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Author(s) and coauthor(s) will be required to review at least three articles each per article submitted within twelve months of this agreement. Assigned articles will be on comparable themes and of similar length. The author(s) and coauthors may reject a request to review a particular work, but they nevertheless agree either to communicate this or to return a completed review or referee report within two weeks of an email request being made by Common Ground Research Networks. Referee assignments completed since the submission of the article associated with this agreement will count toward this requirement.

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Common Ground Research Networks will publish the final work only after peer review of a completed manuscript draft. The reviewers may require an author to rewrite or they may recommend that a work is unsuitable for publication. In these circumstances, Common Ground Research Networks may require the work to be rewritten or reject the work for publication. The author is responsible for the quality of the text including compliance with the journal's "[Final Submission Requirements](#)," "[Publication Ethics and Publication Malpractice Statement](#)," and "[Informed Consent for Human and Animal Rights](#)." On final submission, Common Ground Research Networks may recommend rewriting or professional copy editing—this will be the author's responsibility. Common Ground Research Networks offers a professional editing service at a charge to the author.

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By submitting their work for review and then resubmitting the final work for publication, the Corresponding Author (the person who has submitted the work in its original or revised form) will accept the terms and conditions of this agreement. In a case of co-authorship, the corresponding author guarantees Common Ground Research Networks that they have provided the other author(s) and coauthor(s) with a copy of the text for their checking and that they have all agreed to the terms of this agreement.



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TITLE OF WORK: WORK ID: 

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SIGNED for and on behalf of the Contributor(s):

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(PRINTED NAME OF CORRESPONDING AUTHOR)

(DATE)

## APPENDIX:

## A. FINAL SUBMISSION REQUIREMENTS

## Accurate References &amp; Citations

- The references list and all internal citations must meet the guidelines outlined by the seventeenth edition of the Chicago Manual of Style (CMS17).
- Please refer to the Chicago Manual of Style or our Citation Guide for instructions and examples.
- All in-text citations must be cited in the reference list and all sources in the reference list must be cited within the article.
- It is the responsibility of the author(s) to ensure the accuracy of citations.
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## Formatted in the CGRN Template

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- When informed consent has been obtained it must be indicated in the final submission.

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- All figures, tables, images, etc. must credit a "source" of the image or content.
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Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as coauthors. Where there are others who participated in certain substantial aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate coauthors and no inappropriate coauthors are included on the paper, and that all coauthors have seen and approved the final version of the article and agreed to its submission for publication.

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#### **STATEMENT ON HUMAN AND ANIMAL RIGHTS**

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Any work describing a study that used human subjects must include a statement that affirms the experiments were performed with prior informed consent (written or verbal, as appropriate) from each participant.

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