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1 Ethics in publishing

The International Journal of Forecasting adheres to a strict ethics policy to support the dissemination of high-quality peer-reviewed research in the science and practice of forecasting.

For an overview of the publishing ethics rules of Elsevier, publisher for the journal, we refer to https://www.elsevier.com/about/policies/publishing-ethics

Authorship - Vancouver rules

Importantly, the International Journal of Forecasting aims for its authors and publications to follow the Vancouver rules (also referred to as Vancouver protocol) for authorship.

Attribution of authorship should generally be based on criteria a)-d) from the Vancouver rules and all persons that satisfy these criteria should be acknowledged as an author:

   a. Significant contributions to ideas underlying, or the design of, a work or in obtaining, analysing or interpreting data for the work, and
   b. Contributing significant intellectual content in formulating a work or critically revising it, and
   c. Final approval of the version to be published, and
   d. An agreement to be responsible for all aspects of the completed work by ensuring that questions relating to precision or integrity of any part of the work have been satisfactorily investigated and resolved.

The most important factor in describing authorship is for the author to have provided a significant (substantive) contribution to the research on which a publication is based. When establishing the criteria for this factor, the traditions of the individual scientific areas must be respected.

Of key importance, the following forms of attribution of authorship conflict with the rules on responsible conduct of research:

   • Attribution of authorship solely based on assistance in obtaining funding, gathering data or general supervision of a research team
   • Attributing authorship solely on the basis of an individual’s non-scientific contributions (guest authorship, for example authorship attributed solely on the basis of having made research facilities available)

For a broader overview of the conditions and implications of authorship, we refer to this exhaustive code of authorship adopted by the University of Copenhagen in 2017:

https://research.ku.dk/integrity/documents/code_for_authorship.pdf

Declaration of interest

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest, then please state this: ‘Conflicts of interest: none’.

Authors are required to disclose papers published or under review in other journals that are based on similar methods or data. Please cite and explain how the current paper differs from these similar papers.
2 Submission

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https://www.editorialmanager.com/ijf

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Submission of a paper implies that it contains original work that has not previously been published and that has not being submitted for publication elsewhere. Publication in a limited distribution "Proceedings", or in a working paper series, does not disqualify a paper. Same goes for academic documents and theses. Evidence of prior peer review is helpful, such as a listing of the occasions on which this paper has been presented, and a list of colleagues who have reviewed the paper.

Authors are required to disclose papers published or under review in other journals that are based on similar methods or data. Please cite and explain how the current paper differs from these similar papers.

3 Submission checklist

You can use the following lists to carry out a final check of your submission before you send it to the journal for review. It is of utmost importance that submissions and complete and of high quality - otherwise, they will simply not be considered and possibly induce delays in the publication of your research.

Ensure that the following items are reader for your submission:

1. One author has been designated as the corresponding author with contact details:
   - E-mail address
   - Full postal address

2. Manuscript:
   - Include keywords
   - All figures (include relevant captions)
   - All tables (including titles, description, footnotes)
   - Ensure all figure and table citations in the text match the files provided
   - Indicate clearly if color should be used for any figures in print

3. Graphical Abstracts / Highlights files (where applicable)

4. Supplemental files (where applicable).

Besides those items, be sure to go through the additional considerations

- Manuscript has been ‘spell checked’ and ‘grammar checked’
• All references mentioned in the Reference List are cited in the text, and vice versa, while they are also correct and complete
• Permission has been obtained for use of copyrighted material from other sources (including the Internet)
• A competing interests statement is provided, even if the authors have no competing interests to declare
• Journal policies detailed in this guide have been reviewed
• Referee suggestions and contact details provided, based on journal requirements.

Especially the first point is of the utmost importance: if the quality of the text and presentation of the manuscript submitted is low, it is simply not possible to insure that the editorial analysis and review process will yield constructive feedback, since some parts may be difficult to understand. It is therefore strongly advised to have manuscript proofread by native English speakers and/or professional proofreading/editorial services before submission.

For further information, visit our Support Center.

4 Double-blind review

In order to make the process as fair as possible, reviewing is “double-blind”, which means that both the reviewer and author identities are concealed from the reviewers, and vice versa, throughout the review process. We believe that double-blinded review yields a fair and more balanced review process. For an example discussion on the topic we to refer this PNAS article from 2017: https://www.pnas.org/content/114/48/12708

Consequently, the main manuscript should be prepared accordingly. Please make sure that the title page containing the authors details and the blinded manuscript are submitted as 2 separate files

Preparation of the title page: See Section 8

Preparation of the blind manuscript: See Section 9. And in addition to those instructions, consider the following guidelines:

• First remove names and affiliations under the title within the manuscript
• Use the third person to refer to work the Authors have previously undertaken, e.g. replace any phrases like “as we have shown before” with “... has been shown before [Anonymous, 2007]”
• Make sure figures do not contain any affiliation related identifier
• Do not eliminate essential self-references or other references but limit self-references only to papers that are relevant for those reviewing the submitted paper
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• Remove any identifying information, including author names, from file names and ensure document properties are also anonymized.
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Papers first go through editorial screening, by the Editor-in-Chief and/or by one of the senior Editors. This first step is there to insure that

- the manuscripts submitted fit within the *aims and scope of the journal*
- the *quality of the paper* (in terms of the quality of the text and presentation) are sufficient for the papers to be sent for review
- the *novelty and interest of the contribution* described in the manuscripts are sufficient for consideration by the journal.

Regarding this last point, it is important that manuscripts submitted to the International Journal of Forecasting being new knowledge and insight in the science and practice of forecasting, in a rigorous and methodologically sound manner. Simply applying a given modeling and forecasting approach (without justification) to a given dataset is not in itself sufficient for a manuscript to be considered by the journal. For those manuscripts that are not deemed adequate at the editorial screening stage, the authors will be notified of rejection, most likely within days of the original submission.

Past this editorial screening process, all papers are reviewed by at least two independent expert reviewers. Authors are invited to provide names, addresses, and fields of interest of 4 to 6 persons outside their own institution (and not direct collaborators) who are qualified to act as referees. We will try to use one of these as a referee.

6 Preparation software

LaTeX

You are requested to use the template provided at

http://forecasters.org/ijf/authors

to prepare your article, and BibLaTeX or BibTeX to generate your bibliography. Our LaTeX site has detailed submission instructions, templates and other information.

MS-Word

We also accept files in MS-Word format. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor’s options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns.

The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the ‘spell-check’ and ‘grammar check’ functions of your word processor.
7 Language (usage and editing services)

Papers must be in English. American or British English is accepted, but not a mixture of these. Write in a concise manner. Referees will be asked to consider the value of the paper relative to its length. Papers with poor English may be sent back to the author for correction. Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier’s WebShop.

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• **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author

• **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a ‘Present address’ (or ‘Permanent address’) may be indicated as a footnote to that author’s name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes

• **Abstract.** An abstract of 100-150 words is required. The abstract is one of the most important elements of your paper; many people will read only the abstract. Summarize the principal findings and how they were obtained. Explain why the findings are important for researchers and for practitioners. Be specific. Do not include references, jargon or mathematical notation

• **Keywords.** Keywords (at least five) are also required. A list of recommended keywords is available at [https://forecasters.org/ijf/keywords](https://forecasters.org/ijf/keywords). There is no point repeating words that are in the title

9 Main document

• The main paper should not contain the names of authors, or anything else that might identify them

• Use major and minor headings to aid readability. Headings should be short

• In the introduction, state the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results

• For empirical studies, the description of the method and the data should be sufficient to allow for replication
• Results should be stated clearly and concisely
• Detailed mathematical derivations should be placed in an appendix
• Follow internationally accepted rules and conventions regarding units: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI
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• Quotations should be kept to a minimum. Authors must obtain written permission from the publisher to use a quotation that exceeds 250 words

The number of Tables and Figures should be kept to a reasonable number to support the main point of the manuscript and the results. Possibly some of these Tables and Figures do not need to be in the main part of the article, and pushed to an Appendix instead.

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