


Guidelines for authors

How to submit your thesis to the CNS journal

Please follow all guidelines to prevent return of your thesis without consideration from the journal committee.

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1. Procedure

Steps	Information
Send abstract	Send ¹ in abstract 2 weeks before first submission.
1 st submission	Check the guidelines below prior to submission.  Submissions not complying with guidelines will receive an immediate return of these, which may delay or prevent consideration of your article in the print edition.
Review process	Your thesis is reviewed by a senior reviewer (Professor / senior researcher) and a student reviewer (CNS Master student).
Selection	Upon decision of the Journal committee on theses to be published, you will be informed via email on their decision (accepted/rejected) and suggested changes of your thesis.
2 nd submission	Resubmit thesis after required adjustments.
Publication	Your thesis will be published online, and if informed earlier, also in the printed edition.

¹ Go to <http://www.ru.nl/master/cns/journal/authors/submit-article/> or send an email to nijmegencns@gmail.com

2. Requirements

2.1 General requirements

- Style of References (for both in-text and References section): **APA** (American Psychological Association)
→ see <http://www.anpad.org.br/bar/bar-guia-apa.pdf>
- Length
 - abstract: max. 300 words
 - thesis: max. 10.000 words (excluding headers and footers)

2.2 Formats

Check the following table to select the right formats for your files.

Parts of thesis	Allowed file formats
Text (i.e. abstract, thesis without figures or tables, references)	.doc .docx
Figures	.tiff ² .png
Figure captions	.doc .docx
Tables	.doc .docx
Table captions	.doc .docx

} .zip (optional)

2.3 Structure

Your thesis should have the following structure, format and titles. For an example see Appendix A.

Title page	Title	<i>Title of Thesis</i>
	Student	<i>First Name Surname^{Number1}</i>
	Supervisor(s)	<i>Supervisor(s): First Name1 Surname1^{Number1}, First Name2 Surname2^{Number2}, ...etc.</i>
	Affiliation(s)	<i>Number1 Name of Institute1, Town1, Country1 Number2 Name of Institute2, Town2, Country2,</i>

² How to create a .tiff file: Export your original image data as a TIFF (i.e. do not convert from .jpg as this still leaves us with a low quality image)

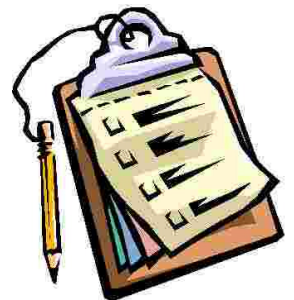
Photoshop: Save As... >, select TIFF as format > select 'None' under Compression

Matlab: <http://www.mathworks.com/help/techdoc/ref/imwrite.html>

	... etc.
	Correspondence Corresponding author: Surname Name, email: e-mail
	Abstract <i>Abstract text</i>
	Keywords Keywords: Key word1, keyword2,etc.
Introduction	
Methods	
Results	
Discussion	
Conclusion	
Acknowledgements	Optional
References	http://www.anpad.org.br/bar/bar-guia-apa.pdf

3. Checklist

- I have revised my thesis.
- I have checked my thesis for spelling mistakes.
- I used appendix A to create my title page. All relevant information is in there.
- My abstract is not longer than 300 words.
- My thesis is not longer than 10.000 words.
- My thesis (citations, references,...) meets the APA standards.
- I have checked my references: All my references mentioned in the text are in the reference list and vice versa.
- The structure of my thesis is as required.
- I have saved my figures in a high resolution format (.tiff).
- I have saved my tables, table captions, figure captions and the text of my thesis as separate word document files.



Appendix A: Word template for your title page

Check the attached file [Appendix A \(title page\).docx](#). This document helps you to give us all the relevant information for your title page in the necessary format. You also find an example there of how your title page should look like when you submit it.

Appendix B: Prototype of a thesis

You can check the attachment [Appendix B \(layout example\).pdf](#) to see how a thesis obeying to the guidelines will look like once it has gone through layout, for instance:

- title page
- short abstract (< 300 words)
- decent amount of pictures
- right structure
- APA norms