

## Formatting Requirements for Manuscripts

Please ensure that any manuscript submitted to this journal conforms with the APA guidelines as provided in the *Publication Manual of American Psychological Association* (APA) (6th Edition).

### General Formatting Requirements

- **Font** The font used in the entire manuscript should be Times New Roman, font size 12, double-spaced. For tables and figures, see below.
- **Page Layout** Page margins for bottom, top, right, and left should be pre-set as 1 inch (2.54 cm). Text should be justified with no hyphenation breaks in words at the end of a line.
- Text should be typed as a single-column document.
- **Page Limit** Manuscripts prepared in compliance with the guidelines should not exceed 8,000 words.

### Manuscript Sections

#### Title Page

Title page includes five elements: title, running head, author/s, institutional affiliations, corresponding author's complete address for correspondence and email, and acknowledgements (information about grants / funding).

- **Title.** Article title should be boldfaced and centered. It should not exceed two lines.
- **Running Head.** The running head is a shortened title (no more than 50 characters, including spaces) that appears on every page. The heading is located within, not below, the paper's margin. No specific distance from the top of the page is requested.
- **Author(s)'s Names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Include the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lowercase, superscript, Arabic numerals immediately after the author's name.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of review and publication, also post-publication. Provide the full postal address of the corresponding author, including the country name and the e-mail address.

#### Main document

The main document is used for peer-review. It includes the title, abstract, keywords, main text, references, figures and tables, and supplementary materials. The names of the authors and their institutions should not be included in the main document. Please make sure that the main document is fully blinded.

**Abstract** Abstracts should be between 200-250 words. No citations should appear in the abstract.

**Keywords** 5–6 words representing the manuscript should be given as keywords.

**Main text** should contain the following sections: Background, Methods, Results, Discussion and References.

In the **Background**, literature review should elaborate on the problem, analyze the relevant literature, emphasize the gaps and inconsistencies in the literature, and indicate actions toward solving these problems. Research questions, objectives and hypotheses should be clearly stated.

The **Methods** section must be detailed enough to enable replication and include:

Participants: Detailed information about the participants of the study, including the number of participants, age, gender, ethnic/cultural background, etc.

Instruments: Instruments should be clearly described, including the numbers of items per questionnaire, the response scale and the psychometric properties.

Design and procedure: Description of the sampling procedure (including the description of the population), the type of the study (cross-sectional, survey, longitudinal, etc.), steps taken for the data collection, ethical standards followed, etc.

Data analyses: Detailed procedure describing the analyses and software used.

**Results** should be presented according to the APA style. In general, it is suggested to present the results following the hypotheses. Descriptive statistics and univariate analyses usually appear before multivariate analyses.

**Discussion** should connect the background with the findings and discuss the results. Please make sure that implications for educational theory and practice are clearly stated. Include future directions and limitations of the study.

Other types of studies can include slight variations in sections. For theoretical studies, sections such as background, methods, results and discussion are usually required.

**References.** Both in-text citations and references should comply with the APA guidelines as provided in the *Publication Manual of American Psychological Association* (APA) (6th edition).

**Appendices.** Each appendix should be displayed on a separate page after the references section.

## Tables and Figures

- Please submit tables as editable text and not as images.
- Place each table on a separate page at the end of your manuscript, after the reference list.
- Place each figure on a separate page at the end of your manuscript, after any tables (or after the reference list, if there are no tables).
- Margins depend on the size of the table but must be at least 1 inch (2.54 cm).
- For tables and figures, use Times New Roman, font size 10 or 12 and single spacing.
- Information necessary for understanding the table and/or figure, and definitions of abbreviations used must appear in a table or figure note.
- Table and figure numbers should be typed as “Table 1” or “Figure 1”, and the headings should be in *italics*.

## Other Guidelines

**Emphasis.** Do not use boldfaced characters in text.

**Listing.** Lists in text should be horizontal and not vertical. Further, the list should use Roman numeral [(i), (ii), and so on], not Arabic (1, 2).