SPS-DRM

INTERNATIONAL JOURNAL OF DISASTER RISK MANAGEMENT

IJDRM

SCIENTIFIC-PROFESSIONAL SOCIETY FOR DISASTER RISK MANAGEMENT



НСД-УРВС

INSTRUCTIONS FOR AUTHORS

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INSTRUCTIONS FOR AUTHORS

APA 6th Edition - Detailed Manuscript Preparation and Submission Requirements

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These instructions supersede earlier versions. Authors must use the current IJDRM manuscript template and follow all requirements below.

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Essential correction: APA 6th uses author-date citations in the text and an alphabetically arranged reference list. References must not be numbered or listed in order of citation.

1. Journal scope and editorial principles

The International Journal of Disaster Risk Management (IJDRM) publishes original, methodologically sound and internationally relevant scholarship on disaster risk reduction, emergency and crisis management, civil protection, resilience, vulnerability, hazard and risk assessment, preparedness, response, recovery, climate-related and technological risks, critical infrastructure protection, risk communication, governance, public policy, and related interdisciplinary fields.

Manuscripts must make a clear scientific, professional or policy contribution. Descriptive papers without a defined research problem, transparent methodology, critical analysis and demonstrable novelty may be rejected at editorial screening.

The Journal applies the following core principles: originality; methodological transparency; ethical research; accurate reporting; accountability of all authors; fair double-blind peer review; disclosure of conflicts of interest, funding and use of artificial intelligence; and correction of the scholarly record when necessary.

2. Article types and expected length

Authors must identify the article type on the first page of the manuscript. The following categories are normally considered; the Editorial Office may reclassify a submission where appropriate.

Article type	Indicative length	Primary purpose
Original Research Article	up to 8,000 words	Reports original empirical or analytical research with a reproducible method and a clearly stated contribution.
Review Article	normally 6,000-10,000 words	Provides a critical, systematic, scoping or integrative synthesis. Systematic reviews must report a transparent search and selection method.
Short Communication	normally 2,500-4,000 words	Presents a focused original finding, methodological advance, validated tool, urgent evidence or concise policy-relevant analysis.
Case Study	normally 4,000-7,000 words	Provides analytically grounded lessons from a specific event, institution, community, policy or operational intervention.
Perspective / Commentary	normally 2,000-4,000 words	Develops a reasoned scholarly or policy position supported by current evidence; normally commissioned or subject to editorial approval.

Word limits normally exclude the title page, abstract, keywords, reference list, tables, figure captions, appendices and supplementary files. Longer manuscripts may be considered only where the subject, design or evidence base justifies the additional length. Authors should explain the reason in the cover letter.

3. Before submission

– Confirm that the manuscript is original, has not been published previously, and is not under consideration by another journal. Posting a thesis, dissertation or non-peer-reviewed preprint does not automatically constitute prior publication, but it must be disclosed to the Editor.

– Obtain the approval of every listed author for the submitted version, the author order, the corresponding author and all declarations.

– Ensure that every author meets recognized authorship criteria through a substantial contribution to the conception or design; data acquisition, analysis or interpretation; drafting or critical revision; final approval; and accountability for the work.

– Identify all contributors who do not qualify for authorship in the Acknowledgements, with their permission.

– Verify every citation and reference against the original source. Fabricated, unverifiable, retracted or AI-generated references are prohibited.

– Remove confidential, personal or identifying information that is not essential to the research. Secure written permission for identifiable photographs, quotations, proprietary instruments and third-party material.

– Use the current IJDRM template. Submissions that do not follow the template and these instructions may be returned without peer review.

4. Files required for submission

1. Cover letter. Briefly state the manuscript title, article type, scientific contribution, fit with IJDRM, originality, ethical approval where applicable, conflicts of interest, preprint or related publications, and any special considerations.

2. Title page. Include the full title, short running title, all author names, affiliations, institutional addresses, email addresses, ORCID iDs where available, corresponding-author details, author contributions, funding, acknowledgements and declarations.

3. Anonymized manuscript. Use the IJDRM template but remove author names, affiliations, acknowledgements, institution names in ethics statements where they reveal identity, self-identifying file properties and other clues that compromise double-blind review.

4. Figures. Embed figures near their first citation in the manuscript. The Editorial Office may request separate high-resolution source files after acceptance or during technical assessment.

5. Supplementary files, data, instruments, checklists or reporting-guideline documents, where relevant.

6. For a revised submission: a clean manuscript, a marked or tracked-changes manuscript, and a detailed point-by-point response to every editor and reviewer comment.

File formats: The main manuscript must be submitted as an editable Microsoft Word file (.doc or .docx). PDF-only manuscripts are not accepted as the principal source file. Spreadsheets should be .xlsx or .csv; images should preferably be .tif, .png, .jpg, .eps or editable vector format, as appropriate.

5. Double-blind peer-review preparation

IJDRM uses double-blind peer review. Authors and reviewers should not be identifiable to one another during evaluation. The Editorial Office may request further anonymization before review.

– Replace names and affiliations in the anonymized manuscript with "Author(s)" and "Affiliation withheld for review."

– Refer to the authors' previous work in the third person. Do not write "in our previous study" when this reveals identity. Cite the work normally and avoid excessive self-citation.

– Temporarily anonymize acknowledgements, grant identifiers, ethics committee names, project titles, repository links and institutional descriptions when they make the authors readily identifiable. Restore complete information in the accepted version.

– Remove author names, initials and institutional information from Word file properties, comments, tracked changes, image metadata and supplementary files.

– Do not include reviewer suggestions or cover-letter content inside the anonymized manuscript.

6. General manuscript formatting

The IJDRM manuscript template is mandatory. Authors should retain the template's page size, margins, style hierarchy, heading numbering and caption styles. Where the template and these instructions appear inconsistent, these detailed instructions take precedence and the Editorial Office may provide a corrected file.

Element	Requirement
Language	Clear academic English. Either British or American spelling is acceptable, but usage must be consistent throughout.
Page and margins	A4 page size, using the margins and layout defined in the IJDRM template.
Typeface and spacing	Use the styles built into the template. Do not manually redesign fonts, spacing, indentation or headers.
Line and page numbering	Use continuous line numbers for peer review and consecutive page numbers. Do not restart line numbering on each page.
Paragraphs	Use one paragraph break between paragraphs only where required by the template. Do not insert manual spaces, multiple tabs or empty lines for layout.
Headings	Use numbered decimal headings: 1.; 1.1.; 1.1.1. Avoid more than three heading levels unless essential.
Abbreviations	Define each abbreviation at first use in the abstract and again at first use in the main text. Avoid abbreviations in the title and keywords.
Numbers and units	Use SI units. Use a leading zero for values less than 1 when the statistic can exceed 1 (e.g., 0.35), but not for p, r and similar bounded statistics (e.g., p = .032).
Footnotes	Avoid footnotes. When essential, number them consecutively using superscript Arabic numerals and keep them brief. Do not use footnotes for routine citations.
Quotations	Use double quotation marks for short quotations. Quotations of 40 words or more should be presented as an indented block without quotation marks and must include a page or paragraph number.

7. Title page and author information

7.1. Article type and title

– State the article type above the title.

– The title should be specific, informative and concise; it should identify the central topic, population or setting and study design where useful. Avoid unexplained abbreviations, formulas, promotional wording and unnecessary geographic detail.

– Use sentence case unless the template specifies otherwise. A short running title of no more than approximately 50 characters may be requested.

7.2. Author names and affiliations

– Provide each author's given name(s) and family name exactly as they should appear in indexing services. Ensure consistency with ORCID and previous publications.

– List full institutional names without academic titles or ranks. Include department, institution, city, postal code where applicable and country.

– Use superscript Arabic numerals to connect authors with affiliations. Identify the corresponding author with an asterisk and provide one reliable email address. A telephone number may be included but is not mandatory.

– The corresponding author is responsible for communication with the Journal and for confirming that all authors have approved submission, revisions and the final version.

7.3. Changes in authorship

Requests to add, remove or reorder authors after submission must be exceptional and supported by a written explanation and signed agreement from all affected authors. The Editor may reject a request that lacks a valid contribution-based justification. Changes after acceptance are normally not permitted.

8. Abstract and keywords

8.1. Abstract

Provide a single, continuous, unstructured paragraph of no more than 350 words. Do not use subheadings, citations, footnotes, tables, figures, equations or bullet points. The abstract must be understandable without consulting the main text and must accurately reflect the submitted manuscript.

– Background and problem: briefly establish the context and the specific problem or gap.

– Aim: state the principal objective or research question.

– Methods: identify the design, setting, sample or data source, timeframe and main analytical approach.

– Results: report the most important findings, including key quantitative estimates, effect sizes, confidence intervals or qualitative themes where relevant.

– Conclusion and implications: state the evidence-based conclusion, contribution and practical or policy relevance without exaggeration.

Abstract consistency: All numbers, claims and conclusions in the abstract must appear in the main manuscript. Do not claim causality from cross-sectional, observational or otherwise non-causal designs.

8.2. Keywords

Provide 6-10 specific keywords or short phrases, separated by semicolons. Avoid repeating the exact words already used in the title where reasonable. Select terms that improve discoverability and accurately represent the hazard, methodological approach, population, setting and principal concepts.

9. Recommended manuscript structure

Original Research Articles should normally use the following structure. Adaptation is permitted for qualitative, mixed-methods, modelling, legal, historical or conceptual studies when justified.

– Title page
– Abstract
– Keywords
– 1. Introduction
– 2. Methods
– 3. Results
– 4. Discussion
– 5. Conclusions
– Author Contributions
– Funding
– Institutional Review Board / Ethics Statement
– Informed Consent Statement
– Data Availability Statement
– Use of Generative AI and AI-assisted Technologies (when applicable)
– Acknowledgements
– Conflicts of Interest
– Appendices (optional)
– References
– Supplementary Materials (when applicable)

Review Articles must include a transparent review method. Systematic and scoping reviews should provide the protocol or registration information where available, databases and other sources

searched, complete search dates, search strategy, eligibility criteria, screening process, quality or risk-of-bias assessment, synthesis method and a flow diagram consistent with the applicable reporting guideline.

10. Detailed section requirements

10.1. Introduction

The Introduction should move from the broader problem to the precise research gap and study objective. It should be concise, current and analytical rather than a catalogue of prior studies.

– Define the problem and its scientific, societal, operational or policy importance.

– Synthesize the most relevant international literature and explain agreements, contradictions and unresolved questions.

– Identify the specific gap that the manuscript addresses. A statement that a topic is "under-researched" is insufficient unless supported and precisely defined.

– State the aim, research question(s), objectives and hypotheses, where applicable.

– Conclude with the study's expected contribution and scope without presenting results.

10.2. Literature review or conceptual framework

A separate subsection may be used when the study requires a substantial theoretical framework or systematic synthesis. Define central concepts, explain the selected model or theory, identify competing perspectives and derive hypotheses or analytical propositions logically. Avoid excessive historical background that does not support the study design.

10.3. Methods

The Methods section must permit replication or rigorous critical assessment. Report what was planned and what was actually done. Methodological limitations should not be concealed.

Study design and rationale: State whether the study is quantitative, qualitative, mixed-methods, experimental, quasi-experimental, observational, cross-sectional, longitudinal, case-study based, modelling, documentary, legal, systematic review or another design, and explain why the design is suitable.

Setting and timeframe: Describe the country, region, community, institution, hazard context, sector and exact data-collection period. For disaster-event studies, specify the event timeline and study phase (preparedness, response, recovery or mitigation).

Population, sample and study units: Define the target population, sampling frame, sampling strategy, sample size, response rate, inclusion and exclusion criteria, recruitment or selection procedures and sample-size justification. For qualitative studies, explain saturation or information-power criteria.

Variables, constructs and operational definitions: Define all primary and secondary outcomes, predictors, exposures, vulnerability and resilience measures, indices, scales and derived variables. Explain scoring, cut-offs, transformations and direction of interpretation.

Data sources and instruments: Identify surveys, interview guides, administrative databases, geospatial sources, sensors, models, archives or instruments. Report development, translation, adaptation, pilot testing, reliability and validity evidence.

Data-collection procedures: Describe who collected the data, how, where and under what conditions; training and quality-control procedures; non-response handling; and any deviations from protocol.

Ethics and data protection: Name the approving committee and approval/reference number, or justify why approval was not required. Explain informed consent, confidentiality, anonymization and protection of vulnerable groups.

Data processing and analysis: Describe cleaning, coding, missing-data treatment, outlier rules, weighting, assumptions, statistical tests or models, qualitative coding, triangulation, geospatial processing, validation, robustness or sensitivity analyses, software and version.

Reporting guideline: State and submit the applicable checklist, such as CONSORT, STROBE, PRISMA, COREQ, SRQR, CARE or another recognized guideline, where relevant.

10.4. Results

Present findings in a logical order aligned with the research questions, objectives or hypotheses. Do not duplicate all table values in the text. Report negative, null and unexpected findings with the same transparency as statistically significant results.

– Begin with participant, sample, event or dataset characteristics and the flow of observations, exclusions and missing cases.

– Report primary analyses before secondary or exploratory analyses. Clearly distinguish pre-specified from post hoc analyses.

– For quantitative studies, provide estimates, uncertainty and effect sizes, not p-values alone.

– For qualitative studies, present coherent themes or categories supported by appropriately selected quotations or evidence, while protecting identities.

– For models, indices and geospatial analyses, report calibration, validation, assumptions, performance metrics, uncertainty and limitations.

10.5. Discussion

The Discussion must interpret rather than repeat the Results. A strong Discussion explains what the findings mean, how they relate to existing evidence, why discrepancies may have occurred, and what the study contributes.

– Open with a selective summary of the principal findings in relation to the study aim.

– Interpret mechanisms, context, alternative explanations and boundary conditions. Avoid causal language unless the design supports causal inference.

– Compare findings with relevant international studies, explaining both agreement and disagreement.

– Explain theoretical, methodological, practical, operational and policy implications.

– State the scientific contribution explicitly and proportionately.

– Discuss limitations, potential biases and their consequences for interpretation, generalizability or transferability. Pair each limitation with its practical meaning.

– Propose specific, feasible directions for future research rather than generic calls for "more research."

10.6. Conclusions

The Conclusion should answer the research aim directly, summarize the main contribution and state the most important practical or policy implication. It must not introduce new data, citations, extensive methodological detail or unsupported claims. Normally, the Conclusion should be concise and written as an integrated section rather than a repetition of the Discussion.

11. Tables, figures, maps, photographs and equations

11.1. General requirements

– Number tables and figures separately in the order of first citation using Arabic numerals: Table 1, Table 2; Figure 1, Figure 2.

– Cite every table and figure in the text before it appears and place it as close as practicable to the first citation.

– Each table or figure must be understandable without consulting the main text. Define all abbreviations, symbols, units and statistical indicators in notes or captions.

– Do not present the same information in both a table and a figure unless the duplication is essential and justified.

– Ensure that text remains legible after reduction. Use accessible labels, patterns and sufficient contrast; do not rely on colour alone to convey meaning.

11.2. Tables

– Place the table number above the table. On the next line, provide a concise italicized title in sentence case.

– Use editable Word tables, not images or screenshots. Avoid vertical rules and excessive horizontal lines. Use consistent decimal places and align comparable numeric values.

– Use general, specific and probability notes below the table as needed. Explain abbreviations and mark significance levels consistently.

– If a table is reproduced or adapted, provide a source note and written permission where required.

Table format example: Table 1

Descriptive statistics for preparedness dimensions

[editable table]

Note. M = mean; SD = standard deviation; CI = confidence interval. $p < .05$. $p < .01$.

11.3. Figures, graphs, maps and photographs

– Place the figure below the visual with the caption underneath. Begin with "Figure 1." followed by a concise descriptive caption in sentence case.

– Graphs must include clearly labelled axes, units, legends and error indicators where relevant. Avoid three-dimensional effects, decorative backgrounds and unnecessary visual elements.

– Maps must include a legend, scale, north arrow where relevant, coordinate reference system or projection, data sources, date of data and sufficient location context.

– Photographs must be relevant, ethically obtained and technically clear. Remove identifying features unless consent for publication has been obtained.

– Recommended minimum resolution at final size: 300 dpi for photographs and colour images; 600 dpi for line art or combined line/halftone figures. Vector formats are preferred for diagrams and charts.

11.4. Equations and symbols

– Create equations with an editable equation editor, not as images. Number only equations cited later in the text, using consecutive Arabic numerals aligned at the right margin.

– Define every symbol at first use and use notation consistently. Variables are normally italicized; units and mathematical functions are not.

12. Statistical and quantitative reporting

Statistical reporting must be sufficiently complete to evaluate the analysis and reproduce the principal results. Follow APA 6th conventions and discipline-specific standards.

Sample size: Report the total sample and the actual n for each analysis when missing data or exclusions change the denominator.

Descriptive statistics: Provide appropriate measures of central tendency and dispersion, such as M and SD for approximately normal continuous data or median and interquartile range for skewed data.

Inferential results: Report the test statistic, degrees of freedom, exact p value, effect size and confidence interval where applicable; for example, $t(198) = 2.41$, $p = .017$, $d = 0.34$, 95% CI [0.06, 0.62].

p values: Report exact p values to three decimals when practicable. Use $p < .001$ rather than $p = .000$. Do not use a leading zero: $p = .032$.

Effect sizes: Report and interpret effect sizes. Statistical significance alone is insufficient.

Regression and modelling: Report model specification, coding, diagnostics, assumptions, fit indices, coefficients, standard errors, confidence intervals, multicollinearity checks and validation or sensitivity analyses.

Missing data: Report the amount and pattern of missingness, the method used to handle missing data and any sensitivity analysis.

Multiple testing: Explain any adjustment for multiple comparisons or justify why no adjustment was used.

Software: State the software and version, together with packages or specialized modules where relevant.

Interpretation: Do not equate a non-significant result with proof of no effect. Avoid phrases such as "highly significant" unless the magnitude and practical importance are also explained.

13. APA 6th in-text citations

IJDRM uses the APA 6th author-date system. Citations are not numbered. Place the author surname and year in the text, and add a page or paragraph number for direct quotations and highly specific passages.

One author: Parenthetical: (Author, 2024). Narrative: Author (2024).

Two authors: Parenthetical: (Author & Author, 2024). Narrative: Author and Author (2024). Cite both names every time.

Three to five authors: First citation: (Author, Author, Author, & Author, 2024). Subsequent citations: (Author et al., 2024).

Six or more authors: Use the first author followed by et al. from the first citation: (Author et al., 2024).

Organization as author: First citation: (United Nations Office for Disaster Risk Reduction [UNDRR], 2024). Subsequent citations: (UNDRR, 2024).

Multiple works in one citation: Arrange alphabetically by first-author surname and separate with semicolons: (Author, 2021; Brown & Green, 2020; Smith et al., 2023).

Same author and year: Distinguish works with lowercase letters assigned according to the alphabetical order of titles in the reference list: (Author, 2023a, 2023b).

Direct quotation: (Author, 2024, p. 17) or, for a source without pages, (Author, 2024, para. 6).

Secondary source: Use sparingly and only when the original cannot be obtained: Original Author (as cited in Secondary Author, 2024). Include only the secondary source in the reference list.

– Use "and" between author names in narrative text and "&" inside parentheses and reference-list entries.

– Do not include initials in in-text citations unless needed to distinguish different authors with the same surname.

– Do not cite an entire paragraph only at the end when it is unclear which statements the citation supports. Place citations close to the relevant claim.

– Personal communications are cited in text only and are not included in the reference list: (A. B. Author, personal communication, March 4, 2026). Obtain permission before citation.

14. APA 6th reference list

The reference list must appear at the end of the manuscript under the heading "References." Arrange entries alphabetically by the surname of the first author, not in order of citation. Apply a 0.5-inch (1.27 cm) hanging indent and use consistent spacing.

– Every source cited in the text must appear in the reference list, and every reference-list entry must be cited in the text, except personal communications and entire websites mentioned only in the text.

– Order multiple works by the same author chronologically, beginning with the earliest. Place single-author works before multi-author works beginning with the same surname. For works in the same year, assign a, b, c after the year.

– List up to seven authors. For eight or more authors, list the first six, insert an ellipsis, and then add the final author.

– Use sentence case for article, chapter, report, thesis and book titles. Capitalize only the first word, the first word after a colon or dash, and proper nouns.

– Italicize journal titles and volume numbers. Do not italicize the issue number; place it in parentheses immediately after the volume when each issue begins with page 1 or when the issue is necessary for identification.

– Include the complete page range. Use an en dash in page ranges where supported, or a standard hyphen if required by the production system.

– Provide the DOI whenever one exists, using the APA 6th format: doi:10.xxxx/xxxxx. Do not add a final period after a DOI or URL.

– For online material without a DOI, provide the direct or publisher homepage URL as appropriate. Include a retrieval date only for content designed to change over time.

– Verify DOI accuracy through the publisher or Crossref. Do not cite a DOI that resolves to a different work.

Mandatory reference audit: Before submission, use a reference-management program or a manual cross-check to confirm author names, year, title, journal or publisher, volume, issue, pages, DOI/URL, and the one-to-one match between in-text citations and the reference list.

15. Research ethics, integrity and transparency

15.1. Human participants

Research involving human participants, personal data, interviews, surveys, experiments, identifiable records or vulnerable groups must comply with applicable law and recognized ethical standards. State the name of the approving institutional review board or ethics committee and the approval/reference number. If formal review was not required, explain the legal or institutional basis.

Report how informed consent was obtained. For online surveys, explain the consent mechanism. For minors or participants unable to provide full consent, describe assent and consent by a parent, guardian or authorized representative. Protect anonymity and confidentiality, especially in small communities, disaster-affected populations and sensitive security settings.

15.2. Research integrity

– Data fabrication, falsification, plagiarism, duplicate publication, inappropriate image manipulation, citation manipulation and undisclosed conflicts of interest constitute misconduct.

– Authors must retain original data, instruments, coding records and analysis files for a period consistent with institutional and legal requirements and must provide them for editorial verification when ethically and legally permissible.

– The manuscript must distinguish clearly between observed findings, author interpretation, assumptions and externally sourced information.

– Material errors discovered after submission or publication must be reported promptly to editor@ijdrm.com. The Journal may issue a correction, expression of concern or retraction as warranted.

15.3. Conflicts of interest and funding

Disclose all financial and non-financial relationships that could reasonably be perceived to influence the work. This includes employment, consultancy, grants, honoraria, expert testimony, patents, leadership roles, personal relationships, institutional interests and strongly competing professional commitments. If none exist, state: "The authors declare no conflict of interest."

Identify every source of financial or material support and provide grant numbers. State the role of the funder in study design, data collection, analysis, interpretation, manuscript preparation and the decision to submit. If the funder had no role, state this explicitly.

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Generative AI tools cannot be listed as authors because they cannot take responsibility for the work, approve the final version, disclose conflicts or respond to questions about research integrity. Human authors remain fully accountable for all content.

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When no substantive AI was used: Use of Generative AI and AI-assisted Technologies: The authors did not use generative AI or AI-assisted technologies to produce substantive content, conduct the analysis or generate the reported results.

17. Data, materials and supplementary files

Authors should provide a Data Availability Statement for every research article. The statement should identify where and under what conditions the data, code, instruments, interview guides, protocols or other materials can be accessed.

Open repository: The data and analysis code supporting the findings are available in [repository name] at [persistent identifier or URL].

Available on request: The data are available from the corresponding author on reasonable request, subject to ethical approval and data-protection restrictions.

Restricted data: The data are not publicly available because they contain sensitive or potentially identifiable information. De-identified or aggregated data may be available under a data-use agreement and with approval from [relevant body].

No new data: No new data were created or analyzed in this study. Data sharing is not applicable.

Supplementary files must be cited in the manuscript and described clearly. They should add substantive value rather than contain material essential for understanding the main argument. The manuscript itself must remain interpretable without access to supplementary files.

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Authors may deposit or share these versions without an embargo through personal or professional websites, institutional or disciplinary repositories, university or departmental websites, academic networking platforms, and other appropriate services.

When sharing the accepted manuscript or published version of record, authors should provide the full bibliographic citation, identify IJDRM as the original place of publication, and include a direct, clickable link to the article's DOI and official journal webpage.

19. Revision, acceptance and proofs

19.1. Revised manuscripts

A revision decision does not guarantee acceptance. Submit the revised files within the stated deadline or request an extension before the deadline expires.

– Prepare a point-by-point response reproducing each editor and reviewer comment, followed by a clear response and the exact location of the change by page and line number.

– Respond professionally and substantively. When declining a suggestion, provide a reasoned scientific explanation and, where possible, additional analysis or clarification.

– Submit both a clean manuscript and a version with tracked or clearly highlighted changes. Do not leave unresolved comments, hidden text or identifying metadata in the anonymized review file.

– Recheck the entire manuscript, not only the passages mentioned by reviewers. Revisions can create inconsistencies in the abstract, tables, numbering and references.

19.2. Accepted manuscripts and proofs

After acceptance, the Editorial Office may request final editable figures, complete author details, ORCID iDs, permissions, declarations and a technically corrected manuscript. Authors must review proofs carefully for production errors, but proofs are not an opportunity for major rewriting or new analysis.

The corresponding author must return proof corrections within the specified period. All authors remain responsible for the accuracy of names, affiliations, data, tables, figures, citations and declarations in the published article.

20. Final submission checklist

- ☐ The manuscript uses the current IJDRM template and is submitted as an editable Word file.
- ☐ The article type is identified and the manuscript is within the appropriate word limit.
- ☐ A separate title page and a fully anonymized review manuscript are provided.
- ☐ All authors have approved the manuscript, author order, corresponding author and declarations.
- ☐ Author names, affiliations, addresses, emails and ORCID iDs are complete and accurate.
- ☐ The abstract is one paragraph, no more than 350 words, contains no citations and matches the main text.
- ☐ Six to ten specific keywords are provided and separated by semicolons.
- ☐ The aim, research questions or hypotheses and scientific contribution are explicit.
- ☐ The Methods section is reproducible and includes design, setting, sample/data, instruments, ethics, analysis and software.
- ☐ Applicable reporting guidelines and checklists have been followed and uploaded.
- ☐ Tables have numbers and titles above; figure captions appear below; all are cited in numerical order.
- ☐ Figures are legible, high resolution and ethically and legally cleared for publication.
- ☐ Statistical results include appropriate estimates, exact p values, effect sizes and confidence intervals.
- ☐ APA 6th author-date citations are used; citations are not numbered.
- ☐ The reference list is alphabetical, uses hanging indentation, and every citation/reference matches one-to-one.
- ☐ Every DOI and URL has been checked; no fabricated, unverifiable or retracted references remain.
- ☐ Ethical approval, informed consent and confidentiality procedures are reported where applicable.
- ☐ Funding, conflicts of interest, data availability, author contributions and AI-use statements are included.
- ☐ Permissions have been obtained for all copyrighted or identifiable third-party material.
- ☐ The cover letter explains originality, fit, contribution, related submissions/preprints and special considerations.
- ☐ The manuscript has been checked for language quality, consistency, numbering, spelling and typographical errors.
- ☐ All submission correspondence uses editor@ijdrm.com as the editorial contact address.

Appendix A. APA 6th reference examples

The following examples illustrate the required order and punctuation. Replace bracketed information with the details of the cited source. Authors remain responsible for checking each entry against the original publication.

A.1. Journal articles

Journal article with DOI: Author, A. A., Author, B. B., & Author, C. C. (2024). Title of the article in sentence case. *Title of Journal*, *18*(2), 101-119. doi:10.xxxx/xxxxx

Journal article without DOI, print or stable bibliographic record: Author, A. A., & Author, B. B. (2023). Title of the article in sentence case. *Title of Journal*, *12*(4), 233-249.

Online-first article: Author, A. A. (2025). Title of article. *Title of Journal*. Advance online publication. doi:10.xxxx/xxxxx

A.2. Books and chapters

Book: Author, A. A. (2022). *Title of the book in sentence case*. City, Country: Publisher.

Edited book: Editor, A. A., & Editor, B. B. (Eds.). (2021). *Title of the edited book*. City, Country: Publisher.

Chapter in an edited book: Author, A. A., & Author, B. B. (2020). Title of chapter. In C. C. Editor & D. D. Editor (Eds.), *Title of book* (pp. 45-68). City, Country: Publisher.

A.3. Reports, standards and policy documents

Institutional report: Organization Name. (2024). *Title of report* (Report No. 25). City, Country: Author.

Online report: Organization Name. (2023). *Title of report*. Retrieved from https://www.example.org/report

Standard: International Organization for Standardization. (2018). *ISO 31000:2018 risk management - Guidelines*. Geneva, Switzerland: Author.

A.4. Theses, conference papers and datasets

Doctoral dissertation in a repository: Author, A. A. (2022). *Title of doctoral dissertation* (Doctoral dissertation). Retrieved from https://repository.example.edu/handle/xxxxx

Conference paper in published proceedings: Author, A. A., & Author, B. B. (2023). Title of paper. In C. C. Editor (Ed.), *Proceedings of the conference title* (pp. 101-110). City, Country: Publisher. doi:10.xxxx/xxxxx

Dataset: Author, A. A., & Organization Name. (2024). *Title of dataset* (Version 2.0) [Data set]. Retrieved from https://repository.example.org/xxxxx

A.5. Websites and online material

Webpage with date: Author, A. A. (2024, May 12). Title of webpage. Retrieved from https://www.example.org/page

Webpage with no date: Organization Name. (n.d.). Title of webpage. Retrieved from https://www.example.org/page

Frequently changing content: Organization Name. (n.d.). Title of live dashboard. Retrieved July 23, 2026, from https://www.example.org/dashboard

A.6. Eight or more authors

Eight or more authors: Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., ... FinalAuthor, Z. Z. (2024). Title of article. *Title of Journal, 15*(3), 201-220. doi:10.xxxx/xxxxx

Appendix B. Standard declaration statements

B.1. Author contributions

Recommended CRediT-style format: Conceptualization, A.A. and B.B.; methodology, A.A.; validation, B.B. and C.C.; formal analysis, A.A.; investigation, A.A. and C.C.; data curation, B.B.; writing - original draft preparation, A.A.; writing - review and editing, all authors; visualization, C.C.; supervision, B.B.; project administration, A.A.; funding acquisition, B.B. All authors have read and agreed to the published version of the manuscript.

B.2. Funding

Funded research: This research was funded by [funder], grant number [number]. The funder had no role in the design of the study; collection, analysis or interpretation of data; writing of the manuscript; or decision to submit the article for publication.

No external funding: This research received no external funding.

B.3. Ethics and consent

Ethical approval: The study was conducted in accordance with applicable ethical standards and was approved by the [name of committee/institution] (protocol/code [number], approved [date]).

Approval not required: Ethical review and approval were not required for this study because [brief, specific justification].

Informed consent: Informed consent was obtained from all participants involved in the study.

Consent not applicable: Informed consent was not applicable because [brief, specific justification].

B.4. Data availability

Open data: The data supporting the findings of this study are openly available in [repository] at [persistent identifier/URL].

Restricted data: The data are not publicly available because of ethical, privacy, security or legal restrictions. Access may be considered by the corresponding author and the competent authority under an appropriate data-use agreement.

B.5. Conflicts of interest

No conflict: The authors declare no conflict of interest.

Conflict disclosed: Author A.A. reports [relationship]. The remaining authors declare no conflict of interest. The disclosed relationship did not influence the design, analysis, interpretation or reporting of the study.

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