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Article

**Title of the Manuscript in Title Case with a Maximum of 14 Words**

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**Abstract**

This is the abstract section of the manuscript. One paragraph only, giving a pertinent overview of the work, with a maximum of 250 words.

**Keywords**

keyword1; keyword2; keyword3; keyword4 (4 to 10 keywords in sentence case, alphabetically ordered, and separated by semi colons)

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**1. Introduction**

The first heading is usually “1. Introduction” and the last one “#. Conclusions”. Headings are numbered, in title case, and in the following format:

**1. This Is a Heading (Boldface)**

*1.1. This Is a Sub-Heading (Italics)*

1.1.1. This Is a Second Sub-Heading (Regular)

The sections “Acknowledgements”, “Conflict of Interests”, “References” and “About the Author(s)” are non-numbered. Capitalize all words in the title of the article and headings, but do not capitalize prepositions (such as “a”, “after”, “at”, “by”, “for”, “in”, “through”, “to”, “under”, “up” and “with”) and coordinating conjunctions (such as “and”, “or”, “not”, “yet”, “so”, “nor” and “but”).

**2. Referencing Style**

Articles shall be submitted using the APA reference style. Attention: APA style requires both in‐text citations (e.g., Smith, 2016) and a final references list, so for every in‐text citation there must be a full citation in the reference list, and vice versa.

In parenthetical citations always place a comma between author and year (e.g., Becker, 2016). When you need to cite two or more works together, arrange the in-text citations alphabetically in the same order in which they appear in the reference list and separate them with semicolons (e.g., Becker, 2016; Hedetoft, 2014; Smith, 2015). In-text citations must list the author’s last name, date of publication, and page number(s) when applicable (e.g., Becker, 2016, p. 6; Hedetoft, 2014, pp. 31-35; Smith, 2015, pp. 5, 7, 18-20).

Use an ampersand (&) for citations inside parentheses and the word “and” for citations outside of parentheses, as shown in the examples below:

* After the intervention, children increased in the number of books read per week (Smith & Wexwood, 2010).
* Smith and Wexwood (2010) reported that after the intervention, children increased in the number of books read per week.

**3. Epigraphs, Endnotes, Dashes, Hyphens, Quotation Marks, and Block Quotations**

*3.1. Epigraphs and Endnotes*

Epigraphs, endnotes and footnotes are not allowed.

*3.2.* Dashes and Hyphens

Use hyphens (-) to indicate a word connection (e.g., well-known), en-dashes (–) to indicate a period or range (e.g., 2012–2014) or “conceptual” range (e.g., Israeli–Palestinian conflict), and em-dashes (—) to indicate a break in thought or interpretation (e.g., All explorers want to discover the unknown—some even get there—but it is easier said than done). There is no space before and after the dash or hyphen.

*3.3. Quotation Marks*

Use single quotation marks (‘ ’) when writing concepts and terms, and double quotation marks (“ ”) when quoting directly an author; or vice-versa (i.e., double quotation marks for concepts and single for quotes). Either way, the usage of quotation marks shall be consistent throughout the article.

*3.4. Block Quotations*

Quotations of up to 39 words shall be kept in the main text of the article. Quotations of 40 words or more shall be structured as block quotes. This is an example:

Orem ipsum dolor sit amet, consectetur adipiscing elit….Aliquam quis dui ac metus egestas molestie. Pellentesque pharetra diam et enim mattis, et malesuada mauris scelerisque. Nam in…lacus ante. Curabitur lacinia nisl ut vehicula ornare. Maecenas et nunc ac odio efficitur consequat. Vestibulum aliquam sit amet neque in rhoncus. (Smith, 2013, p. 3)

**4. Tables and Figures**

Tables and figures must be introduced in the main text, and not submitted separately, and are limited to a combined total of 10. Tables and figures must be numbered, an explanatory title must be added (for a figure below the graphic; for a table, above), and a caption for each table and figure must also be placed in the main text, for example “(see Table 1)” or “as seen in Figures 4 and 6”. Each Figure should be supplied in a suitable size for printing as a single object, and tables should be inserted using the ‘Insert Table’ function provided by the software.

**Table 1.** Title of the table in sentence case.

|  |  |  |
| --- | --- | --- |
| **Example** | **Example1** | **Example2** |
| 1 | Example1 | Example2 |
| 2 | Example1 | Example2 |
| 3 | Example1 | Example2 |

Notes: Add any notes under the table.

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**Figure 1.** Title of the figure here in sentence case. Source: Always include the source if retrieved from another work and guarantee that you have the permission to reuse the figure.

**5. Conclusions**

This is the conclusions section of the manuscript.

**Conflict of Interests**

State any potential conflicts of interest here or add the sentence “The authors declare no conflict of interests”.

**Supplementary Material**

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