the language and grammar of your submitted manuscript, and make editorial changes if deemed necessary.

The corresponding author of a manuscript is responsible for submission and all subsequent correspondences on behalf of all the authors that are included in the m. All published papers should contain adequate information and data for readers to replicate the result.

### 1. Cover Letter

A submitted manuscript must be accompanied by a cover letter. The cover letter must clearly state that the manuscript is an original work with its own merit, has not been previously published in whole or in part, and is not being considered for publication elsewhere. It should also include statements clearly indicating that all authors have read the final manuscript, have approved the submission to the journal, and have accepted full responsibilities pertaining to the manuscript's delivery and contents. If there are any ethical, copyright, disclosure issues that come with the manuscript, please reveal them in the cover letter. In the cover letter, authors need to declare that there is no conflict of interests or disclose all the conflicts of interest regarding the manuscript submitted.

### 2. Templates

Authors are encouraged to use the Microsoft Word and LaTeX templates (see links above).

### 3. General Format of Articles

#### 3.1. General Style



The paper size is US Letter (8.5"×11" or 21.59 cm×27.94 cm) All margins — top, bottom, left, and right — are set to 1.5" (3.81 cm).

Use Times New Roman 11-point size for the main body of the paper, single spacing, except for the heading as outlined in section 3.4.

The paper must be in a single column format.

Use British English or American English spellings throughout your manuscript, but not both.

Do not use page breaks or multiple returns between sections.

Do not insert page numbers or line numbers.

Use paragraph spacing after 3 pt for the main body of the paper.

### 3.2. *Manuscripts*

#### 3.2.1. *Title and Author Information*

The title of the paper should be in bold, Times New Romans, 14-point, at the top center of the title page. Use capital letter on each word of the title.

Insert two blank lines (two Returns) before the title.

Insert one blank line (one Return) between title and authors

Provide full names of all authors and their affiliations. The author line should be centered.

Authors should be numbered regard to their affiliations. There should be no space between the author name and the number.

Corresponding author should be marked \*.

Use two blank lines (two Returns) between authors and the Abstract.

#### 3.2.2. *Abstract*

Abstract of a research paper should be 200-400 words, and 150-300 words for review paper.

The abstract should be in one continuous paragraph without reference numbers.

All abbreviations should be defined in full unless the abbreviation appears more than once in the abstract.

Insert one blank line (one Return) between the Abstract and the Keywords.

#### 3.2.3. *Keywords:*

Three keywords are the minimum. Use a comma to divide each keyword.

Each keyword except the first one should be lowercase unless an uppercase letter is necessary.

One blank line (one Return) between the Keywords and the main text.

### 3.4 *Headings*

In the main body of the paper, three different levels of headings (for sections, subsections, and sub-subsections) may be used.

The section of abstract should not be numbered. Subsequent sections should be numbered consecutively in Arabic numbers, starting from 1.

Level one headings for sections should be in bold, and be flushed to the left, e.g., 1., 2., ....

Level two headings for subsections should be bold-italic, and be flushed to the left. Level two headings should be numbered after the level one heading, e.g., *1.1., 1.2.,....*

Level three headings should be italic; and be flushed to the left, e.g., *1.1.1., 1.1.2.,....*

Use 12-pound before paragraph distance and 3-pound after paragraph distance.

Do not use page breaks or multiple returns between sections.



### 3.5. Units and Symbols

There should be a space between the unit and Arabic number: 5 mm NOT 5mm.

Please use Arabic number and relevant unit in the manuscript: 5 kg NOT five kilograms or 5 kilograms or five kg.

Do not use hyphen/dash or any connector symbol between the value and its unit: 5 kg NOT 5-kg.

Please clarify all units during a calculation or a mathematical relationship: 3 cm×5 cm NOT 3×5 cm, 123 g±2 g or (123±2) g NOT 123±2 g, 70%-85% NOT 70-85%.

Greek letters must be inserted using the correct Greek symbol (using Times, Helvetica or Symbol font), NOT written in full, i.e., alpha:  $\alpha$ ; beta:  $\beta$ ,  $\beta$ , (available in Times and Helvetica); and gamma:  $\gamma$ , etc.

## 4. Figures and Tables

### 4.1. Figures

Figures should be centered, and should have a figure caption placed underneath.

The size of figures is measured in centimeters and inches. Please prepare your figures at the size within 17 cm (6.70 in) in width and 20 cm (7.87 in) in height.

Figures should be placed in the text soon after the point where they are referenced.

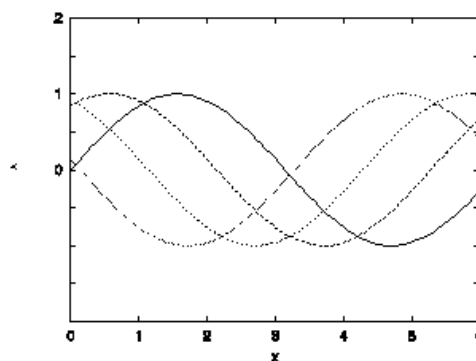
Figures should have no frames and borders.

In the main text, where reference the figures, use Fig. followed by a space and the figure number, e.g., Fig. 1.

The digital format JPEG, PNG, TIFF are acceptable, with >300 dpi resolution.

Figures should be in the original version, should not be stretched or distorted.

Do not use Photoshop or such software to change the color or appearance of figures.



**Figure 1:** Some functions of  $x$

### 4.2. Figure Captions and Labels

Figures should have relevant captions but should not contain the same information which is already described in the main text.

Figure (diagrams and photographs) captions should be numbered consecutively using Arabic numbers.

One-line Caption should be centered in the column, e.g., **Figure 1.** The text caption ....

The text caption with more than one line should use justified alignment.

The size of labels should be no smaller than 8-point and no larger than the font size of the main text.

Figure labels must be sized in proportion to the image, sharp, and legible.



Labels must be saved using standard fonts (Arial, Helvetica or Symbol font) and should be of the same font and size in all figures in one paper.

All labels should be in black, and should not be overlapped, faded, broken or distorted.

The first letter of each phrase, NOT each word, must be capitalized.

4.3. Tables

Tables should be placed in the text after the point where they are referenced, and should be consistent with the main text.

Tables should be centered and should have a title placed above.

Table titles must be numbered consecutively using Arabic numbers.

One-line table title should be centered and multiple-line title should use justified alignment.

Use Times New Roman, font size <than 12 for table titles.

Titles should be centered in the format “**Table 1.** The text ...”, e.g., Tab. 1.

Table notes should be aligned with the left table frame.

Where reference the Tables, please use abbreviation “Tab.”. followed by the number, e.g., Tab. 1

Table 1: Table caption

1	2	3
11	12	13
21	22	23

5. Equations and Mathematical Expressions

5.1. In-line style

In-line equations/expressions are embedded in paragraphs of the text. For example,  $E = mc^2$ .

In-line equations/expressions should not be numbered.

In-line equations/expressions should be use as same/similar size font as the main text.

5.2. Display style

Equations in display format are separated from the paragraphs of text.

Equations should be flushed to the left margin of the column.

Equations should be editable.

Equations should be numbered consecutively using Arabic numbers. See Eq. 1 for an example. The number should be right aligned.

$E = mc^2$

(1)

6. Citations

The author-year format of the citation must be used for the citations in the main text, e.g., [Atluri (1986)].

If the cited reference has two authors, please see the example, [Atluri and Nakagaki (1986)]

If the cited reference has three authors, please see the example, [Atluri, Nakagaki and Han (

If the cited reference has more than three authors Please cite all first 3 authors' last names, and followed by "et al", for example, [Atluri, Nakagaki, Han et al. (2000)].



When cite more than one reference, separate them with a semicolon, see [Atluri (1998); Atluri and Nakagaki (1986); Atluri, Nakagaki and Han (2000); Atluri, Nakagaki, Han et al. (2000)].

If the sentence starts with a reference, insert citation right after it, for example, “Atluri et al. [Atluri, Nakagaki, Han et al. (2000)] have found that...”.

If multiple works cited by the same author and year, in the text, it should be “[Atluri (1998a)]”, “[Atluri (1998b)]”.

No citation to the page number should be used.

Citation to the figures should be in section 5.1. Citation to the tables should be in section 5.3.

## 7. References

All references should be listed at the end of the paper, in the reference section.

The names of the authors should be in bold, last name(s) first.

References should be organized alphabetically by the last names of the first authors.

The year in which the paper is published follows the name(s) of the author(s).

Use full name of journal cited in reference e.g., *Computational Mechanics*, use italic font, followed by a comma before the volume, issue and page number.

Do not capitalize every letter of the journal's name.

Every paper in the References section must be cited at least once in the text of the paper. Every paper cited in the text must also appear in the References section.

Volume, issue and page number should be expressed as “vol. 4, no. 5, pp. 507-517.”.

Keep DOI number when you have the data aforementioned.

If more than one works are cite from the same authors and the same year, please mark a, b, .... after the publication year.

Based on our particular style, the first six authors will be listed as they appear. When more than six authors are listed, keep the first six authors and followed by et al.

Et al. should not be italic.

Personal communications should be avoided.

Non-English references should not be included in the Reference list. The entire manuscript cited must be in English.

### Reference examples (References at the end should be listed in alphabetical order):

Reference of a book: **Author Surname, Author Initial.** (Year Published): *Title. Publisher, Publisher Location.*

Reference of a book chapter: **Author Surname, Author Initial.** (Year Published): Chapter title. *Title. Publisher, Publisher Location.*

**Atluri, S. N.** (2004): *The Meshless Local Petrov-Galerkin (MLPG) Method.* Tech Science Press, USA.

**Atluri, S. N.** (2004): Chapter one. *The Meshless Local Petrov-Galerkin (MLPG) Method.* Tech Science Press, USA.

margin:0pt 0pt 3pt 5.06pt; padding-left:13.94pt;

Reference of journal article: **Author Surname, Author Initial.** (Year Published): Title. Journal Full Name, volume number, issue number, page number.

**Atluri, S. N.; Han, Z.; Shen, S.** (2003): Meshless Local Petrov-Galerkin (MLPG) approach for weakly singular traction & displacement boundary integral equations. *Computer Modeling in Engineering & Sciences*, vol. 4, no. 5, pp. 507-517.

**Atluri, S. N.; Zhu, T.** (1998): A new meshless local Petrov-Galerkin (MLPG) approach in computational mechanics. *Computational Mechanics*, vol. 22, pp. 117-127.



Reference of an online source: **Author Surname, Author Initial.** (Year Published): *Title*. URL.

**Atluri, S. N.** (2004): *The meshless method (MLPG) for domain & BIE discretizations*.  
[http://www.techscience.com/books/mlpg\\_atluri.html](http://www.techscience.com/books/mlpg_atluri.html).

Reference of a Thesis: **Author Surname, Author Initial.** (Year Published): *Title (Level)*. Institution Name.

**Darius, H.** (2014): *Savant Syndrome-Theories and Empirical Findings (Ph.D. Thesis)*. University of Turku, Finland.

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All affiliations or financial involvement (e.g., employment, consultancies, honoraria, stock ownership or options, expert testimony, grants or patents received or pending, royalties) with any organization or entity with a financial interest in, or in financial competition with, the subject matter or materials discussed in the manuscript must be completely disclosed in the letter of submission. All financial and material support for the research and work must be clearly identified in the manuscript including listing of support specified in the letter of submission that might constitute or give the appearance of influencing the findings.

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Authors must check their manuscript carefully when answering queries at the copyediting and proof stage. Manuscripts can no longer be corrected after publication.

## 10. English Editor Service

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## 11. Publication ethics

All TSP journals are peer-review journals. The publication ethics and publication malpractice statement regulates ethical behavior based on COPE's Best Practice Guidelines and is supplemented by instructions to authors.

### 11.1 Duties of Authors

#### 11.1.1 Duplicate manuscript submission <sup>11/17/2019</sup>

All manuscripts submitted to TSP journals must be original. Upon submission of a manuscript, please assume that no manuscript with a high rate of similarity has been or will be submitted to other journals for publication. It is considered unethical to submit an identical manuscript to more than one journal at



the same time. Multiple submissions of the same article can damage the standing of journals. Duplicate publications or redundant publications (re-packaging in different words of data already published by the same authors) will be rejected. <sup>[1]</sup><sub>SEP</sub>

#### *11.1.2 Plagiarism and other fraud* <sup>[1]</sup><sub>SEP</sub>

It is the responsibility of the authors to ensure the originality of their work. Upon submission, all manuscripts are meticulously evaluated for similarity to avoid plagiarism. Concerning the submitted figures, images are routinely examined for the presence of duplicated, or anomalous data. Authors should retain their unprocessed data and source files, as the editor may request them to aid in the process of evaluation. Authors should note that, if the unprocessed data are unavailable, this may lead to a delay in manuscript evaluation until the authors resolve the issue. The editor reserve the right to suspect that a manuscript is plagiarized or fraudulent, and to raise their concerns to the authors' sponsoring institution and any other relevant bodies.

#### *11.1.3 Misconduct*

If misconduct by authors or reviewers is suspected, either pre- or post-publication action will be taken. In cases where misconduct, or otherwise unethical behavior on the part of the authors is suspected after a paper is published (even years after the paper has been published), a preliminary investigation will be conducted, following the guidance offered in the flowcharts of the Committee on Publication Ethics (COPE) (<https://publicationethics.org/resources/flowcharts>). Proper actions will be taken (including removal of the published paper from TSP online system) if the conclusion of the investigation warrants it.

#### *11.1.4 Author conflict of interest*

TSP requires the authors must declare whether there are any conflicts of interest with regard to the publication of a study. <sup>[1]</sup><sub>SEP</sub> Any possible conflict of interest must be declared, as they may affect the integrity or reliability of the science and professional judgement in the study, as well as that of otherwise unassociated studies in the same journal.

Conflict of interest statements for public funding sources, including government agencies, charitable or academic institutions, need not be included.

### ***11.2 Reviewers' responsibilities***

- To contribute to the orderly running and reputation of the journal as well as its quality-driven mission by reviewing the manuscript objectively and in a timely manner.
- To maintain the confidentiality of any information supplied by the editor or author; and not retain or copy the manuscript. Reviewers should not use or disseminate unpublished information, arguments, or interpretations contained in an unpublished manuscript, except with the consent of the author.
- To support the judgment adequately so that editors and authors may understand the basis of their comments.
- To be aware (to the best of one's ability) of any potential conflicts of interest (financial, institutional, collaborative or other relationships between the reviewer and author) and to alert the editor to these, if necessary withdrawing their services for that manuscript.
- If reviewers become aware of scientific misconduct, fraud, plagiarism or any other unethical behavior related to the manuscript, they should bring those concerns to the Associate Editor or Editor-in-Chief immediately.

### ***11.3 Duties of Editors***

#### *11.3.1 Decision on the Publication of Articles.*



The editors are responsible for deciding which of the articles submitted to the journal should be published. The editors may be guided by the policies of the journal's editorial board subjected to such legal requirements regarding libel, copyright infringement and plagiarism. The editors may consult with reviewers in making this decision.

#### *11.3.2 Fair Play.*

Manuscripts shall be evaluated solely on their intellectual merit.

#### *11.3.3 Confidentiality.*

The editors and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher.

#### *11.3.4 Disclosure and Conflicts of Interest.*

Unpublished materials disclosed in a submitted manuscript must not be used by anyone who has a view of the manuscript while handling it in his or her own research without the express written consent of the author.

### **12. Ethics For Studies Concerning Human Subjects And Animals**

Manuscripts reporting on research that involve human participants, identifiable human data or human tissue must declare a statement on ethics approval and consent (even where the need for approval was waived), as well as the name of the ethics committee that approved the study and the committee's reference number if appropriate. Similarly, studies involving animals must include a statement on ethics approval. If a study was granted an exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption). Further information and documentation to support this should be made available to the Editor on request. Please note that manuscripts may be rejected if the Editor considers that the research has not been carried out within an appropriate ethical framework. If a study was not granted ethics committee approval prior to commencing, retrospective ethics approval usually cannot be obtained and it may not be possible to consider the manuscript for peer review. The decision on whether to proceed to peer review in such cases is at the Editor's discretion. A written informed consent for publication must be obtained from participating patients who can be identified (including by the patients themselves). Patients' initials or other personal identifiers must not appear in an image. For manuscripts that include any case details, personal information, and/or images of patients, authors must obtain signed informed consent from patients (or their relatives/guardians) before submitting to a TSP journal. Patient details must be anonymized as far as possible, e.g., do not mention specific age, ethnicity, or occupation where they are not relevant to the conclusions.

### **13. Qualification for Authorship**

Each author is anticipated to have made substantial contributions to the concept of the work; acquisition, analysis, or interpretation of data; and writing or revising the manuscript. Besides, all authors must have approved the submitted version (and any radically modified version that involves the author's contribution to the study). Also, all authors must agree to be personally culpable for the author's contributions and for guaranteeing that questions related to the accuracy or integrity of any part of the work, even those in which the author was not personally involved, are appropriately examined, concluded, and documented in the article. Note that acquisition of funding, a collection of data, or general supervision of the research group do not, by themselves, justify authorship. Those who contributed to the work but do not qualify for authorship should be listed in the acknowledgments.



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#### ***14.3 Publishing Policy***

- The most important criterion for acceptance is the originality of the work.
- A decision to accept a manuscript is not based solely on the scientific validity of its content.
- Other factors may affect decisions, such as the extent and importance of the paper.

### **15. Editorial Procedures and Peer-Review**

#### ***15.1 Initial Checks***

Before any submitted manuscript is sent for peer-review, it will be initial-checked by a managing editor to decide whether a) it is correctly formatted/prepared; b) it followed the ethical policies of the journal; c) it fits the scope of the journal and, d) whether it is scientifically sound to enter peer review for further consideration. Manuscripts that do not pass the initial check will be rejected without peer-review. Manuscripts that are inadequately prepared will be returned to the authors for revision and resubmission. After the initial check, the managing editor will assign the qualified manuscripts to journals' Editor-in-Chief (EIC), Associate Editor (AE), Guest Editor (GE) or an Editorial Board Member (EB) for peer-review. No judgment on the significance or potential impact of the work will be made at the initial check stage. Reject decisions at this stage will be verified by an Editor-in-Chief.

#### ***15.2 Peer-Review***

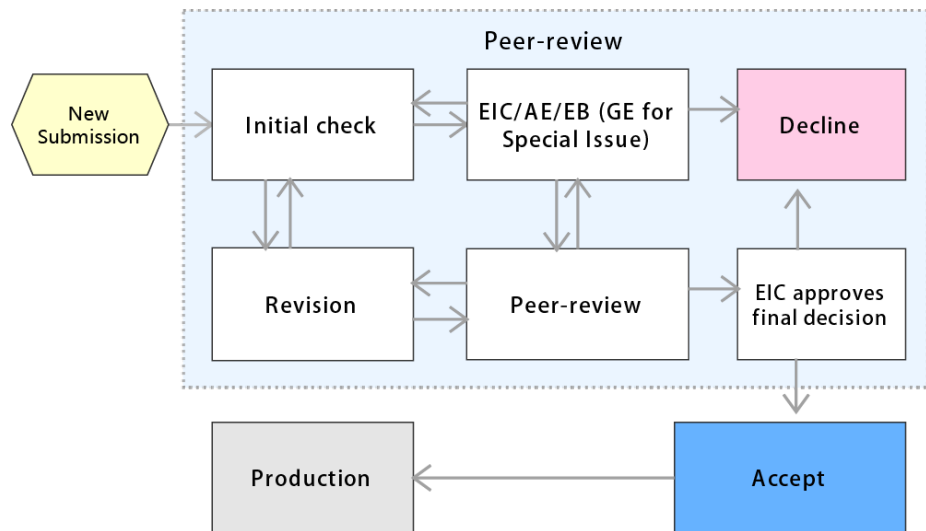
All manuscripts submitted for consideration to publish in our journals are required to go through a strict and thorough peer-review procedure (includes invited papers). The final decision is made by an Editor-in-Chief (Decisions made by Guest Editor for special issues will be finally approved by Editor-in-Chief).

Minimum of two independent experts will be required to complete peer-review. A single-blind review is applied, where the identities of authors are acknowledged by reviewers. Peer review comments are confidential and will only be disclosed with the express agreement of the reviewer.

Potential reviewers suggested by the authors may be considered. Reviewers must have no conflict of interest or published with any of the co-authors during the past five years and should not currently or collaborate with any of the institutions of the co-authors of the submitted manuscript.

#### ***15.3 Peer-Review Process***





#### 15.4 Editorial Decision and Revision

All the original articles, reviews and other types of papers published in TSP journals perform the peer-review process. A decision is based on minimum of two review comments. The decision will be one of the following:

- *Accept*

The paper is in principle accepted based on the reviewer's comments. A decision to accept a manuscript is not based solely on the scientific validity of its content. Other factors may affect decisions, such as the extent and importance of the paper. <sup>[1]</sup>

- *Minor revision*

The paper needs minor revision based on the reviewer's comments. Authors are given five days for minor revisions. The author needs to provide a point by point response or provide a rebuttal letter according to the comments.

- *Major revision*

The acceptance of the manuscript would depend on the revisions. The author needs to provide a point by point response or provide a rebuttal according to the comments. The revised version will be returned to the reviewer for further comments. Authors are normally given 30 days to submit their revisions.

- *Reject*

The article has serious flaws, and/or makes no original significant contribution. Authors may be allowed to resubmit their manuscript as a new paper, if the merit of the paper warrants that. In that case, all reviewer comments should be responded to in a point-by-point fashion. A clean file and a file with track-changes should be provided in the re-submission.

#### 15.5 Post-publication discussions and corrections

TSP allows debates post publications or after rejections. Authors may appeal a rejection or request a post-publication revision by sending an e-mail to the Editorial Office of the journal. Upon each appeal or request, the author must provide a detailed justification or description, including point-by-point responses to the reviewers' and/or Editor's comments. The Managing Editor of the journal will forward the manuscript and related information (including the identities of the referees) to the Editor-in-charge responsible Editor (Guest Editor for Special issue). The Editor will give an final decision. Any decision at this stage is final and cannot be reversed.



