



## Guideline to the Author

### 1. Title and authorship

You need to begin the paper with the title of the manuscript (informative but succinct, a maximum of 150 characters and spaces) in all capitalized letters. Provide a running headline for your article (a maximum of 50 characters and spaces). Follow the formal headline of the paper with the full names of the author in the order they should appear on the published version and the affiliation (department and institution/organization and country) of each author.

### 2. Abstract and keywords

Each manuscript must include an abstract, 200–250 words in length, that presents the significant issues and findings of the paper. Define any abbreviations included in the abstract. Following the abstract, supply 4 to 6 keywords/phrases that characterize the scope of the paper and can be used for indexing purposes.

### 3. Body of Text (Abstract and Full Paper)

All empirical manuscripts submitted should follow, minimally, the standard organization for empirical research reporting: Introduction, Methods, Results, Discussion, and Conclusions. If necessary, see the APA manual for a fuller explanation of these areas. For the five Key components of an empirical manuscript, the following questions can be useful in improving the completeness of your paper. These questions may also assist authors of theoretical and review manuscripts.

**Introduction:** Is there sufficient supporting literature for the research aims, research questions, and methodology selected? Does the paper provide sufficient background for the reader to understand the foundation of the research? Is the aim of the research project justified and the gap in the literature identified that the research fills? Which questions framed the research?

**Methods:** Is the methodology employed (for both data collection and data analysis) fully explained? Could another researcher follow your methods to reach reasonably similar results?  
**Results:** Are the results clear and complete?

**Discussion:** Is the discussion of the results complete and well grounded? How are the research questions answered by the results and discussion? Do the results and discussion support or are supported by other studies in the literature; if not, why might that be the case?

**Implications for Theory, Application, or Policy and/or Conclusions:** What specifically does this research add to the field in regard to theory, application or practice, or policy?

**Conclusions:** Are the research aims/questions and key findings briefly recapped? Are the limitations of the study (and, if appropriate, possible avenues for future research) noted? The Conclusion section is optional and is the logical place to discuss limitations of the study and avenues for future research. If the author chooses not to include a Conclusions section, this information should be addressed in the Discussion. Additionally, the style of the article involves several distinct areas (provided below), each of which is important to present the research clearly and accurately.

## **Editorial Style**

For editorial style issues please refer to the APA (6th edition) Manual. Each paragraph must include at least two sentences. Please organize the material so that paragraphs clearly lead the reader through the article's key points, without unnecessary repetition or loss of continuity.

## **Technical style**

Please prepare manuscripts likewise, in one column with the following margins:

Top margin: 3.8 cm for A4 paper (1.5 inches for USA letter size)

Side margins: 2.54 cm (1 inch)

Bottom margin: 3.7 cm (.75 inch)

Quality research manuscripts typically fill at least 10 pages in single-spaced (include figure, Table, 12-point Times New Roman font (including references). However, the entire document, including all figures and tables, should be no larger than 3MB. Zip files of the final manuscript are accepted.

When structuring your manuscript, use three or fewer layers of headings (in addition to the paper title). Do not create the heading structure through a formatting process in the software; please do it manually. Do not add numbers to your headings. The headings should be organized as follows:

### **MANUSCRIPT TITLE**

(centered, bold, 15-point Arial font, all capitalized)

### **LEVEL 1 HEADING**

(centered, bold, 12-point Arial, all capitalized)

### **Level 2 Heading**

(Uppercase major words [i.e., no articles or prepositions that are fewer than four letters in length], bold, 12-point Arial, flush left)

### **Level 3 Heading**

(uppercase major words [i.e., no articles or prepositions that are fewer than four letters in length], indented 1 cm/.4 in., 12-point Arial/Times New Roman). Do not indent the first paragraph after a heading; all other paragraphs are indented. Use the software's manual tab set for .75 cm or .3 in. Do not indent by using the space bar, and do not program the formatting to create indentations automatically.

## **Language style**

Please be sure the manuscript is written in good quality English and organized in a coherent, easy to follow style. Papers lacking adequate language or organizational quality may be returned to the author for improvement in the appropriate areas or rejected outright. If necessary, the author should secure the assistance of an English-language editor experienced in academic English and, if possible, the APA style.

Key terms used in the document should be italicized on first use only. Because this is an interdisciplinary journal, terms not easily identifiable by persons from diverse fields of study should be defined on first use, even if they are common knowledge in the author's field. Use abbreviations only if it will help clarify reader comprehension within the article. Abbreviations

in a figure must be explained either in a caption or in the legend. For tables, the abbreviation must be explained either in the table title (if the title includes words that are abbreviated within the body of the table) or in the table notes. The abbreviation must be explained in every table or figure in which it is used. However, in the body of the text, once an abbreviation is introduced, only the abbreviation should be used in subsequent text (never the full words). All tables and figures should be able to “stand alone,” meaning that a reader can understand what is being communicated without having to read the paper.

Do not hyphenate words unless it is part of its normal spelling (e.g., self-esteem); consult the APA manual for a list of nonhyphenated prefixes. Turn off the automatic hyphenation option on your word processor. Do not manually hyphenate words at the end of the screen line: Any hyphenation needed to even line lengths during final layout of the manuscript will be managed as part of the layout process. See the APA Manual for more information on securing copyright reprint permission.

### **Scientific style**

Please verify that any statistical information included is correct and accurately and clearly presented. Use standard abbreviations (see the APA Manual) when presenting data.

### **In-text reference style**

All direct and indirect quotes and the ideas of others’ work must be properly cited; direct quotes require a page number. Direct quotes over 40 words should be presented in block form rather than within quotation marks inside the body of the text. Quotations from individuals that are drawn from one’s data should be italicized and comply with either the in-text or block quotation styles.

For in-text citations, follow the APA Manual: author(s)’ last name, followed by the source’s year of publication and, if citing a direct quote or lightly paraphrased quote, the page number(s). Substantively paraphrased material does not require a page number. When multiple citations are presented simultaneously, citations are listed in alphabetical order, based on the last name of the first author. Three examples are provided here; please consult the APA Manual for details on other types of citations.

- If the author(s) is(are) mentioned in the body of the text, the citation would be According to Axel, Smith, Parker, and Bradenton (1997)... [used for first citation in text; used as Axel et al. (1997) in subsequent mentions]

Please notice that the word and is used to indicate the last in a list of multiple authors of a source in the body of the text; an ampersand (&) is used within parenthetical citations. Notice also that a comma (,) separates the multiple sources of an author; a semicolon (;) separates multiple sources.

## **4. Reference List**

The references at the end of the submission should be written in single-spaced. Digital Object Identifier (DOI) or the Uniform Resource Name (URN) of any cited literature is available, please include it with the reference material. (Please note that the APA has changed its formatting for DOIs to bring it in line with the directives of CrossRef. Now DOIs should be presented in the following way, for example: <http://doi.org/10.1186/000494820>.

## **5. Author's Note**

Any author's note (if needed) should be as brief as possible. It is within this note that the author mentions grant support (with the names of the funding organizations provided in full and, if necessary, grant number); notes of previous uses of the material contained in the manuscript; acknowledges individuals who provided significant assistance in the preparation of the manuscript; and addresses any perceived conflict of interest. Our style is not to acknowledge the contribution of the anonymous reviewers; these experts are thanked publicly in a biennial acknowledgement in our journal.

All manuscripts should include the name and addresses (postal address and email) for the contact author. Please use the phrasing--All correspondence should be addressed to--followed by the corresponding author's full name, affiliation, and addresses.

## **6. Appendixes**

Include appendixes only if they provide essential information not possible within the body of the article. Please consult the APA Manuals for titling of appendixes.

## **7. Figures, Illustrations and Tables**

Manuscripts should use visual elements only to clarify or expound the text. All figures and tables must be able to "stand alone," which means a reader can understand fully what is being communicated by the table or figure without having to read the article. Sufficient titling, captioning and legends make this goal possible.

Figures, illustrations, and tables should be created using the Times New Roman font (8-11 points). Any exceptions to the point size will be decided only by the journal staff. Do not provide lines around figures and tables. Visual elements must fit within the designated margins of the page: the maximum width is 16 cm (6.25 in.) and the maximum length is 22.2 cm (8.75 in); large, detailed tables may be provided in a landscape orientation. Color is permitted in creating charts, graphs, and figures, but the clarity of the figure must also be apparent when the figure is printed in black & white (including variations in the color values to provide discernable versions of gray). Tables should be created in such a way as internal lines are not needed.

All illustrations (line art, photographs, graphs, or diagrams) and tables should be cited in the text (numbered consecutively as they are mentioned; one series of numbers is to be used for the figures/illustrations and a separate series for the tables). In most situations, do not introduce graphic elements until they are needed because the graphic will be embedded as close as possible to the text that introduces the item's number. Figure parts (several small figures or images that compose an interrelated image) should be identified with lower-case Roman letters and positioned in relation to each other. All components of illustrations, tables, and figure parts that form a specific visual element should be electronically grouped together (meaning that the full visual element should be able to be moved as a unique and complete entity). Legends, if necessary, must be positioned within the body of the graph.

Any scanned images (line art, or b/w or color photographs) should be created with high enough resolution (300 dpi is the minimum recommended) to see the necessary detail in a PDF version of the document on the computer screen and in print. Scanned images must be saved in either JPEG or TIFF formats.