

# Guide for Authors

In the name of God

Guide for Authors of Articles in the *Journal of Human Relations studies*

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## Submission checklist

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

### Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded:

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 Graphical Abstracts / Highlights files (where applicable) Supplemental files (where applicable)

## File formats

The following word processor file formats are acceptable for the main manuscript document:

- Microsoft word (DOC, DOCX)
- Rich text format (RTF)
- TeX/LaTeX (use BioMed Central's TeX template)

## Style and language

For editors and reviewers to accurately assess the work presented in your manuscript you need to ensure the English language is of sufficient quality to be understood. If you need help with writing in English you should consider:

- Visiting the English language tutorial which covers the common mistakes when writing in English.
- Asking a colleague who is proficient in English to review your manuscript for clarity.

- Using a professional language editing service where editors will improve the English to ensure that your meaning is clear and identify problems that require your review.

**Article body:**

Article body must generally include the following headings:

- Abstract: 150-200 word,
- Introduction: should summarize the purpose and the rationale for the study,
- Materials and Methods: including procedure of recruiting and measures,
- Findings: must be presented in the form of text, tables, and illustrations,
- Discussion and Conclusion: Emphasize on the present findings and concentrates the new and important aspects of the study and the achieved conclusions, must include implications of the study, the importance of ideas and introducing possible new ways of thinking about the research problem.
- [References](#): APA

**Structure:**

Authors will need to include a separate 2-3 sentence summary labelled "counseling or therapeutic significance of this article" and should also include a word count with their article.

**Word limits:**

Manuscripts reporting results of quantitative or qualitative research generally should not exceed 25 double-spaced pages (including abstract, text, references, tables, and figures), with margins of at least 2 cm on all sides and a 12-point font. Concise manuscripts are favored over lengthier manuscripts, as long as quality is not compromised in abbreviating a paper. Papers do not following the journal guidelines will be rejected.

**Fonts:**

Times New Roman font (size 12) for the body,

(Size 12) for headings,

(Size 12) in bold form for the title,

(Size 10) in bold form for subheadings,

**Style guidelines:**

Please use APA (American Psychological Association) style guidelines when preparing your paper, rather than any published articles or a sample copy.

Please use double quotation marks, except where "a quotation is 'within' a quotation". Note that long quotations should be *indented* without quotation marks.

**References:**

All submitted manuscripts should follow the current APA (American Psychological Association) style.

**Figures:**

Figures should be prepared in one of our preferred file formats: EPS, PS, JPEG, GIF, or Microsoft Word (DOC or DOCX). There should not be more than two shapes in the article.

**Tables:**

Tables should reveal new information rather than duplicating what is in the text. Readers should be able to interpret the table without referring to the text. No more than 5 tables should be written in the article. Please prepare editable files.