

## **Manuscript Preparation**

### **1. Language**

The language of the manuscript must be in English (either American or British standard, but not the mixture of both).

### **2. Length of paper**

The length of the paper should not exceed 25 pages. Paper containing more than 25 pages words will be returned to the author(s) to abridge. Articles should be typed in double-space (including footnotes and references) on one side of the paper only (preferably A4) with wide margins. Authors are urged to write as concisely as possible, but not at the expense of clarity.

### **3. Title Page**

Title page is a separated page before the text. It should include the following information:

#### Title

Title should be concise and informative. Try to avoid abbreviations and formulae where possible.

#### Author's names and affiliations

Please indicate the given name and family name clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address, and telephone number of each author.

#### Corresponding author

Clearly indicate who is willing to handle correspondence at all stages of refereeing, publication and also post-publication. Ensure that telephone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.

#### Sponsoring information

If the research is sponsored or supported by an organization, please indicate it.

### **4. Abstract**

A concise and factual abstract is required (maximum length of 150 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate 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, without reference to the reference list.

## **5. Keywords**

Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of').

## **6. Subdivision of the article**

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1, 2. (then 1.1, 1.1.1, 1.1.2), 1.2, etc. The abstract is not included in section numbering.

## **7. Table and Figures**

Present tables and figures at the end of the article. Please note that the article will be published in black and white.

## **8. References**

Author(s) should follow the latest edition of APA style in referencing. Please visit [www.apastyle.org](http://www.apastyle.org) to learn more about APA style

### Citations in the text

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.

### Reference List

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

### Examples:

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, (Chapter 4).

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)

### **9. Submission Preparation Checklist**

Before submitting the manuscript, author(s) should check the following list.

1. The submission has not been previously published, nor is it before another journal for consideration.
2. The submission file is in Microsoft Word file/ PDF format.
3. Manuscript has been made in the light of Journal's author guidelines.
4. Author(s) did not mention his or her name and affiliation in the main text
5. Author(s) has read all the terms and conditions of the journal.