ELEVENTH PRESS INTERNATIONAL PUBLISHING™

A Full-Stack Peer Reviewed Press & Multidisciplinary Syndication Network

OFFICIAL GUIDE · EP-G-02

Formatting & Citation Style Guide

Manuscript structure, house style, references, figures, tables, units and accessibility, and how your file becomes a typeset PDF, HTML and JATS XML article.

VERSION 2.0 · EFFECTIVE 6 NOVEMBER 2026

DOCUMENT CONTROL

DOCUMENT CODE EP-G-02	**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 preparing a manuscript, and authors checking proofs of an accepted article.	**LICENCE** CC BY 4.0 — free to share and adapt with attribution

BENCHMARKED AGAINST

APA 7th edition · JATS (ANSI/NISO Z39.96) · SI Brochure (BIPM) · ISO 8601 · WCAG 2.2

CONTENTS

- Purpose and scope
- At a glance: ten key requirements
- Benchmarked standards and basis

01 General principles
02 Structure of the manuscript
03 References and in-text citations
04 Figures
05 Tables
06 Numbers, units, dates and mathematics
07 From accepted manuscript to published article
08 Compliance checklist
09 Frequently asked questions

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 describe the structure, house style and reference conventions that make a manuscript easy to review and quick to produce, and to explain how an accepted manuscript becomes a typeset PDF, HTML and JATS XML article.

SCOPE

Applies to all manuscripts at submission and production. Discipline-specific conventions (for example, legal citation or mathematical notation) are respected where they are consistent and complete.

AUDIENCE

Authors preparing a manuscript, and authors checking proofs of an accepted article.

At a glance: ten key requirements

1. There is no rigid template at submission: clarity and completeness come first.
2. References may use any complete, consistent style at submission; house style follows APA 7th edition author–date conventions.
3. Every reference needs the full author list, title, venue, year and, wherever one exists, a DOI.
4. Write DOIs as resolvable URLs: https://doi.org/10.xxxx/xxxxx.
5. DOIs in the reference list are validated against OpenAlex at production.
6. Cite figures and tables in order, each with a self-contained caption.
7. Supply alternative text for every figure, and do not rely on colour alone to convey meaning.
8. Use SI units, ISO 8601 dates and define every abbreviation at first use.
9. Cite datasets and software in the reference list, as you would articles.
10. Accepted manuscripts are typeset into PDF, HTML and JATS XML; answer production queries promptly, as changes after publication require a formal correction.

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
Publication Manual of the American Psychological Association American Psychological Association https://apastyle.apa.org/	7th edition (2020)	House reference style for author–date citations and the reference list, and the format of the recommended citation printed on each article.
JATS: Journal Article Tag Suite NISO https://jats.nlm.nih.gov/	ANSI/NISO Z39.96 (JATS 1.3)	XML standard into which accepted articles are converted for archiving, indexing and machine reading.

Eleventh Press International Publishing™

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

STANDARD AND ISSUING BODY	EDITION	HOW THIS GUIDE APPLIES IT
The International System of Units (SI Brochure) Bureau International des Poids et Mesures https://www.bipm.org/en/publications/si-brochure	9th edition (2019)	Units, symbols and number formatting in all quantitative work.
ISO 8601 Date and time format International Organization for Standardization https://www.iso.org/iso-8601-date-and-time-format.html	ISO 8601-1:2019	Unambiguous dates in data, tables and supplementary material (YYYY-MM-DD).
Web Content Accessibility Guidelines World Wide Web Consortium https://www.w3.org/TR/WCAG22/	WCAG 2.2 (2023)	Alternative text, colour contrast and the use of colour in figures.
Crossref DOI display guidelines Crossref https://www.crossref.org/display-guidelines/	Current	DOIs displayed as full https://doi.org/ links in references and on the article.

01 General principles

Write for an intelligent reader outside your immediate subfield. Eleventh Press is multidisciplinary, and your reviewers and readers may include specialists in adjacent fields. Prefer short sentences, define technical terms and abbreviations at first use, and explain the purpose of a method before its details.

Use British or American English consistently. Number all pages and, if possible, lines, which makes reviewers' comments easier to locate.

02 Structure of the manuscript

Most empirical articles follow the introduction–methods–results–discussion structure, but use the conventional structure of your field where it differs, as it often does in mathematics, law, the humanities and theoretical work. Use no more than three levels of headings and number them only if your field expects it.

Methods should be described in enough detail for a qualified reader to reproduce the work, with reference to the reporting guideline you followed. Long protocols, additional analyses and extended data belong in supplementary material or a linked repository.

03 References and in-text citations

At submission, any complete and consistent reference style is acceptable. At production, references are normalised to house style, which follows APA 7th edition author–date conventions. In-text citations take the form (Author, Year) or Author (Year); use “et al.” for three or more authors; and list references alphabetically by first author.

Every reference must contain enough information to be resolved unambiguously: the full author list, year, title, journal or publisher, volume, issue and pages or article number, and a DOI wherever one exists. Write DOIs as resolvable links in the form https://doi.org/10.xxxx/xxxxx. During production, DOIs are validated against OpenAlex to catch broken, mistyped or non-existent references before publication. Unresolvable references are queried with the author.

Eleventh Press International Publishing™

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

- Journal article: Author, A. A., & Author, B. B. (Year). Title of article. Journal Name, Volume(Issue), pages. https://doi.org/...
- Book: Author, A. A. (Year). Title of book (Edition). Publisher. https://doi.org/...
- Dataset: Author, A. A. (Year). Title of dataset (Version) [Data set]. Repository. https://doi.org/...
- Software: Author, A. A. (Year). Title of software (Version) [Computer software]. Repository. https://doi.org/...
- Preprint: Author, A. A. (Year). Title [Preprint]. Server. https://doi.org/...

Cite the version of record rather than a preprint where both exist, and cite primary sources rather than reviews where you rely on a specific finding.

04 Figures

Cite figures in the text in numerical order and give each a self-contained caption: a reader should be able to understand a figure without rereading the surrounding paragraph. Captions should state what is shown, define symbols and error bars, and give sample sizes.

Supply figures at a resolution suitable for print (at least 300 dpi for raster images) or, preferably, as vector files. Use colour-blind-safe palettes, do not rely on colour alone to convey meaning, and keep text inside figures legible at the printed size. Provide concise alternative text for each figure, describing its key message for readers who use screen readers. Image manipulation that alters the scientific meaning of an image is not permitted (see EP-G-06).

05 Tables

Create tables with your word processor's table tool or in LaTeX, not as images. Give each a title and number, cite it in order, state units in the column headings, and explain abbreviations and statistical notation in a note below the table. Large tables are better placed in supplementary material or a data repository.

06 Numbers, units, dates and mathematics

Use SI units and symbols as defined in the SI Brochure, with a space between number and unit (5 mm, 20 kg). Report statistics with the test statistic, degrees of freedom, exact p-values where possible, effect sizes and confidence intervals. Write dates in data and supplementary files in ISO 8601 format (2026-11-06) to avoid day–month ambiguity.

Use your word processor's equation editor or LaTeX for mathematics, number displayed equations that are referred to in the text, and define every symbol at first use.

07 From accepted manuscript to published article

After acceptance, the manuscript is typeset into house style and converted into three outputs: a print-quality PDF, responsive HTML and JATS XML, the archival standard used by indexers and repositories. Acknowledgements and funding information removed for anonymisation are restored, CRediT roles and identifiers are added to the metadata, and references are validated.

The editorial office may contact the corresponding author with production queries, for example about an unresolvable reference or a missing figure file; answer them promptly. Production is for correcting errors, not for adding new content, and substantive changes after acceptance require the editor's approval. Once published,

Eleventh Press International Publishing™

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

the version of record can only be changed through a formal, linked correction notice (see EP-G-07), so make sure the accepted manuscript is final.

08 Compliance checklist

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

- ☐ Pages (and preferably lines) are numbered.
- ☐ Abbreviations and technical terms are defined at first use.
- ☐ Headings use no more than three levels.
- ☐ Every in-text citation appears in the reference list, and vice versa.
- ☐ References include full author lists, titles, venues, years and DOIs where they exist.
- ☐ DOIs are written as https://doi.org/ links.
- ☐ Datasets and software are cited in the reference list.
- ☐ Figures are cited in order, have self-contained captions and alternative text, and do not rely on colour alone.
- ☐ Raster figures are at least 300 dpi, or vector files are supplied.
- ☐ Tables are editable, titled, numbered and have units in column headings.
- ☐ SI units and ISO 8601 dates are used.
- ☐ Displayed equations are numbered where referred to, and all symbols defined.

09 Frequently asked questions

Do I need to format my references in APA style before submitting?
No. Any complete and consistent style is acceptable at submission. References are normalised to APA 7th edition house style during production.

What happens if a DOI in my reference list is wrong?
DOIs are validated against OpenAlex during production. Unresolvable or mismatched references are queried with you before publication.

Can I submit in LaTeX?
Yes. LaTeX (.tex) is an accepted format, along with PDF, DOCX, DOC, Markdown, HTML and plain text.

Why do figures need alternative text?
Alternative text lets readers who use screen readers understand a figure's key message, in line with WCAG 2.2 accessibility guidance.

Related guides and how to cite this guide

- **EP-G-01 — Author Submission Guide**
  https://eleventhpress.com/resources/guides/author-submission-guide
- **EP-G-05 — Data & Code Availability Guide**
  https://eleventhpress.com/resources/guides/data-and-code-availability-guide
- **EP-G-07 — Corrections, Retractions & Expressions of Concern Guide**
  https://eleventhpress.com/resources/guides/corrections-retractions-and-expressions-of-concern

Eleventh Press International Publishing™

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

> Eleventh Press International Publishing™. (2026). Formatting & Citation Style Guide (EP-G-02, Version 2.0). https://eleventhpress.com/resources/guides/formatting-and-citation-style-guide

This PDF is the official printable edition of EP-G-02, Version 2.0. The online edition at https://eleventhpress.com/resources/guides/formatting-and-citation-style-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