

IMPORTANT:

FULL PAPERS THAT DO NOT MEET THESE FORMATTING REQUIREMENTS WILL BE RETURNED TO THE AUTHOR(S) FOR EDITING.

GENERAL GUIDELINES

- Final paper length: **up to 5,000 words** (excluding references).
- Font: **Times New Roman**, 12 pt.
- Margins: **2.5 cm** on all sides.
- Alignment: **justified**.
- Line spacing: **single**; insert **one empty line** between paragraphs.
- Proofing language: **US English**.
- In-text citations: **APA Format, 7th edition** ([see more](#))
- Do **not** use footnotes, endnotes, automatic heading styles, or automatic numbering of tables/figures.
- Submit files in **Microsoft Word (.docx)** format.



FULL PAPER TITLE (Times New Roman, font size 16, bold, upper case, centered)

(Leave 2 empty lines between abstract title and authors' information, single spacing)

Name SURNAME (Author 1; Times New Roman, font size 12, centered, surname in CAPITAL LETTERS)

University name, Faculty/Department Name, Country (Times New Roman, font size 12, italics, centered)

E-mail address (Times New Roman, font size 12, centered)

(Leave 1 empty line)

Name SURNAME (Author 2; Times New Roman, font size 12, centered, surname in CAPITAL LETTERS)

University name, Faculty/Department Name, Country (Times New Roman, font size 12, italics, centered)

E-mail address (Times New Roman, font size 12, centered)

(Leave 1 empty line)

Name SURNAME (Author 3; Times New Roman, font size 12, centered, surname in CAPITAL LETTERS)

University name, Faculty/Department Name, Country (Times New Roman, font size 12, italics, centered)

E-mail address (Times New Roman, font size 12, centered)

(Leave 2 empty lines between authors' information and abstract, single spacing)

Abstract (Times New Roman, 12 pt, bold, left aligned)

Abstract text: Times New Roman, 12 pt, italic, justified, single-line spacing. The abstract must include: purpose, research design/methodology, main findings, limitations/implications, and the originality/value of the paper. Do not include citations. Up to 250 words, single paragraph should be used.

(Leave 1 empty line below)

Keywords: up to 5 keywords (Times New Roman, 12 pt, justified)

(Leave 1 empty line below)

JEL classification: up to 5 codes (Times New Roman, 12 pt, justified)(Leave 2 empty lines between JEL classification and 1st heading, single spacing)**1. First-level heading** (Times New Roman, 14 pt, bold, left aligned)

(Leave 1 empty line below)

Main text: Times New Roman, 12 pt, single-spaced, justified. Insert one empty line between paragraphs.

(Leave 1 empty line below)

1.1. Second-level heading (Times New Roman, 12 pt, bold, left aligned)

(Leave 1 empty line below)



Main text: Times New Roman, 12 pt, single-spaced, justified. Insert one empty line between paragraphs.

(Leave 1 empty line below)

1.1.1. Third-level heading (Times New Roman, 12 pt, italic, left aligned)

(Leave 1 empty line below)

Main text: Times New Roman, 12 pt, single-spaced, justified. Insert one empty line between paragraphs.

Tables and Figures

- Insert tables and figures in the appropriate position within the text.
- Number consecutively using Arabic numerals (Table 1, Figure 1).
- Alignment of tables and figures: central
- Title above: Times New Roman, 12 pt, left aligned.
- Source below: Times New Roman, 10 pt, *italic*, left aligned.
- No empty lines between title → table/figure → source.

Example format:

(Leave 1 empty line before table/figure)

Table 1. Overview of sample characteristics

Source: Authors' own elaboration.

(Leave 1 empty line after table/figure)

In-text citations: APA Format, 7th edition ([see more](#))

- **One author:** (Smith, 2019)
- **Two authors:** (Mitchell & Smith, 2017)
- **Three or more authors:** (Cole et al., 2020)
- **Page numbers:** (Smith, 2019, p. 34)
- **Secondary citation:** (Lorde, 1980, as cited in Mitchell, 2017)

References (*Times New Roman, 14 pt, bold, left aligned*)

- Times New Roman, 12 pt, single-spaced, left aligned.
- Do **not** number the reference list.
- List entries in **alphabetical order** by authors' last names.
- If the sources of **the same author with the same publishing year are used**, then they should be distinguished by **abbreviations (a, b, c...)** in brackets following the publishing year.
- Follow the **APA Style** exactly.
- Include DOIs or URLs when available.



Examples

- **Whole authored book/e-book**

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

- **Whole edited book/e-book**

Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press.

Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression theory: Influence and implications*. John Wiley & Sons. <https://doi.org/10.1002/9781119466642>

- **Chapter in an edited book/e-book**

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

- **Journal article**

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

- **Conference proceedings published in a journal**

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. *Proceedings of the National Academy of Sciences, USA*, 116(47), 23499–23504. <https://doi.org/10.1073/pnas.1910510116>

- **Conference proceedings published as a whole book**

Kushilevitz, E., & Malkin, T. (Eds.). (2016). *Lecture notes in computer science: Vol. 9562. Theory of cryptography*. Springer. <https://doi.org/10.1007/978-3-662-49096-9>

- **Webpage on a website with an individual author**

Mantel, B. (2025, April 24). *How to be a caregiver for someone with multiple sclerosis*. AARP. <https://www.aarp.org/caregiving/health/info-2025/multiple-sclerosis-care-plan/>

- **Webpage on a website with an organizational group author**

World Health Organization. (2018, May 24). *The top 10 causes of death*. <https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death>

- **Webpage on a website with a retrieval date**

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved January 9, 2020, from <https://www.census.gov/popclock/>



DECLARATION OF GENERATIVE AI AND AI-ASSISTED TECHNOLOGIES IN THE WRITING PROCESS

Authors are required to disclose any use of generative AI tools in the preparation of their paper at the time of submission. These guidelines refer exclusively to the writing stage, and not to the use of AI-based tools for data analysis or generating research findings:

- Generative AI or AI-supported tools may be employed solely to enhance the clarity, readability, or linguistic quality of the paper.
- All use of such technology must occur under direct human supervision. Authors must thoroughly check and revise any AI-generated output, as these tools may produce text that appears credible but may contain inaccuracies, omissions, or bias. Authors remain fully responsible and accountable for all content in their paper.
- AI systems or AI-assisted tools must not be listed or cited as authors or co-authors, as authorship entails responsibilities and contributions that only human researchers can fulfill.

When generative AI or AI-assisted tools are used in the writing process, the following declaration must be included in a separate section placed before the reference list:

In drafting this paper, the author(s) used [NAME OF TOOL/SERVICE] for [PURPOSE]. After using this tool/service, the author(s) carefully reviewed and edited the paper and accept full responsibility for all content contained in the final version.

This declaration is not required when authors rely solely on standard tools for grammar checking, spell checking, or reference management. Authors who have no relevant disclosures are not required to add any statement.

