



EpSBS APA Style Manual

- A Guidance For Authors & Editors -



FUTURE ACADEMY ISO LONDON LTD

Table of Contents

1. INTRODUCTION.....	2
2. MANUSCRIPT ELEMENTS	3
2.1. Conference Title.....	3
2.2. Title of the Paper	3
2.3. Author’s Name.....	3
2.4. Author Affiliation	4
2.5. Abstract	4
2.6. Keywords.....	5
2.7. Headers.....	5
2.8. Footnotes	6
3. ART AND ILLUSTRATIONS.....	7
3.1. Figure & Line art caption.....	7
3.2. Figure & Line Art Formats	8
3.3. Table & table caption.....	8
4. REFERENCES.....	8
4.1. In-text References.....	8
4.2. Reference List	9
5. PUNCTUATION	9
6. EPSBS MANUSCRIPT SUBMISSION CHECKLIST.....	9

Welcome;

EpSBS published its 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.

Deputy General Manager

Melis Yagmur Minas

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 further details)
- (b) An abstract of 150-250 words. (check the EpSBS template for further further details)
- (c) Key words between 3-6. (check the EpSBS template for further 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 tables, figure must be embedded to the manuscript, have a caption, and listed sequentially in the text.
- (g) Footnotes, should be represent 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.
- 16 points.
- Centered text.
- 1.15 line spacing

For example:

9th ICEEPSY 2018
The International Conference on Education and Educational Psychology

2.2. Title of the Paper

- Bold, uppercase.
- 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

- 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

- 9 points.
- Centered text.
- List department, institution, city, (if US, state) and country.
- Post Box number and ZIP code are not allowed.
- 1.15 line spacing
- 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

2.4.1. 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@hlc.hj.se

2.5. 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.)

2.6. 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:

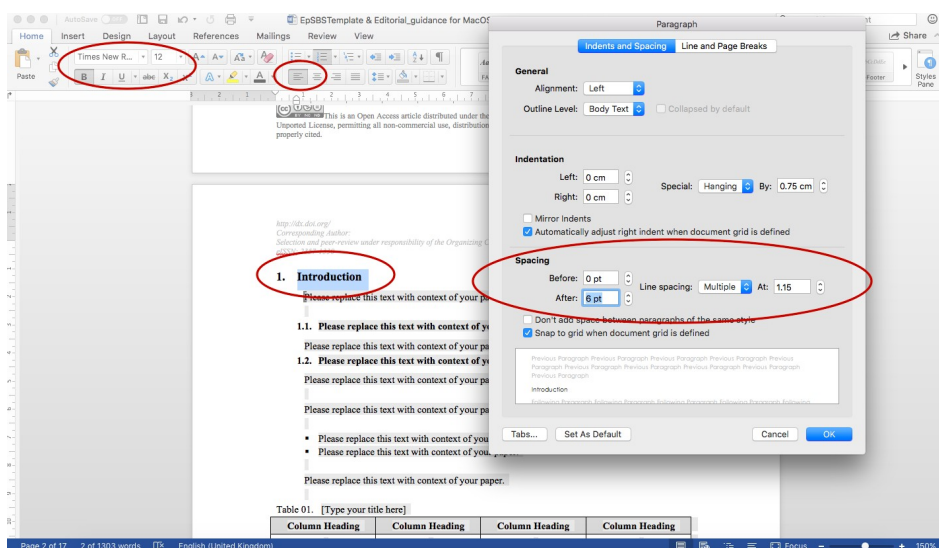
Keywords: Entrepreneurial university, entrepreneurship education, entrepreneurial teaching.

2.7. Headers

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

1. Heading 1

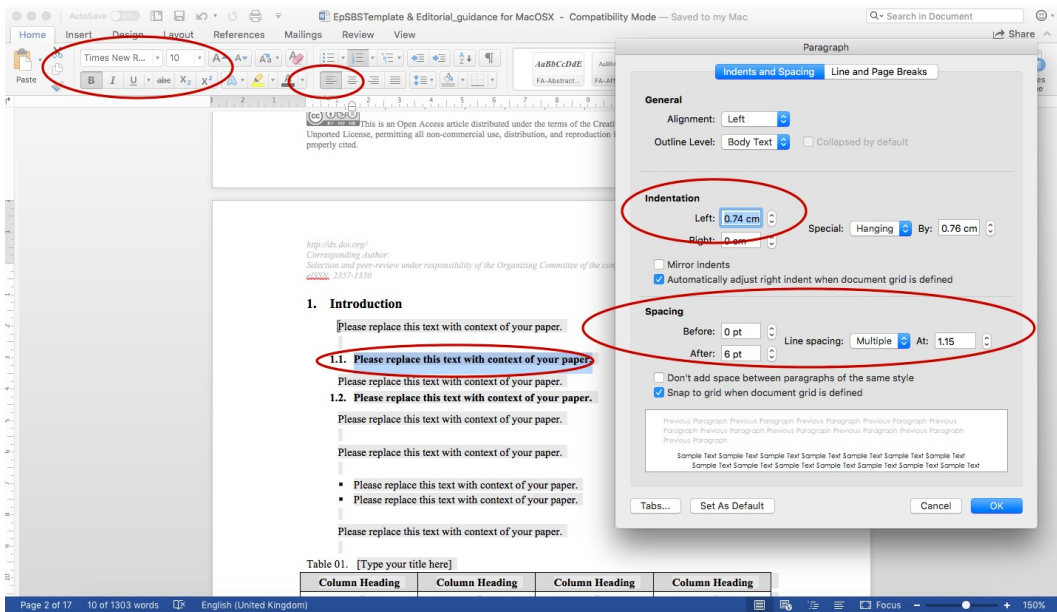
- Numbered, 12 points, Bold, Title Case
- Paragraph: After: 6pt Line Spacing: 1.15



1.1. Heading 2

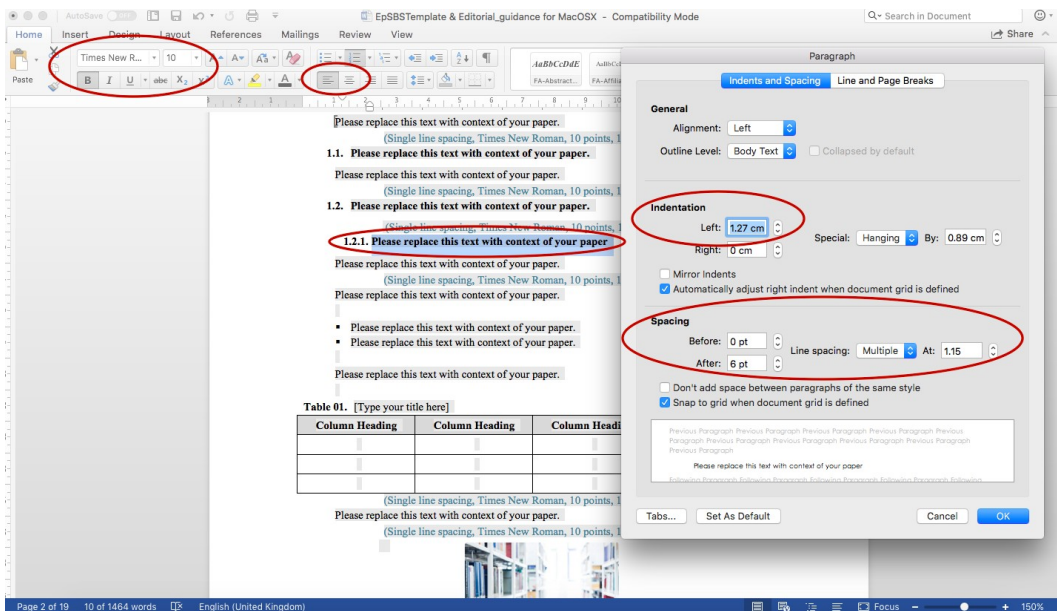
- Numbered, 10 points, Bold, Sentence case
- Indentation: Left: 0.74

- Paragraph: After: 6pt Line Spacing: 1.15



1.1.1. Times New Roman, bold, 10 points, aligned left, Sentence case

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



2.8. 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 01. The level of frequency of usage of computer-based technologies

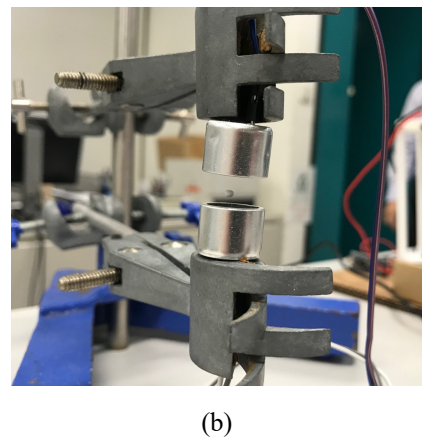
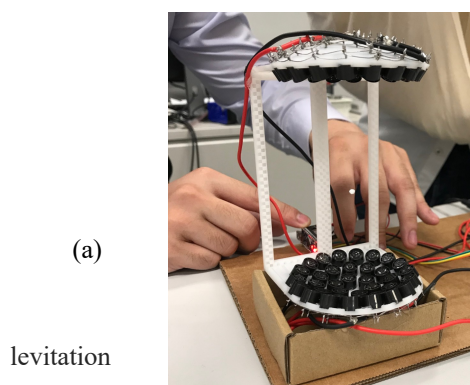


Figure 02. (a) & (b) Setting of experiment of sonic

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

- **One author:** As Swärd (2012) claims... or It showed us Witting method reveals a common thread throughout the varying contexts (Swärd, 2012).

- **Two authors:** According to Flora and Curran (2004) or “Other considerations impacting the stability of the factor structure are the model fitting and estimation procedures used (Flora & Curran, 2004).”
- **3 to 5 authors (first occurrence):** Hayton, Allen, and Scarpello (2004) or (Hayton, Allen, & Scarpello, 2004)
- **3 to 5 authors (subsequent occurrence):** Hayton et al. (2004) or (Hayton et al., 2004)
- **6 or more authors:** Galotti et al. (1999) and (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.

5. PUNCTUATION

- 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

Upload signed the Epsbs Copyright Form as PDF document and the Manuscript Submission as a Word Document to your Future Academy account.

Indicate that this submission is ready to be considered by EpSBS by checking off the following:

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; text; 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 (Future Academy) / Send it to the Conference Organizer (Individual Organizer)