

## Author Guidelines

1. The manuscript should be original, and has not been published previously. Do not submit material that is currently being considered by another journal.
2. Manuscripts may be 3000-8000 words or longer if approved by the editor, including an abstract, texts, tables, footnotes, appendixes, and references. All of these must be written in APA format. The title should not be exceeding 15 words, and abstract should not be exceeding 400 words. 3-5 keywords or key phrases are required.
3. The manuscript should be in MS Word format, submitted as an e-mail attachment to our e-mail address: efljournal@shbu.ac.ir.
4. Authors of the articles being accepted are required to sign the Transfer of Copyright Agreement form.

## 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.

The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

The submission file is in Microsoft Word file format.

Where available, URLs for the references have been provided.

The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.

### 1. Review Process

- a. On receiving the paper, the assistant editor will send an acknowledgement to the corresponding author immediately.
- b. The process of peer review may take 8 weeks.
- c. We will send an acceptance e-mail to the corresponding author, indicating acceptance or not, as well as the date of publication. The authors should decide whether or not to accept our arrangements for publishing.
- d. Authors need to re-edit the paper, using the guidelines and resubmit it in two weeks from the reception of the resubmission e-mail. The re-edited paper should use the template provided by us and meet the formatting requirements outlined in the Author Guidelines.
- e. Once you submit the re-edited paper, the assistant editor will send you a confirmation e-mail.
- f. After publishing, the authors may download the e-journal from the website.

## **2. General Requirements**

### *Language*

Please write your text in good English (American or British usage is accepted, but not a mixture of these). We only accept manuscripts in English language.

### *Length of paper*

Length of 3000-8000 words is preferred.

### *Page setup*

Page size: A4

Margins: top-2.54cm, bottom-2.54cm, left-2.54cm, and right-2.54cm

Pages should be numbered.

## **3. Title Page**

The title page should be a separate page before the main body. Provide the following information on the title page (in the order given). It should include:

### *Title*

Times New Roman; Size-20; Line Spacing: Double; Paragraph Spacing: Before paragraph-1 line; After paragraph-1 line; Center

The title should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible, and do not exceed 15 words.

### *Author names and affiliations*

Please indicate the given name and family name clearly. The given name should be in front of the family name. Present the authors' affiliation below the names. Provide the full postal address of each affiliation, including the country name. Then, list the e-mail address, and, if available, the telephone and fax number of each author.

### *Corresponding author*

Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. Please add the words "corresponding author" into parentheses after his/her name.

### *Abstract*

A concise and factual abstract is required (maximum length 250 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References should therefore be avoided but, if essential, they must be cited in full, without reference to the reference list.

### *Keywords*

Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

#### 4. General Rules for Text

Please use the following rules for whole text (except for the title), including abstract, keywords, headings, tables, references, acknowledgement, glossary and appendixes.

Font: Times New Roman; Size: 12

Paragraph Spacing: Before paragraph – 0.5 line; After paragraph – 0.5 line

Line Spacing: Single

#### 5. Main Body of Manuscripts

##### *Subdivision of the article*

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1., 2., (then 1.1, 1.1.1, 1.1.2; 1.2, etc.) (the abstract, acknowledgement, references, glossary and appendix are excluded from the section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text.' Authors are urged to write as concisely as possible, but not at the expense of clarity.

##### *Title of subdivision*

Heading Level-1: Times New Roman; Size-12; Bold; for example, **1. Introduction**

Heading Level-2: Times New Roman; Size-12; Italic; for example, *1.1 Research Methods*

Heading Level-3: Times New Roman; Size-12; Normal; for example, 1.1.1 Analysis of Results

##### *Tables*

Number tables consecutively in accordance with their appearance in the text. Place descriptions of tables below the table body. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables does not duplicate results described elsewhere in the article.

Tables should be:

Integrated into the submitted document.

Captioned above the table.

Should NOT be submitted as an image, but as MS Word-Table.

Borders setting: all; width: 1/2 pt.

Cited in the text as e.g. Table 1.

##### *Figures, Photos, Illustrations*

Figures, photos, illustrations and so forth should be:

Integrated as well into the submitted document at the appropriate place.

Presented with metric units.

Captioned below the figures.

Cited in the text as e.g. Figure 1.

### *Formulae*

The text size of formulae should be with the same as normal text size.

## **6. Acknowledgement and Sponsoring information**

Put the acknowledgement or sponsoring information after the main body and before the references.

## **7. References**

Responsibility for the accuracy of bibliographic citations lies entirely with the authors. We use the APA style citation system (American Psychological Association). You are referred to the "Publication Manual of the American Psychological Association", and you may find relevant details at: [www.apa.org](http://www.apa.org)

### *List*

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

### *Citations in the text*

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text.

### *Citing and listing of web references*

As a minimum, the full URL should be given. Any further information if known (author names, dates, reference to a source publication, etc.) should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or they can be included in the reference list.

### *Text*

Citations in the text should follow the referencing

Citations in the text should follow the referencing style used by the American Psychological Association (APA).

## **8. Glossary**

Technical language should be accompanied by a comprehensive glossary of terms used. Entries in the glossary should be presented in alphabetical order.

The glossary list should follow the Reference List.

## **9. Appendix**

Please be sparing in the use of appendices unless they are absolutely necessary,. The appendices should be numbered as, e.g. Appendix 1, Appendix 2, etc.