Paper Formatting for TPB journal

**Article Title**

**Abstract**—This document provides an overview of how to prepare your article for publication in the *Journal of TPB*, available at <https://tpb.nabea.pub/tpb>. The abstract should include abbreviations and the clinical trial register, along with the clinical registration number at its conclusion. After reading this guide, you will understand the required styles and how to apply them effectively. The abstract should be concise, typically ranging from approximately 150 to 250 words.

**Keywords—**Paper publishing, Journals, Styles.

1. Main document

* Title page.
* Abstract.
* Keywords.
* Introduction.
* Materials and Methods.
* Results.
* Discussion.
* Conclusion.
* Acknowledgments.
* Conflict of interest.
* Reference.
  1. Word count

The number of words allowed for each article category should not be exceeded. The word count for the Original Article includes the title page, abstract, and figure legends. The title page, abstract, references, and figure legends are all included in the word count for the other article categories.

* **Original article length**: up to 5000 words (excluding references), plus a 250-word abstract. There are no restrictions on the number of tables and figures that can be included.
* **A review paper**: should be 4000-5000 words long (with up to 80 references), with a 250-word abstract and 4–6 tables or figures in total.

1. How to work with this template
   1. Applying the styles to an existing paper

Open the document you would like to format and import the styles. How this works depends very much on the version of MS WORD that you use. The styles’ names to be used for TPB are preceded by a “0\_” which makes them appear first in the styles list and therefore easier to be found.

Now just place the cursor in the paragraph you would like to format and click on the corresponding style in the styles window (or ribbon).

* 1. Writing a new document with this template

You may also simply delete all the text in this document, paste yours and format it with the styles.

1. The styles

Most of the styles are intuitive. However, we invite you to read carefully the brief description below.

* 1. Document title and meta-data

Use *papertitle* to format the title of your paper, and *subtitle* if you need a subtitle. Write the authors one under another, each one followed by his/her affiliation and e-mail address. Use the styles *author, affiliation,* and *e-mail.*

Continue by abstract and keywords; use the styles *abstract* and *keywords.*

* 1. Document content

Heading1 and Heading2 are numbered (sub)section headings. Write them, place the cursor in it and click the style.

Heading3 and Heading4 are so-called run-in headings which means that they are not extra paragraphs but they are placed in the same paragraph as the text that follows – like in this paragraph and the one before. Basically, *heading3* is a simple bold and *heading4* a simple italic formatting. So you may equally use the basic formatting functions of WORD.

Never mix up heading levels. A heading1 should not be followed by a heading3.

**Body Text** is used for normal reading text like this one. You may use the *Normal* style, it is the same, but harder to find as it’s much more down in the styles list.

**Lists** may be inserted too; for this you have the styles *numitem, bulletitem,* and *dashitem.* Several list levels are available by using the *Decrease* or *Increase Indent* buttons of WORD.

Do not try to structure your paper by lists, do not misuse list-items as headings. A list item (a bullet, a dash) contains maximum one paragraph. If there is more than one paragraph in one list item then it’s most likely a sub-section. Consider using a run-in heading level 3 or 4.

**Equations** may be inserted:

1. Make a new paragraph
2. Press TAB
3. Insert the equation
4. Press TAB
5. Write the equation number
6. Apply *equation* style

(1)

(2)

**Images/figures** can be inserted as you usually do. Apply the style *figure* to the figure, and *figurecaption* to the figure caption. Depending on the WORD version you use, you can either select the figure and apply the style or you have to apply the style to the empty paragraph before inserting the image file.



1. The image example.

In your text, please refer to the figure number, not to its position. Write “see Figure 2” instead of “see figure below/above”. Figures may be re-positioned during the editorial process and references to a figure’s position may no longer make sense.

Please verify the figure numbers and their references in the text before submitting your article for review.

**Table captions** are formatted using the *tablecaption* style.

1. Example table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item1** | **Item2** | **Item3** | **Item4** | **Item5** |
| Test1 | .001 | .004 | .341 | .01 |
| Test2 | 4.5 | 3.4 | 12 | 21 |
| Test3 | 28 | 30 | 41 | 65 |

Likewise, to figures, please refer to the table number, not to its position. Write “see Table 2” instead of “see table below/above”, and please verify the table numbers and their references in the text before submitting your article for review.

* 1. References

In your text, number citations consecutively in square brackets [1]. You may refer to them like “as stated in [3]” or “as stated in Ref. [3]. A list of all cited references is placed at the end of your document, that is, in a list that is formatted and numbered automatically by applying the *referenceitem* style.

1. Author Contributions

* **[Author Name 1]:** Specify contributions (e.g., conceptualization, methodology, data analysis, writing, etc.).
* **[Author Name 2]:** Specify contributions.
* **[Author Name 3]:** Specify contributions.

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This research was funded by [insert funding source(s) and grant number(s), if applicable].

Ethical Approval

This study was approved by [Insert ethical committee name, approval number, and date, if applicable].

Conflict of Interest Statement

The authors declare no conflicts of interest.

Data Availability Statement

All data generated or analyzed during this study are included in this manuscript [or specify location if data is stored in a repository].

1. References

All references should be numbered sequentially in order of appearance and as thorough as feasible. Citations in the text should be in numerical sequence, using Arabic superscript numerals. [Citing and referencing: Vancouver](https://guides.lib.monash.edu/citing-referencing/vancouver) and add DOI for each reference.

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