

Instructions for Authors

Order of Material

- Title page (Title, Author(s), Affiliations)
- Running head (up to 65 characters in length)
- Abstract
- Main text
- try to subdivide into sections using headings/subheadings
- Headings of sections and subsections must be short, clearly defined and not numbered
- Acknowledgements (if applicable)
- Appendix (if applicable)
- References: APA 6th Edition is used. Please see the references section below for more detail
- Figures (if applicable)
- Tables(if applicable)

Manuscript Requirements

Structured Abstract

Authors must an abstract which conveys the aim of the research, what was done, what was found and the implications for policy and practice

Maximum is 250 words in total. Please provide up to six keywords which encapsulate the principal topics of the paper.

Figures, Tables and Illustrations

Ensure that tables/figures/illustrations are complete with necessary superscripts shown, both next to the relevant items and with the corresponding explanations or levels of significance shown as footnotes in the tables and figures.

All Figures (charts, diagrams and line drawings) should be submitted electronically.

Figures should be of clear quality, and numbered consecutively e.g. Fig. 1, Fig. 2

If any figure has sub-parts please label as Fig.1a, Fig.1b

Tables should be numbered consecutively e.g. Table 1, Table 2

Illustrations should also be submitted electronically. Do not use screen dumps since their resolution is too low.

Make sure illustrations are clearly labelled (label the illustration with the chapter and figure number).

Supply succinct and clear captions for all tables, figures and plates.

Files of illustrations/figures are optional, but will be used if possible. For usable file formats, please note the following:

If the original figure/illustration is created in Photoshop (Halftones – 300/600 dpi, linetone - 600 dpi, Lineart -1000 dpi), send the files in tiff or jpg format.

If the original figure/illustration is created in Adobe Illustrator, send the files in ai, eps, wmf or svg format.

If the original figure/illustration is created in CorelDraw, send the files in cdr, wpg, wmf or cmx format.

If the original figure/illustration is created in Chemdraw, send the files in cdx or chm format.

If the original figure/illustration is created in MS Word or MS Excel or MS Powerpoint, send the files in doc or xls or ppt format respectively.

Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into a MS Word document; choose "Insert" from the menu bar, "Picture" from the drop-down menu and select "From File ..." to choose the graphic to be imported. Alternatively, electronic figures created in other applications should be exported to PDF format or to any of the formats mentioned in points 1 to 5 above.

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Direct Quotations

When quoting, always provide the author, year, and specific page citation or paragraph number for nonpaginated material. Cite the quote source and the page or paragraph number in parentheses at the end of the quotation.

References

References to other publications must be in APA 6th Edition reference style

All references should be supplied as a reference list

Citations: for two-authors references, cite both names at every citation in the text. For three to five-author references, cite all authors at the first citation and at subsequent citations, include only the surname of the first author followed by et al. For 6 or more authors, include the surname of the first author followed by et al. for all the citations. (See below for exception rules). All parenthetical citations should be in alphabetical order as per the reference list.

Reference list

Invert all authors' names; give surnames and initials for up to and including seven authors. When authors number eight or more, include the first six authors' names, then insert three ellipsis points, and add the last author's name. For example:

Please provide the references with all the author names as shown in the reference below:

Cooper, M.C., Lambert, D.M., Mooper, A., Pagh, J., Koper, K., Bert, M., Asper, D. & Lagh, T. (1997). Supply Chain Management: More Than a New Name for Logistics. *The International Journal of Logistics Management*, 8, 1–14.

In the page proofs, the above reference will appear as:

Cooper, M.C., Lambert, D.M., Mooper, A., Pagh, J., Koper, K., Bert, M., . . . Lagh, T. (1997). Supply Chain Management: More Than a New Name for Logistics. *The International Journal of Logistics Management*, 8, 1–14.

For references with the same surname and initials but different first name please provide the first name also as follows:

Janet, P. [Paul]. (1876). La notion de la personnalite [The notion of personality]. *Revue Scientifique*, 10, 574–575.

Janet, P. [Pierre]. (1906). The pathogenesis of some impulsions. *Journal of Abnormal Psychology*, 1, 1–17.

Text citation to be given as follows:

(Paul Janet, 1876)

(Pierre Janet, 1906)

For references of two or more primary authors with the same surname, include the first author's initials in all text citations, even if the year of publication differs.

Light, I. (2006). *Deflecting immigration: Networks, markets, and regulation in Los Angeles*. New York, NY: Russell Sage Foundation.

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal*, 8, 73–82.

Examples of text citation:

Among studies, we review M.A. Light and Light (2008). I. Light (2006) studies this concept.

If two references of more than three surnames with the same year shorten to the same form, e.g. both Ireys, Chernoff, DeVet, & Kim, 2001, and Ireys, Chernoff, Stein, DeVet, & Silver, 2001 shorten to Ireys et al., 2001). Then cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and et al.: Ireys, Chernoff, DeVet, et al. (2001) and Ireys, Chernoff, Stein, et al. (2001).

Books/Reports/DVDs

Each reference should include four elements:

- Author/Editor/Producer.
- Date.
- Title.
- Publication Information.

For example:

Smith, M. (2004). *Wrestling with the angel: A life of Janet Frame*. Auckland, New Zealand: Viking.

N.B. If the book is available online, a retrieval statement or DOI is required after (3) Title. Exclude (4) Publication Information. See, for example:

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 4, pp. 96-121). Retrieved from <http://books.google.com/books> (Original work published 1900)

Periodicals

Items published on a regular basis, such as journals, magazines and newspapers, are known as serials or periodicals. For these include the same elements as for a book, but exclude the publication information and add the volume, issue and page number(s) instead:

- Author(s)
- Date
- Title of article
- Title of Periodical

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For example:

Sainaghi, R. (2003). Strategic position and performance of winter destinations. *Tourism Review*, 63(4), 40–57.

N.B. If the article is available online, a retrieval statement or DOI is required after the page numbers. See, for example:

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225– 229. doi:10.1037/0278-6133.24.2.225

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *EJournal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

Webpages (unpublished and informally published work)

Include the same elements as for a book, but exclude the publication information and add a retrieval statement in its place.

- Author
- Date
- Title
- Retrieval statement

For example:

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N.B. Include a retrieval date if the source material is likely to change over time (Publication Manual, p. 192). See, example, Van Nuys, D. (Producer). (2007, December 19). Shrink rap radio [Audio podcast]. Retrieved from <http://www.shrinkrapradio.com/>