

## Guidelines for Contributors

### Formatting Guidelines

- Font: Times New Roman
- Font Size: 12
- Line Spacing 1.3
- Reference Style: APA Edition 7
- Word Limit: not exceeding 7000 words
- Abstract: maximum 200 words
- Keywords: six
- Subject codes: JEL
- Tables, Graphs, and Figures: Should be numbered with a title above the tables, graphs and figures and the sources need to be mentioned below the tables, graphs, and figures.

### APA Edition 7 (A summarized version)

#### Citing in Your Paper (In-Text Citation)

In the text of a research paper, if the author's name is part of the narrative, include only the year of publication in parentheses.

eg: According to Smith (1998), APA style is an easy citation format for first-time learners.

APA style is an easy citation format for first-time learners (Smith, 1998).

If citing a particular page or chapter of a document, include that information in parentheses.

eg: APA style is an easy citation format for first-time learners (Smith, 1998, p. 203)

**At the end of the paper, in a section called "References," full citations are listed in alphabetical order.**

eg: Smith, P. (1998). Learning to cite using APA Style. *Journal of College Writing*, 6, 60513.

Author Type	Parenthetical citation	Narrative citation
One author	(Gonzalez, 2019)	Gonzalez (2019)
Two authors	(Gonzalez & Jones, 2019)	Gonzalez and Jones (2019)
Three or more authors	(Gonzalez et al., 2019)	Gonzalez et. al. (2019)
Group author with abbreviation: First citation Subsequent citations	(American Psychological Association [APA], 2020) (APA, 2020)	American Psychological Association (APA, 2020) APA (2020)
Group author without abbreviation	(University of California, 2020)	University of California (2020)
No author	("New drug," 1993) <i>Use an abbreviated version of the title.</i>	

**Citation of a work discussed in another (secondary) source:**

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

**List of reference****Books:**

Kimmel, M. S. (2007). *The gendered society*. Oxford University Press.

DiFonzo, N., & Bordia, P. (2007). *Rumor psychology: Social and organizational approaches*. American Psychological Association.

E-books: Gillam, T. (2018). *Creativity, wellbeing and mental health practice*. Wiley Blackwell. <https://doi.org/10.1007/978-3-319-74884-9>

Chapters in Books: Levi-Strauss, C. (1971). Totem and caste. In F. E. Katz (Ed.), *Contemporary sociological theory* (pp. 82- 89). Random House.

**Journal articles**

Klimonske, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36. <https://doi.org/10.1037/1061-4087.45.2.10>

Scroggins, W. A., Thomas, S .L., & Morris, J. A. (2008). Psychological testing in personnel selection, Part II: The refinement of methods and standards in employee selection. *Public Personnel Management*, 37(2), 185-199.

**Newspaper Article**

(Printed) Jones, S. (1997, October 19). Hit-and-run suspect commits suicide. *New York Times*, p. 17.

(Web papers) Heid, M. (2015, August 12). You asked: Why do I blush so much? *Time*. <http://time.com/3992760/blush-blushing/>

**Websites:**

(With a author) Sparks, Dana. (2018, September 12). *Mayo mindfulness: Practicing mindfulness exercises*. Mayo Clinic. [https://newsnetwork.mayoclinic.org/discussion/mayo-mindfulness-practicing-mindfulness-exercises/?\\_ga=2.227613661.1775696215.1573761139-250852419.1573761139](https://newsnetwork.mayoclinic.org/discussion/mayo-mindfulness-practicing-mindfulness-exercises/?_ga=2.227613661.1775696215.1573761139-250852419.1573761139)

(No author and no date) *What is psychology?* (n.d). BestPsychologyDegrees.com. <https://www.bestpsychologydegrees.com/what-is- psychology/>

**Dissertations or Theses**

Rockey, R. (2008). *An observational study of pre-service teachers' classroom management strategies* (Publication No. 3303545) [Doctoral dissertation, Indiana University of Pennsylvania]. ProQuest Dissertations and Theses Global.

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