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APA Style Manual:

A Guidance for Authors & Editors





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Welcome;

EpSBS published it's first volume on 14 May 2014. Since then we are proud to inform you that scientific papers of the European Proceedings of Social and Behavioural Sciences EpSBS Volumes have been either indexed or accepted or submitted in [Web of Science WOS](#) [Clarivate ISI Conference Proceedings Citation Index \(ISI CPCI\)](#).

Please note, only the Full Text Papers that **follow the rules** and are written in **A+ English** will be considered for publication.

1. INTRODUCTION

This manual is to guide you how to prepare and submit your paper to the EpSBS.

Manuscript must be submitted as MS Doc(x) file. Entire manuscript (except the first page) must be 1,5-spaced in 10 points Times New Roman. Each paragraph must be indented 1 inch from the left margin.

Manuscript elements as below:

- (a) The first page must include the title of the paper, the names of the authors, full institutional addresses for each author, and the e-mail address for correspondence. (check the EpSBS template for further details)
- (b) An abstract of 150-250 words. (check the EpSBS template for further details)
- (c) Key words between 3-6. (check the EpSBS template for further details)
- (d) Manuscript should contain these titles;
 - Required:*** Introduction, problem statement, research questions, purpose of the study, research methods, findings, conclusion, references
 - Optional:*** Acknowledgments, and appendix.
- (e) The word limit for papers submitted for consideration to EpSBS is 5000 words (does not include the abstract, reference list, figures, or tables)
- (f) Each table, figure must be embedded to the manuscript, have a caption, and listed sequentially in the text.
- (g) Footnotes should be represented by superscript numbers in the main text and listed at the end of the page.
- (h) All references should be listed alphabetically, with the majority of current works. All references should be cited both in text and in the reference list.**

2. MANUSCRIPT ELEMENTS

2.1. Conference Title

The acronym of the conference. Insert one space after. Conference' full title.

- Bold, title case
- Times New Roman, 12 points
- Centered text
- 1.15 line spacing

For example:

ISMC 2020
15th International Strategic Management Conference

2.2. Title of the Paper

- Bold, uppercase
- TNR, 14 points
- Centered text
- 1.15 line spacing
- No end period
- Not longer than 12 words
- Avoid the use of abbreviations unless they include the name of a group that is best known by its acronym

For example:

**EPSBS APA STYLE MANUAL: A GUIDANCE FOR AUTHORS
AND EDITORS**

2.3. Author's Name

- TNR, 11 points
- Title case, names in full, separated by comma, centered
- Do not use “and”/“&” between last two authors
- 1.15 line spacing
- Degrees such as Prof., PhD, etc. should be deleted
- Use lower-case superscript letters to indicate affiliations for each author
- Asterisk should be used to denote corresponding author

For example:

Ann-Katrin Swärd (a)*, Don A. Klinger (b), Tapio Toivanen (c)

*Corresponding author

2.4. Author Affiliation

- TNR, 9 points.
- Centered text.
- 1.15 line spacing
- List department, institution, city, (if US, state) and country.
- Post Box number and ZIP code are not allowed.
- Use lower-case letters to indicate affiliations for each author.
- Asterisk should be used to denote corresponding author.

For example:

(a) School of Education and Communication, Jönköping University, Jönköping, Sweden
(b) A206 Duncan McArthur Hall, Faculty of Education, Queen's University Kingston, Ontario, Canada
(c) Department of Teacher Education, University of Helsinki, Helsinki, Finland

2.5. Corresponding author's affiliation

- Short address only
- No phone and fax numbers
- Email given in new line without hyphen

For example:

(a) School of Education and Communication, Jönköping University, P.O. Box 1026, SE-551 11 Jönköping, Sweden,
A.S@hlk.hj.se

2.6. Abstract

- 10 points
- Should be aligned left, shouldn't be indented
- 1.30 line spacing
- Abstract should range between 150 - 250 words
- The abstract should be presented as a single paragraph and briefly summarize the goals, methods, and new results presented in the paper
- Reference citations are not allowed
- Abbreviations are allowed (Define the abbreviation or/and acronym on first occurrence and then use abbreviation)

2.7. Keywords

- 8 points.
- Should be aligned left.
- Begin with uppercase, alphabetical order, full point at end.
- Placement: Under abstract.
- Each keyword separated by comma.
- Provide between three to six keywords.
- Abbreviations allowed.

For example:

Keywords: Entrepreneurial university, entrepreneurship education, entrepreneurial teaching.

2.8. Headers

The article must be divided into a suitable number of sections and, if necessary, subsections. Sections and subsections must be numbered.

Heading 1

- Numbered, 12 points, Bold, Title Case
- Paragraph: After: 6pt Line Spacing: 1.15

Heading 2

- Numbered, 10 points, Bold, Sentence case
- Indentation: Left: 0.74
- Paragraph: After: 6pt Line Spacing: 1.15

Header 3

- Numbered, 10 points, Bold, Sentence case
- Indentation: Left: 1.27
- Paragraph: After: 6pt Line Spacing: 1.15

2.9. Footnotes

- 9 points, 1,15 line spacing.
- Use superscript numbers to represent text footnotes.

For example:

¹This is an Open Access article distributed under the terms of the Creative Commons Attribution-Noncommercial 4.0 Unported License, permitting all non-commercial use, distribution, and reproduction in any medium, provided the original work is properly cited.

3. ART AND ILLUSTRATIONS

3.1. Figure & Line art caption

- 10 points, centered, sentence case
- No end period
- Place below figures/line arts
- Figures should be sequentially numbered
- No parentheses
- Parts of figure should be represented with lowercase letters (a), (b), (c)

For example:

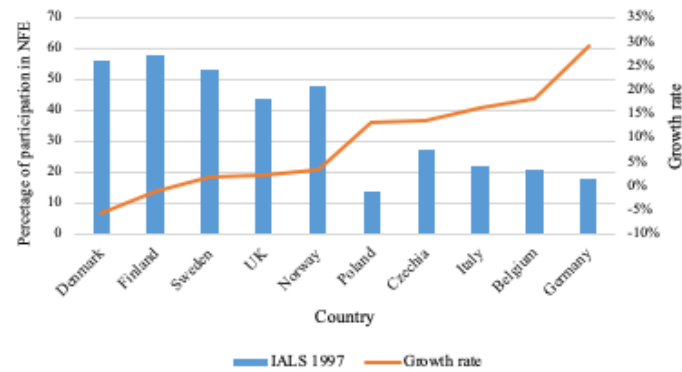
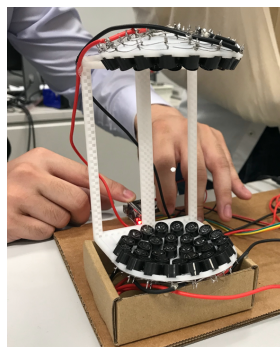
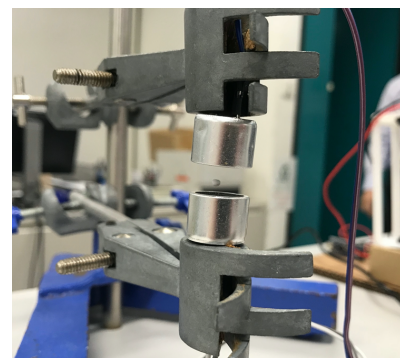


Figure 1. Percentage of participation in NFE in 1997 in the context of its growth rate

For example:



(a)



(b)

Figure 2. (a) & (b) Setting of experiment of sonic levitation

3.2. Figure & Line Art Formats

- Figures and line arts should be embedded to the manuscript
- Lettering in a figure/line art shouldn't be smaller than 8 points and larger than 14 points
- Image resolution preferably should be 300 dpi
- Line art resolution preferably should be 600 dpi
- Each figure/image file should be less than 10 MB
- Each figure/image should be created 70-150 mm width

3.3. Table & table caption

- 10 points, left aligned, sentence case
- No end period
- Place upon table
- Tables should be sequentially numbered
- No parentheses
- Tables must be embedded to the text
- Capitalize only the first letter of the first word of all headings
- Use superscript letters to represent table footnotes. (^a, ^b, ^c)
- Use "Note: SD: Standard deviation, Note: Significant at the 0.01 level." to define the abbreviations or general notes used in the table
- Use standard EpSBS table format

4. REFERENCES

- All references should be cited both in text and in the reference list.
- In text citations and reference list entries should be agreed both in spelling and in date.
- The literature used should be current, with the majority of works (2/3) having been published no more than 5 years ago (total min 15 references).
- References shouldn't be numbered.

4.1. In-text References

| Number of Authors/Editors | First Time Paraphrased | Subsequent Times Paraphrased |
|---------------------------|--|---|
| One author | <ul style="list-style-type: none"> • Sward (2012) or • (Sward, 2012). | <ul style="list-style-type: none"> • Sward (2012) or • (Sward, 2012). |
| Two authors | <ul style="list-style-type: none"> • Flora and Curran (2004) or • (Flora & Curran, 2004). | <ul style="list-style-type: none"> • Flora and Curran (2004) or • (Flora & Curran, 2004). |
| 3 to 5 authors | <ul style="list-style-type: none"> • Hayton, Allen, and Scarpello (2004) or • (Hayton, Allen, & Scarpello, 2004) | <ul style="list-style-type: none"> • Hayton et al. (2004) or • (Hayton et al., 2004) |
| 6 or more authors | <ul style="list-style-type: none"> • Galotti et al. (1999) or • (Galotti et al., 1999). | <ul style="list-style-type: none"> • Galotti et al. (1999) or • (Galotti et al., 1999). |

- **Anonymous author:** (Anonymous, 2004).
- **Secondary sources:** (as cited in Hofer, 2001).

4.2. Reference List

- All references should be listed alphabetically
- All references (both in the parenthetical text citations and in the reference list) should be ordered alphabetically by the authors' surnames?
- Inclusive page numbers for all articles or chapters in books should be provided in the reference list

| | |
|---------------------------------------|--|
| Entire Book <u>Printed version</u> | <ul style="list-style-type: none"> • Author Lastname, First Initial(s). (Date Published). <i>Title of work</i>. Publisher location: Publisher. |
| Entire Book <u>Online version</u> | <ul style="list-style-type: none"> • Author Lastname, First Initial(s). (Date Published). <i>Title of work</i>. Retrieved from https://www.xxxxxxx • Author Lastname, First Initial(s). (Date Published). <i>Title of work</i>. https://doi.org/xxxxx |
| Entire Book <u>with Editors</u> | <ul style="list-style-type: none"> • Author Lastname, First Initial(s) (Ed.). (Date Published). <i>Title of work</i>. Publisher location: Publisher. • Author Lastname, First Initial(s) (Ed.). (Date Published). <i>Title of work</i>. https://doi.org/xxxxx • Author Lastname, First Initial(s) (Ed.). (Date Published). <i>Title of work</i>. Retrieved from https://xxxxx |

| | |
|---|--|
| Entire Book <u>Electronic version of print book</u> | <ul style="list-style-type: none"> Author Lastname, First Initial(s) (Ed.). (Date Published). <i>Title of work</i> [E-reader Version]. Retrieved from https://xxxxx OR https://doi.org/xxx <p>Example: Schiraldi, G. R. (2001). The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth [Adobe Digital Editions version]. https://doi.org/10.1036/0071393722 Silvia, P. J. (2007). How to write a lot: A practical guide to productive academic writing [Kindle DX version]. Retrieved from https://www.amazon.com</p> |
| Foreign-language book <u>Printed version</u> | <ul style="list-style-type: none"> Author Lastname, First Initial(s). (Date Published). Work title in native language [Translation in brackets]. Publisher location: Publisher. |
| Foreign-language book <u>Online version</u> | <ul style="list-style-type: none"> Author Lastname, First Initial(s). (Date Published). <i>Work title in native language</i> [Translation in brackets]. https://doi.org/xxxxx Author Lastname, First Initial(s). (Date Published). <i>Work title in native language</i> [Translation in brackets]. Retrieved from https://xxxxx |
| Book chapter with editors <u>Printed version</u> | <ul style="list-style-type: none"> Author Last name, First Initial(s). (Date Published). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx–xxx). Location: Publisher. |
| Book chapter with editors <u>Online version</u> | <ul style="list-style-type: none"> Author Last name, First Initial(s). (Date Published). Title of chapter or entry. n A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx–xxx). Retrieved from https://www.xxxxxxx Author Last name, First Initial(s). (Date Published). Title of chapter or entry. n A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx–xxx). https://doi.org/xxxxx <p>Examples: Hawkins, R. C., & Clement, P. F. (1984). Binge eating: Measurement problems and a conceptual model. In R. C. Hawkins, II, W. J. Fremouw, & P. F. Clement (Eds.), <i>The binge-purge syndrome: Diagnosis, treatment, and research</i> (pp. 229-251). New York, NY: Springer.</p> |
| Journal article <u>Printed version</u> | <ul style="list-style-type: none"> Author Last name, First Initial(s). (Date Published). Article title. <i>Title of Journal, Volume</i>(Issue), pp.-pp. |
| Journal article <u>Online version</u> | <ul style="list-style-type: none"> Author Last name, First Initial(s). (Date Published). Article title. <i>Title of Journal, Volume</i>(Issue), pp.-pp. https://doi.org/xxxxx Author Last name, First Initial(s). (Date Published). Article title. <i>Title of Journal, Volume</i>(Issue), pp.-pp. Retrieved from URL <p>Example: Bogel, P. M., & Upham, P. (2018). Role of psychology in sociotechnical transitions studies: Review in relation to consumption and technology acceptance. <i>Environmental Innovation and Societal Transitions</i>, 28, 122-136. https://doi.org/10.1016/j.eist.2018.01.002</p> |
| Foreign-language journal article | Author Last name, First Initial(s). (Date Published). Work title in native language [Translation in brackets]. <i>Title of Journal, Volume</i> (Issue), pp.-pp. |
| Journal article (more than seven authors) | Chang, C.J., Chang, M.H., Chiu, B.H., Liu, C.C., Fan Chiang, S.H. (...) Chen, W. (2017). An analysis of student collaborative problem solving activities mediated by collaborative simulations. <i>Computers & Education</i> , 114, 222-235. |
| Webpage or piece of online content | Author, A. A. & Author B. B. (Date of publication). Title of page [Format description when necessary]. Retrieved from https://xxxxx Example: Cassella, C. (2019, April 20). There Are 23 Million 'Missing' Girls in The World Due to Sex-Selective Abortions. Retrieved from https://www.sciencealert.com/sex-selective-abortion-are-responsible-for-23-million-missing-girls |
| Webpage or piece of online content <u>No author</u> | Article title. (Year, Month Date of Publication). Retrieved from URL Example: |

| | |
|--|--|
| | Teen posed as doctor at West Palm Beach hospital: police. (2015, January 16). Retrieved from https://www.nbcmiami.com/news/local/Teen-Posed-as-Doctor-at-West-Palm-Beach-Hospital-Police-288810831.html |
| Newspaper Article | <ul style="list-style-type: none"> Author, A. A. (Year, Month Day). Title of article. Title of Newspaper. Retrieved from https://www.homeaddress.com/ |
| Dictionary <u>Printed version</u> | <ul style="list-style-type: none"> Title of encyclopedia or dictionary entry. Title of encyclopedia or dictionary (in italics). Place of publication: Publisher. <p>Example: Merriam-Webster's collegiate dictionary (11th ed.). (2005). Springfield, MA: Merriam-Webster.</p> |
| Dictionary <u>Online version</u> | <ul style="list-style-type: none"> Author Last, F. M. (Year, Month Date). Entry Name [Def. Number]. In F. M. Last (Ed.) & F. M. Last (Trans.), Website Title. Retrieved Month Date, Year, from URL. <p>Examples: Citation [Def. 2]. (n.d.). In Merriam Webster Online, Retrieved September 24, 2011, from http://www.merriam-webster.com/dictionary/citation. Hemorrhage [Def. 1]. (n.d.). Merriam-Webster Online. In Merriam-Webster. Retrieved January 2, 2013, from https://www.merriam-webster.com/dictionary/citation.</p> |
| Master's thesis or doctoral dissertation | <ul style="list-style-type: none"> Author Last name, First Initial(s). (Date). <i>Title of master's thesis or doctoral dissertation</i> (Master's thesis or doctoral dissertation). Retrieved from URL. (Accession or Order No.) |
| Unpublished thesis or dissertation | <ul style="list-style-type: none"> Author Last name, First Initial(s). (Date). <i>Title of master's thesis or doctoral dissertation</i> (Master's thesis or doctoral dissertation). Retrieved from URL. (Accession or Order No.) Name of Institution, Location. |
| Wikipedia | <ul style="list-style-type: none"> Name of Entry. (n.d.) In Wikipedia. Retrieved month day, year from URL. <p>Example: Psychology. (n.d.). In Wikipedia. Retrieved May 17, 2011, from https://en.wikipedia.org/wiki/Psychology</p> |
| Blog post | <ul style="list-style-type: none"> Author, F. M. (Year, Month, Date of post). Title of blog post [Blog post]. Retrieved from URL <p>Example: Laden, G. (2011, May 8). A history of childbirth and misconceptions about life expectancy [Blog post]. Retrieved from https://scienceblogs.com/gregladen/2011/05/a_history_of_childbirth_and_mi.php</p> |
| Twitter update or Tweet | <ul style="list-style-type: none"> Twitter_Handle. (Tweet_Date). Tweet_Text [Twitter Post]. Retrieved from Tweet_Url <p>Example: Snowden, E. [EdwardSnowden]. (2018, March 17). Businesses that make money by collecting and selling detailed records of private lives were once plainly described as "surveillance companies." Their rebranding as "social media" is the most successful deception since the Department of War became the Department of Defense. [Tweet]. Retrieved from https://twitter.com/Snowden/status/975147858096742405</p> |
| Technical or Research Report | <ul style="list-style-type: none"> Author, A. A. (year). Title of work (Report No. xxx) [Description of form]. Retrieved from Agency Name website: https://xxxxx |

5. PUNCTUATION & ABBREVIATIONS

- Insert one space after commas, initials of names
- While using parenthesis use () first, then use [()]
- Do not use quotation marks to enclose block quotations

6. EPSBS MANUSCRIPT SUBMISSION CHECKLIST

Language

- Only the Full Text Papers that follow the rules and are written in A+ English will be considered for publication.

Format

- Is the entire manuscript—including quotations, references, author note, content footnotes, and figure captions—1.5-spaced?
- Is the manuscript neatly prepared?
- Are the margins at least 1 in. (2.54 cm)?
- Are the title page, abstract, references, appendices, content footnotes, tables, and figures on separate pages (with only one table or figure per page)?
- Are the figure captions on the same page as the figures? Are manuscript elements ordered in sequence, with the text pages between the abstract and the references?
- Are all pages numbered in sequence, starting with the title page?

Title Page and Abstract

- Is the title no more than 12 words?
- Does the byline reflect the institution or institutions where the work was conducted?
- Does the title page include the running head, article title, byline, and author identification?
- Does the abstract range between 150 and 250 words? (Abstract word limit.)

Paragraphs and Headings

- Is each paragraph longer than a single sentence but not longer than one manuscript page?
- Do the levels of headings accurately reflect the organization of the paper?
- Do all headings of the same level appear in the same format?

Abbreviations

- Are unnecessary abbreviations eliminated and necessary ones explained?
- Are abbreviations in tables and figures explained in the table notes and figure captions or legends?

Mathematics and Statistics

- Are Greek letters and all but the most common mathematical symbols identified on the manuscript?

- Are all non-Greek letters that are used as statistical symbols for algebraic variables in italics?

Units of Measurement

- Are metric equivalents for all nonmetric units provided (except measurements of time, which have no metric equivalents)?
- Are all metric and nonmetric units with numeric values (except some measurements of time) abbreviated?

Length

- The word limit for papers submitted for consideration to EpSBS is 5000 words (min 5 pages - max 10 pages). The word limit does not include the abstract, reference list, figures, or tables. Appendices however are included in the word limit.

References

- Are references cited both in text and in the reference list?
- Do the text citations and reference list entries agree both in spelling and in date?
- Are journal titles in the reference list spelled out fully?
- Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors' surnames?
- Are inclusive page numbers for all articles or chapters in books provided in the reference list)?
- Are references to studies included in your meta-analysis preceded by an asterisk?
- *The literature has to be current, with the majority of works (2/3) having been published no more than 5 years ago (total min 15 references).

Notes and Footnotes

- Is the departmental affiliation given for each author in the author note?
- Does the author note include both the author's current affiliation if it is different from the byline affiliation and a current address for correspondence?
- Does the author note disclose special circumstances about the article (portions presented at a meeting, student paper as basis for the article, report of a longitudinal study, relationship that may be perceived as a conflict of interest)?
- In the text, are all footnotes indicated, and are footnote numbers correctly located?

Tables and Figures

- Does every table column, including the stub column, have a heading?
- Are the figures being submitted in a file format acceptable to the publisher?
- Has the figure been prepared at a resolution sufficient to produce a high-quality image?
- Are all figures numbered consecutively with Arabic numerals?
- Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned?
- Is lettering in a figure no smaller than 8 points and no larger than 14 points?
- Are the elements in the figures large enough to remain legible after the figure has been reduced to the width of a journal column or page?
- Have all vertical table rules been omitted (5.19)?
- Are all tables referred to in text?

Copyright and Quotations

- Is written permission to use previously published text; test; or portions of tests, tables, or figures enclosed with the manuscript?
- Are page or paragraph numbers provided in text for all quotations?

Submitting the Manuscript

- Upload it to your account / Send it to the Conference Organizer (Individual Organizer)

