

## Author Guidelines:

### **Home Economics Annual Yearbook, vol 2**

Home Economics Annual Yearbook publishes articles on home economics, home economics education, and related areas of expertise. The yearbook is published once a year. Articles are published in English, Finnish or Swedish, with abstracts in Finnish or Swedish and in English. Only a limited number of articles can be published. The selection of articles is made by the editorial board.

### Author agreement and publication terms

Articles submitted to Home Economics Annual Yearbook must be original and provide new knowledge. Direct translations of articles previously published in other languages, or shortened versions of previous publications, are not accepted. The article must offer a distinct perspective that differs from the author's previously published work, even if it is based on the same data. It should also be noted that using one's own previously published text without appropriate references constitutes plagiarism.

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### Publication process and author instructions

#### Length

The maximum length of published research articles is 60,000 characters, including spaces, abstracts, references, captions, and table texts.

## Publication process

The author first submits an extended abstract of the research article for review by the editorial board. The maximum length of the extended abstract is 2,000 characters, including spaces. The editorial board evaluates the submitted abstracts, considering, among other things, whether the author has followed the author guidelines set for Home Economics Annual Yearbook and whether the text meets the expectations set for scholarly writing in terms of style, language, and content. Based on the abstract, the editorial board may suggest revisions.

If the extended abstract is accepted, the editorial board invites the author to submit the full manuscript for peer review. The author submits, within the agreed timeframe, a completed anonymised research article and abstracts with 3–7 keywords listed after the abstracts. At this stage, the abstract is written in the language of the article.

The editorial board identifies suitable experts for double-blind peer reviews individually for each research article. Submitted research articles are reviewed by two experts using a double-blind peer-review process. If the manuscript clearly relates to two different disciplines, reviewers are selected from both disciplines where possible. Reviewers are asked to submit their statements within the given timeline. The author is informed of the reviews once the editorial board has received both statements.

After receiving the reviews, the author revises the article in response to the reviewers' comments and submits a revised article and a response document explaining the changes made. Authors may also be asked to resubmit the manuscript, in which case the revised research article will be evaluated as a completely new manuscript for a later issue.

Based on the review statements, a final decision is made to accept or reject the manuscript. The editorial board may also reject a research article at other stages of the evaluation process on the basis of reviewer statements or its overall assessment. Rejection means that Home Economics Annual Yearbook will not publish the article.

Once the research article has been accepted, the author must carefully review the text and check both its content and language. No major content-wise changes are possible at this point. The author is responsible for the quality of the language in the final version submitted for layout. For publication, the full article is submitted together with abstracts in the language of the article, and if needed in addition, an abstract in English. Each abstract may be up to 1,000 characters, including spaces.

Once the layout of the article has been completed, it is sent to the author for final checking. At this stage, only errors introduced during layout will be corrected.

## Abstracts and keywords

A research article must include an abstract in the language of publication and, if needed in addition, in English. The abstract should summarise the aim, materials and methods, main findings, and conclusions of the article, where applicable. Each abstract may be no longer than 1,000 characters, including spaces. The abstract is not included in the article's character limit.

Each article must include 3–7 keywords that describe the content of the manuscript as accurately as possible. If relevant, the appropriate field of science or the relevant field of education should also be included as a keyword. Keywords are placed after each abstract.

## Anonymisation

Research article manuscripts must be anonymised when sent for peer-review. References that may reveal the identity of the author, such as “In our previous study...”, must be removed. If necessary, the place of a removed reference may be marked, for example, as (X200y). Neutral references to the author's previous publications do not need to be removed. Document author information must also be anonymised. Author information and references are restored to the text and reference list after the article has been accepted for publication.

## References and citation style

Research articles use APA 7 citation style. The reference list is always placed at the end of the text.

## Declarations at the end of the article

The article must include the following declarations at the end of the manuscript, before the reference list where applicable. If a declaration is not relevant to the article, this should be stated explicitly.

### Conflict of interest

Authors must declare any financial, professional, personal, or other interests that could influence, or be perceived to influence, the research, interpretation, or publication of the article. If there are no conflicts of interest, authors should state: The author(s) declare no conflict of interest.

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Authors must state whether ethical review or ethical clearance was required for the study and, where applicable, provide the name of the ethics committee and approval number or date. If no ethical review was required, authors should briefly state the reason. Authors must also confirm that the study was conducted in accordance with good scientific practice and relevant ethical principles, including informed consent and the protection of participants' privacy where applicable.

## Author contributions

For articles with more than one author, the contribution of each author must be described. The statement may include, for example, contributions to the study design, data collection, analysis, interpretation, writing, revision, and approval of the final manuscript. All listed authors must have made a substantial contribution to the article and approved the submitted version.

## Funding

Authors must disclose all sources of financial support for the research and/or writing of the article, including grant numbers where applicable. If the study received no external funding, authors should state: This research received no external funding.

## Acknowledgements

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## Data availability

Where relevant, authors should state whether the research data are available and under what conditions. If the data cannot be made openly available, authors should briefly explain the reason, for example due to privacy, confidentiality, or research ethics restrictions.

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## Text formatting

Manuscripts must follow the Home Economics Annual Yearbook layout. The file template is available at: <http://www.kotitalousopettajat.fi/wp-content/uploads/2023/06/230629-Kotitalouden-vuosikirjan-tiedostopohja.docx>

The text must be aligned to the left. Do not centre the text. Do not use automatic or manual hyphenation or paragraph indentation. Use one space after a full stop, not two. Do not use automatic paragraph spacing; instead, paragraph breaks are indicated with an empty line. In addition to the main title, the text may include no more than two heading levels. Main headings and subheadings must be formatted clearly so that their levels are evident to the reader. The text should not begin with a subheading but with an introductory passage that attracts the reader's interest.

## Tables, figures, and images

Tables, figures, and images must be numbered consecutively. They should be placed in the appropriate locations within the text, not at the end of the manuscript. Captions for figures and images are placed below the figure or image; the title of a table is placed above the table.

## Photographs

The image resolution must be sufficient for print publication. The print resolution is 300 dots per inch, which can be used to calculate the required size. For a 10 x 15 cm image, approximately 1200 x 1800 pixels is sufficient.

## Author information

Author information is added to articles only after peer review and acceptance for publication. The following information for all authors must be listed at the beginning of the article a: first name and surname, degree and title, organisation, email address, and possible ORCID ID. This information is not included in the article's character limit.

## File saving and formats

The file must be named after the author. Manuscripts must be submitted as Word documents (.doc or .docx) or in .rtf e-format; PDF files are not accepted.

A separate list of tables, images, and figures must be submitted. The list must clearly identify each table, image, or figure and clearly connect it to the relevant caption or other explanatory text intended for publication. Tables, images, and figures must be submitted as separate image files when the full article is submitted. For each figure, such as drawings made with Microsoft Office programs, the original file must also be submitted. Images and figures must be named so that they correspond

unambiguously to the images and figures listed. Photographs must be submitted as high-resolution files, such as JPG or PNG.

## Before submission

Before submitting, please check that:

- the manuscript has been proofread;
- the reference list is in alphabetical order;
- all references cited in the text are included in the reference list and vice versa;
- all tables, figures, and images are referred to in the text;
- the manuscript has been anonymised, if submitted for peer review.

## Submission

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