Author Guidelines

General rules for text:

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General rules for text: Please use the following rules for whole text, including abstract, keywords, heading and references.

Page setup 1. Margins:

1 Inch (2,54 cm) on all sides (top, bottom, left, right)

2. Font Size and Type: 12-pt. Garamond font

3. Line Spacing: Single space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figures.

4. Alignment: Justified

5. Orientation: portrait

6. Page size: A4

Preparation of text

1. Title: 14 pts, uppercase and lowercase letters bolded and centred

2. Name and personal information (academic title, institutional affiliation and e-mail address) should be placed under the title.

3. Abstract (150-250 words) and should include the following: aim, method, results and conclusion. The abstract must be written in Garamond, Font Size 10 and Italic.

4. Keywords: up to 5 key words, Garamond, Font Size 10 and bolded.

5. Spacing: Between abstract and main text, you should leave two empty lines.

6. Subdivision of the article: The papers should be structured in title and subtitle sections and should be numbered: 12 pts, alignment left (the abstract is not included in section numbering). Between title section and main text one empty line should be left.

Example of subdivision of the article:

1. Introduction

1.1 Research Methods

1.1.1 Analysis Result

Tables and figures should be included within the text of the paper and must be numbered, please use for the tables Garamond 10 pts..

References and Footnotes References should follow the referencing style used by the American Psychological Association (APA) in alphabetical order. All sources cited in the paper must be included in the References section.

Citations in the text Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. 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Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as "in press" implies that the item has been accepted for publication.

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 can be included in the reference list.

Examples of references:

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton R. A. (2000). The art of writing a scientific article. Journal of Scientific Communications, 163, 51-59.

Reference to a book:

Strunk, W., Jr., & White, E. B. (1979). The elements of style. (3rd ed.). New York: Macmillan.

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), Introduction to the electronic age (pp. 281-304). New York: E-Publishing Inc.

Reference to a web source:

Smith, Joe, (1999), One of Volvo's core values. [Online] Available: http://www.volvo.com/environment/index.htm (July 7, 1999)

Footnotes: Content footnotes are occasionally used to support substantive information in the text.

Place the footnotes at the end of the page: 10-pt. Garamond