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1. General Requirements

1.1 Language and Numbers

Please write your text in proper English; American or British usage is accepted, but not a mixture of both. When writing numbers, use a period, not a comma, to represent the decimal point and a space to separate numbers of more than five digits into groups of three, whether on the left or the right of the decimal point (i.e., 1000.47185, but 1000.4718). We only accept manuscripts written in English.

1.2 Length of Paper

Papers between 3000 and 8000 words are preferred.

2. Title Page

2.1 Title

Be concise and informative. The title is often used in information-retrieval systems and should be no more than 30 words in length and not contain abbreviations or words that serve no purpose. If you choose to have a subtitle, it should be italicized and centered directly below the main title.

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The preferred form of an author’s name is first name, middle initial(s), and last name; this form reduces the likelihood of mistaken identity. To assist researchers as well as librarians, use the same form for publication throughout your career; that is, do not use initials on one manuscript and your full name on a later one. Determining whether Juanita A. Smith is the same person as J. A. Smith, J. Smith, or A. Smith can be difficult, particularly when citations span several years and institutional affiliations.
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Example:

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ORCID iD URL: https://orcid.org/0000-0002-2985-9367

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3. Preparation of Text

Manuscripts should be organized in the following order:

Title; abstract; keywords (indexing terms, normally three-to-five items); introduction; material studied, area descriptions, methods and/or techniques; results; discussion; conclusion; acknowledgements; references.

3.1 General Rules for Text

Please use the following rules for the entire text, including title, abstract, keywords, headings, and references. Font: Times New Roman; Size: 12 pt.


Title: Times New Roman; 16 pt.; Bold (UPPERCASE)

Heading 1: Times New Roman; 12 pt.; Bold; for example  
First-Level Heading (UPPERCASE)

Heading 2: Times New Roman; 12 pt.; Bold; for example  
Second-Level Heading (Capitalize Each Word)

3.2 Abstract (UPPERCASE)

A concise and factual abstract is required. It should be between 150 and 300 words. The abstract should state briefly the purpose of the research, design/methodology/approach, findings, research limitations/implications, originality/value, the principal results, and major conclusions. An abstract is often presented separately 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 in the abstract without relying on the reference list.

3.3 Keywords

Immediately after the abstract, provide 3-5 keywords in alphabetical order, avoiding general and plural terms and multiple concepts (e.g., “and,” “or”). Be sparing with abbreviations; only abbreviations firmly established in the field may be eligible. Listing your keywords will help researchers find your work in databases.
3.4 Equations
The text size of equations should be similar to normal text size. The formula should be placed center justified with serial number on the right. For example:

$$a = [(1+b)/x]^{1/2} \quad (1)$$

3.5 Tables
Number tables consecutively in accordance with their appearance in the text. Place a table’s caption above the table’s body and its description below the body. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

For example:

Table 1. Estimated Distance (cm) for Letter and Digit Stimuli

<table>
<thead>
<tr>
<th>Condition</th>
<th>M(SD)</th>
<th>LL</th>
<th>UL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters</td>
<td>14.5(28.6)</td>
<td>5.4</td>
<td>23.6</td>
</tr>
<tr>
<td>Digits</td>
<td>31.8(33.2)</td>
<td>21.2</td>
<td>42.4</td>
</tr>
</tbody>
</table>

Note. CI=confidence; LL=lower limit, UL=upper limit. Source: Authors Calculation/If any

You may resize the tables to fit the page size.

3.6 Figures and Schemes
Number figures consecutively in accordance with their appearance in the text. Place a figure’s caption and description below the figure body. A minimum resolution of 300 DPI is required. You may resize the figures or schemes to fit the page size.

![Figure 1. Figure Title](image)

Note. Avoid abbreviating the titles of tables, figures, and equations (i.e., Tab. 1, Fig. 2, Eq. 3) in the caption or in running text. Do not write “the table above/below” or “the figure on page 32,” because the position and page number of a table or figure cannot be determined until the pages are typeset.

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Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. They may provide key background information, support or dispute your thesis, or offer critical definitions and data. Citation of an article implies that you have personally read the cited work. In addition to crediting the ideas of others that you used to build your thesis, provide documentation for all facts and figures that are not considered common knowledge.

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Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word “and” between the authors’ names within the text; use the ampersand in the parentheses.

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(Wegener & Petty, 1994)

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List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author’s last name followed by “et al.” in the signal phrase or in parentheses.

(Kernis et al., 1993)

*Six or More Authors*

Use the first author’s last name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued... (Harris et al., 2001)

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To prevent confusion, use first initials when citing two or more authors with the same last name.

(E. Johnson, 2001; L. Johnson, 1998)

*Unknown Author*

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and Web pages are put in quotation marks.

A similar study was done of students learning to format research papers.

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(Anonymous, 2001)

*Organization as an Author*

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First citation: (Mothers Against Drunk Driving [MADD], 2000) Second citation: (MADD, 2000)

4.2 Citing and Listing of Web References

As a minimum, the full URL should be given. Any further information (author names, dates, reference...
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to a source publication, etc.), if known, 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.

4.3 Reference List

Please find the below information for basic rules in a reference list.

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The journal/publisher encourages authors to cite those items (journal articles, conference proceedings, book chapters, technical reports, working papers, dissertations, etc.) that have DOIs. When the cited items have DOIs, the authors should add DOI persistent links to the regular references. The DOI persistent links should be the last elements in the references. The persistent links should be active.

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You can register a free account to start retrieving articles’ DOIs. CrossRef allows you to check multiple references. Please read this webpage very carefully. Only articles with assigned DOIs can be retrieved through this webpage.

4.5 References

Examples Books

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Replace place-of-publication and publisher information with the DOI.


Note: Insert a blank space if you need to break a URL across lines before most punctuation. Do not add a period after the URL.

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Arrange by the year of publication, the earliest first.


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4. **Anthology or compilation**

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7. **Article in a reference book or an entry in an encyclopedia**

**Articles**

8. **Article in a journal—for articles retrieved online**

   *Note: List only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then list the issue number as well.*


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   Gilbert, D. G., McClenon, J. F., Rabinovich, N. N., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A 1 allele, and depressive traits. Nicotine and Tobacco Research, 6, 249-267. http://dx.doi.org/10.1080/14622200410001676305
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6. Appendices
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