ELEVENTH PRESS INTERNATIONAL PUBLISHING™

A Full-Stack Peer Reviewed Press & Multidisciplinary Syndication Network

OFFICIAL GUIDE · EP-G-01

Author Submission Guide

Everything required before you upload a manuscript: components, metadata, authorship, declarations, anonymisation, and every stage after you press submit.

VERSION 2.0 · EFFECTIVE 6 NOVEMBER 2026

DOCUMENT CONTROL

DOCUMENT CODE EP-G-01	**VERSION** 2.0 (supersedes all earlier editions)
EFFECTIVE DATE 6 November 2026	**NEXT SCHEDULED REVIEW** 6 November 2027
DOCUMENT OWNER Editorial Office, Eleventh Press International Publishing™	**STATUS** Approved for publication
INTENDED AUDIENCE Authors and corresponding authors preparing a research article for submission.	**LICENCE** CC BY 4.0 — free to share and adapt with attribution

BENCHMARKED AGAINST

ICMJE Recommendations · COPE Core Practices · CRediT (ANSI/NISO Z39.104-2022) · EQUATOR reporting guidelines · ORCID & ROR identifiers

Eleventh Press International Publishing™

A Full-Stack Peer Reviewed Press & Multidisciplinary Syndication Network

ISSN 2945-1138 (Online) · Publisher DOI prefix 10.52011

Established 2021 · Philippines

editorial@eleventhpress.com · eleventhpress.com

Scan for the current online edition

Purpose and scope

PURPOSE

To set out everything an author needs before, during and after submitting a manuscript to Eleventh Press, so that submissions are complete, ethically sound and ready for anonymised peer review on first upload.

SCOPE

Applies to all research articles, reviews and expert insights submitted to Eleventh Press across its twelve disciplines. Book proposals follow the same principles but are submitted through the book division.

AUDIENCE

Authors and corresponding authors preparing a research article for submission.

At a glance: ten key requirements

1. Submit only original work that is not published or under consideration elsewhere.
2. Upload the manuscript as PDF, DOCX, DOC, LaTeX (.tex), Markdown, HTML or plain text.
3. Provide a title, an abstract, three to eight keywords and one of the twelve discipline tags.
4. List every author with affiliation and email; add ORCID iDs, ROR IDs and CRediT roles wherever possible.
5. Every listed author must meet the ICMJE authorship criteria; others are acknowledged.
6. A conflict-of-interest declaration and a data availability statement are mandatory, even if the answer is “none” or “not applicable”.
7. Confirm the rights-retention statement: you keep the right to share the accepted manuscript under CC BY 4.0.
8. Anonymise the manuscript file for double-blind review, which is the default model.
9. Disclose any use of generative AI tools; AI tools cannot be listed as authors.
10. There is no submission fee; the USD 97 APC is invoiced only after acceptance, and waivers are available.

Benchmarked standards and basis

This guide is benchmarked against the external standards below. “Aligned with” describes the standard each requirement follows; it is not a claim of membership in, or certification by, the issuing body.

STANDARD AND ISSUING BODY	EDITION	HOW THIS GUIDE APPLIES IT
ICMJE Recommendations International Committee of Medical Journal Editors https://www.icmje.org/recommendations/	Current edition (updated periodically)	Defines who qualifies as an author, the disclosure of competing interests, and the use of AI-assisted technologies, applied across all disciplines.

Eleventh Press International Publishing™

ISSN 2945-1138 (Online) · Philippines · editorial@eleventhpress.com · eleventhpress.com

STANDARD AND ISSUING BODY	EDITION	HOW THIS GUIDE APPLIES IT
COPE Core Practices Committee on Publication Ethics https://publicationethics.org/core-practices	2017	Frames the submission requirements for authorship, conflicts of interest, data and reproducibility, and ethical oversight.
CRediT Contributor Roles Taxonomy NISO https://credit.niso.org/	ANSI/NISO Z39.104-2022	The 14 standard roles authors can assign to each contributor at submission; published with the article.
EQUATOR Network reporting guidelines EQUATOR Network https://www.equator-network.org/	Library, current	Authors report each study design to its guideline (e.g. CONSORT, PRISMA 2020, STROBE, COREQ, ARRIVE 2.0) and state which they followed.
ORCID and ROR persistent identifiers ORCID; Research Organization Registry https://orcid.org/	Current	Unambiguous identification of authors and their institutions in the published metadata.
Declaration of Helsinki World Medical Association https://www.wma.net/policies-post/wma-declaration-of-helsinki/	2024 revision	Ethical basis for research involving human participants, identifiable data or human material.

01 Before you submit

Eleventh Press International Publishing™ publishes peer-reviewed open-access research across twelve disciplines: Physics, Biology, Computer Science, Sociology, Economics, Psychology, Environmental Science, Mathematics, Education, Business, Technology, and Language and Literature. We particularly welcome work that crosses disciplinary boundaries.

Before submitting, confirm that the manuscript is original, that it has not been published elsewhere (a preprint does not count as prior publication, but must be declared), that it is not under consideration by another journal, and that every author has seen and approved the final version and agreed to its submission.

02 Manuscript file and accepted formats

Upload a single manuscript file in PDF, DOCX, DOC, LaTeX (.tex), Markdown, HTML or plain-text format. There is no rigid template at submission: concentrate on clarity and completeness. Accepted manuscripts are typeset into house style during production (see EP-G-02, the Formatting & Citation Style Guide).

A typical research article contains the following elements, in this order:

- Title: specific and informative; avoid abbreviations.
- Abstract: a structured or unstructured summary of the question, methods, principal results and conclusions; we recommend 150 to 300 words.
- Main text: usually introduction, methods, results and discussion, or the conventional structure of your field.
- Declarations: funding, conflicts of interest, ethics approval and consent, data and code availability, and use of AI tools.
- References: complete and consistently formatted, with DOIs wherever they exist.
- Figures and tables: numbered in order of first citation, each with a self-contained caption.

ISSN 2945-1138 (Online) · Philippines · editorial@eleventhpress.com · eleventhpress.com

03 Metadata entered at submission

The submission form asks for metadata that drives reviewer matching, indexing and discovery, so it is worth completing carefully. Enter the title and abstract exactly as they appear in the manuscript, choose the discipline tag that best describes the work (the most relevant one, for cross-field work), and provide three to eight keywords that describe the methods as well as the topic.

Funding information should name each funder, ideally with its Open Funder Registry or ROR identifier and the award number, because funders use this metadata to track the outputs of their grants.

04 Authorship and contributor roles

Eleventh Press follows the ICMJE authorship criteria across all disciplines. Every listed author must have (1) made substantial contributions to the conception or design of the work, or to the acquisition, analysis or interpretation of data; (2) drafted the work or revised it critically for important intellectual content; (3) approved the final version; and (4) agreed to be accountable for all aspects of the work. People who contributed but do not meet all four criteria are acknowledged instead.

For each author, provide a name, affiliation and email address; we strongly encourage ORCID iDs and ROR identifiers for affiliations. You can also assign CRediT contributor roles (ANSI/NISO Z39.104-2022) to each author, such as Conceptualization, Methodology, Formal analysis or Writing – review & editing. These roles are published with the article and make each person's contribution transparent.

Changes to the author list after submission require the written agreement of all authors and the approval of the handling editor. Authorship disputes are resolved before publication.

05 Mandatory declarations

Four declarations are required for every submission. “None” or “not applicable” are acceptable answers where true, but an answer must be given.

- Conflicts of interest: any financial, professional, personal or intellectual interest that could be perceived as influencing the work, for every author.
- Data availability statement: where the data and code underlying the results can be found and under what conditions (see EP-G-05).
- Rights-retention statement: confirmation that you retain the right to make the accepted manuscript publicly available under CC BY 4.0 regardless of any other agreement, consistent with Plan S and similar funder policies.
- Ethics: for research involving human participants, identifiable personal data or animals, the name of the approving ethics committee or review board, the approval reference and a statement on informed consent, or an explanation of why approval was not required.

Disclose the use of generative AI tools in writing, analysis or figure preparation in the methods or acknowledgements, stating the tool and its purpose. AI tools cannot be authors, because they cannot take responsibility for the work. Authors remain accountable for the accuracy and integrity of all content, including any produced with AI assistance.

Eleventh Press International Publishing™

ISSN 2945-1138 (Online) · Philippines · editorial@eleventhpress.com · eleventhpress.com

06 Choosing a review model and anonymising your manuscript

Double-blind (double-anonymised) review is the default. You may choose single-anonymised or open review at submission where your field's norms make blinding impractical, and you may opt in to open peer review, in which reports are published with the article.

For double-blind review, remove from the manuscript file all author names, affiliations and contact details; acknowledgements and funding statements (enter these in the form instead); self-identifying phrases such as “in our previous work”, rewriting them in the third person; identifying institutional names in the methods; and author and organisation fields in the document properties. Self-citations themselves should remain.

07 What happens after you submit

You can follow every stage from the My Articles tab of your dashboard. A typical manuscript passes through the following stages:

- Initial editorial screening for scope, completeness and adherence to this guide.
- Automated in-corpus similarity check before the manuscript reaches any reviewer.
- Anonymisation and assignment to discipline-matched reviewers, usually two or three.
- Peer review: reviewers have 14 days from accepting an invitation.
- Editorial decision: accept, minor revisions, major revisions or reject, with the reviewers' comments.
- Revision, if requested, with a point-by-point response to the reviewers.
- Acceptance, APC invoice (or approved waiver), production, citation validation against OpenAlex, DOI registration with Zenodo and publication under CC BY 4.0.

08 Fees

There is no submission fee. The article processing charge of USD 97 is invoiced once, after acceptance, and is never a condition of review. Full and partial waivers are available; request one in the submission form (or later by email), and requests never influence the editorial decision (see EP-G-04).

09 Compliance checklist

Use this checklist before you submit, review or report. Every item reflects a requirement set out above.

- [ ] The manuscript is original and not under consideration elsewhere; any preprint is declared.
- [ ] All authors meet the ICMJE criteria and have approved the submission.
- [ ] Title, abstract, three to eight keywords and discipline tag are entered.
- [ ] Every author has a name, affiliation and email; ORCID iDs and ROR IDs are added where available.
- [ ] CRediT roles are assigned to each author (recommended).
- [ ] Funders and award numbers are listed.
- [ ] Conflict-of-interest declaration is complete for every author.
- [ ] Data availability statement is complete.
- [ ] Ethics approval and consent are reported, or their absence is explained.

Eleventh Press International Publishing

ISSN 2945-1138 (Online) · Philippines · editorial@eleventhpress.com · eleventhpress.com

- ☐ Use of generative AI tools is disclosed.
- ☐ The rights-retention statement is confirmed.
- ☐ The manuscript file is anonymised, including its document properties.
- ☐ The relevant reporting guideline has been followed and is named in the methods.

10 Frequently asked questions

Is there a fee to submit?
No. The USD 97 APC is invoiced only after acceptance, and waivers are available.

Can I submit a manuscript that has been posted as a preprint?
Yes. Declare the preprint and its DOI or URL at submission. A preprint is not considered prior publication.

Which file format should I use?
Any of PDF, DOCX, DOC, LaTeX (.tex), Markdown, HTML or plain text. Clarity matters more than format; we typeset accepted manuscripts into house style.

Can generative AI be listed as an author?
No. AI tools cannot take responsibility for the work. Disclose any use and the purpose; the human authors remain accountable for all content.

How long does review take?
Reviewers have 14 days from accepting an invitation. Total time to first decision depends on how quickly suitable reviewers accept, and you can follow every stage in your dashboard.

Related guides and how to cite this guide

- **EP-G-02 — Formatting & Citation Style Guide**
  https://eleventhpress.com/resources/guides/formatting-and-citation-style-guide
- **EP-G-06 — Publication Ethics & Research Integrity Statement**
  https://eleventhpress.com/resources/guides/publication-ethics-and-research-integrity
- **EP-G-05 — Data & Code Availability Guide**
  https://eleventhpress.com/resources/guides/data-and-code-availability-guide

> Eleventh Press International Publishing™. (2026). Author Submission Guide (EP-G-01, Version 2.0). https://eleventhpress.com/resources/guides/author-submission-guide

This PDF is the official printable edition of EP-G-01, Version 2.0. The online edition at https://eleventhpress.com/resources/guides/author-submission-guide is authoritative and is updated whenever the guide is revised. Questions about this guide: editorial@eleventhpress.com.
© 2026 Eleventh Press International Publishing™. Licensed under CC BY 4.0 (https://creativecommons.org/licenses/by/4.0/).

Eleventh Press International Publishing™

ISSN 2945-1138 (Online) · Philippines · editorial@eleventhpress.com · eleventhpress.com