# **Submission Instruction**

A typical manuscript will not exceed 10000 words including tables and references. The submitted manuscripts must follow the Publication Manual of the **American Psychological Association (APA)**, sixth edition. Manuscripts should be written in English. Submissions must include the following elements: title, authors, affiliations, contacts, abstract, key words, introduction, main text, conclusions, appendixes, acknowledgement, and references. Papers should be formatted into A4-size pages with main text of 10-point Times New Roman, in single-spaced one-column format. Paper submissions are accepted only in MS Word. Other formats are not acceptable.

**Article Title:** Times New Roman; Size-16; Line Spacing: Fixed-20pt; Paragraph Spacing: Above Paragraph-10pt, Below Paragraph-10pt

**Authors' Names and Affiliations:** Times New Roman; Size-10; Line Spacing: Fixed-12pt; Paragraph Spacing: Above Paragraph-0pt, Below Paragraph-4pt

**Abstract:** A concise abstract is required. It should be between 150 and 250 words.

**Keywords:** Immediately after the abstract, provide 3-10 keywords in alphabetical order, avoiding general and plural terms and multiple concepts (e.g., "and," "of").

#### **General Rules for Text:**

- Document size: A4 paper size
- Margins on all sides: 2.5 cm
- Font: Times New Roman; Size: 10 pt.
- Paragraph Spacing: Above paragraph 0 pt.; below paragraph 4 pt.
- Line Spacing: fixed, 12 pt.
- Headings must be organized in APA (6<sup>th</sup> edition) format.
- Referencing style: both reference list and in-text citations must be in APA style.
- Tables and figures: Tables and figures must be inserted in the text and also be in APA format.

# **Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items and submissions may be returned to authors that do not adhere to these guidelines.

- 1. The submission has not been previously published nor is it before another journal for consideration.
- 2. The submission file is in MS-Word format.
- 3. DOI (if available) or URLs (where relevant) for the references have been provided.
- 4. The text is single-spaced; uses a 10-point font; and all illustrations, figures, and tables are placed within the text at the appropriate points rather than at the end.

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- Authors or publishers may suggest reviewers.
- Books to be reviewed must be published within the last ten years.
- Books must be in English language.

#### **Article Submission**

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