

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/>



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