Revised Manuscript Preparation Instructions

Generally, the style guidelines and formatting for revised manuscripts are the same as for an initial submission. See the Initial Manuscript Preparation Instructions for the full guidelines for each section.

At this stage, you will also add two additional required sections:

Authors

Affiliations

The authors and their affiliated institutions, linked by superscript numbers, should be listed on the opening page of the manuscript. Symbols are used for equal contribution, present address, and corresponding author notes. Always use an asterisk (*) to indicate the corresponding author(s). Other symbols used should be as follows, in order of their appearance in the author list. These symbols should not be superscripted: †, ‡, §, ¶, #, **, ††, ‡‡, etc. Symbols should appear after the numbered affiliations in the author list (e.g., John Doe[1]*, Jane Roe[2]†…). *Research Development Review* does not allow the designation of co-senior authors, co-first authors, and the like. Instead, we use standard language ("These authors contributed equally to this work") with one of the allowed symbols.

At the revision stage, refer to your revision letter, checklist, and edited manuscript. You are responsible for completing all editorial requirements. After addressing all of the review comments and revision requests, collate all of your text – body text, references and notes, figure legends, and tables into a single Word (.docx) file. Do not include the figures themselves: upload them as separate files, according to the instructions below.

If you are including supplementary materials with your publication, the supplementary text, figures, tables, and other materials should be prepared as a separate PDF file.

Use single spacing throughout the final text, tables, figure legends, references, and notes. Use Times New Roman font (and avoid Symbol fonts in equations and figures, as it may cause display issues during the production process). If the manuscript contains equations, please refer to the Preparing Equations section below.

Format all files for US letter-sized paper (8.5 by 11 inches).

Define technical terms, symbols, abbreviations, and acronyms in the text the first time they are used. Cite all tables, figures, equations, schemes, etc., in numerical order.

Remove all references to data not shown. All data must be provided in the main manuscript or the supplementary materials, or else it must be available in an established database, with accession details provided in the Acknowledgments section.

Style Requirements

MLA Style Requirements. The *Research Development Review* has adopted the publication style manual of the Modern Language Association (MLA) as the guide to follow when submitting manuscripts.

Preparing Revised Figures

To expedite publication, follow the style guidelines given in Initial Manuscript Preparation Instructions. Figures are best created as vector-based files (such as those produced by Adobe

Illustrator and other similar programs). Vector-based files allow us maximum flexibility for sizing the figures properly without losing resolution – they can be altered in size while maintaining high-quality resolution.

If vector-based files are not possible, then submit all figures (and other line art) with a resolution of at least 300 dots per inch (dpi), preferably higher, and at final size. Symbols and lettering on all graphics should be large enough to be legible after reduction – in no cases smaller than 5 points. Avoid wide variation in type size in a single figure. When laying out information in figures, maximize the space given to presentation of the data. Avoid wasted white space and clutter.

Submit each figure as an individual file separated from the manuscript text.

Files for figures at the revision stage must be in one of the following formats (listed in descending order of preference):

- Vector illustrations and diagrams (preferred): Adobe Portable Document Format (PDF) Encapsulated PostScript (EPS), or Adobe Illustrator (AI)
- Raster illustrations and diagrams: Tagged Image File Format (TIFF), minimum 300 dpi
- Vector/Raster combinations for photographs: Adobe Portable Document Format (PDF) or Encapsulated PostScript (EPS)
- Raster photographs: Tagged Image File Format (TIFF)

At the copyediting and production stage, we cannot accept files in formats other than those specified above. In particular, we *cannot accept* figures embedded in Microsoft Word files or PowerPoint files.

Preparing Equations

Long equations should be set on their own line and numbered sequentially. After an equation is introduced, refer to it by number (e.g., "Eq. 1," "Eqs. 3 and 4"). Use standard text and fonts for simple equations (i.e., those set on a single baseline).

For complex equations, use MathType (recommended) or the legacy equation editor in Word (choose Insert > Insert Object > Word Equation). Do not use the native Word 2007, 2008, 2010, or 2011 equation editor. Doing so may result in display errors.

The same guidelines apply to mathematical expressions within a sentence of text (i.e., inline equations).