



Author Guidelines

Format

Submit the manuscript in Microsoft Word format, justified, and single-spaced. The Editorial Office will reformat the paper for publication into the appropriate format.

Initial Review

The Editorial Office may perform an initial review prior to sending papers out for Peer Review to ensure papers are written in the appropriate format and at the appropriate writing level.

Abstract

The Abstract should be a brief presentation of the aims and scope, methods, findings and conclusion of the article. It should not duplicate the Introduction.

Keywords: Provide at least five keywords to facilitate indexing.

Title Page

The title page should include a concise but descriptive title that encourages reader interest in the findings of the paper. In include all authors and their affiliations. Optionally, at the bottom of the title page, additional author information may be added including author addresses, emails, and Orcid ID numbers.

Body of Paper

The body of the paper should be single-spaced and divided into appropriate sections, e.g., **Introduction, Methods, Results, Discussion, Conclusions**. The headings of main sections should be in bolded font.

If you wish to use different headings, contact the Editorial Office for advice and permission.

Tables and Figures

Reference all Tables and Figures in the text (Figure 1, Table 1, etc.)

Provide a caption for each Table and Figure.

Obtain permission for use of any tables or figures from other sources. Indicate the source of these tables and figures and that permission for use was obtained in the caption.



References

References appear in a separate section named **References** after **Conclusions**.

Be sure to use the APA citation style in your paper. Check the following link https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

All works cited in the text must be listed in the References and vice versa.

In the List of References, "et al." should not appear, i.e., all co-authors and co-editors must be identified in full unless the number of co-authors exceeds 23 (see APA guidelines).

In the reference list, list by last names and initials; commas separate author names, while the last author's name is preceded again by ampersand. Reference list is alphabetical order by last name of first author.

Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational knowledge of the role of high-level and low-level construal in goal-relevant task performance. *Journal of Personality and Social Psychology*, *117*(5), 879-899. <http://dx.doi.org/10.1037/pspa0000166>

When citing reference in text use Author name and year of publication, e.g. “**Nguyen et al. (2019)** found...”

Acknowledgements

Acknowledge any funding or other support before the references.

Conflicts of Interest

Disclose any conflicts of interest including honoraria paid or stock ownership that might constitute a conflict of interest.

Human and animal studies

If research involves human or animal research, verify that appropriate permissions were obtained. Indicate that appropriate safeguards governing human and animal research were observed.

Authorship

Authorship credit should be based on a substantial contribution to conception and design, acquisition of data or analysis and interpretation of data; drafting the article or revising it critically for important intellectual content; and final approval of the version to be published.

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

The author who submits the paper is a corresponding author, who manages the communication between the journal and all the co-authors of the paper.

The corresponding author must inform all the co-authors of the submission of the manuscript to the journal. It is recommendable all the co-authors to be copied on email communication.



The corresponding author may designate a substitute of correspondence for times of unavailability.

The corresponding author certifies that the manuscript is not submitted elsewhere and that the content is in accordance with the journal policies (such as citations standards, ethics, conflict of interest etc.).

If some other individual, who is not one of the paper co-authors, submits the paper, signed authorization by all authors must be provided.

Writing Guidelines

The journal preference is for use of the third person. However, the journal will consider well-written papers in the first person. The use of the pronoun "I" should be avoided if possible. In the text, do not use the second person "you".

Use "one", "individuals", "people", etc. rather than gender-specific pronouns.

Use "et al." for multiple authors, e.g., "Melissa Anderson et al. (2010) have found..."

Do not use contractions, i.e., use "did not" rather than "didn't", "cannot" rather than "can't", "would have" rather than "would've", etc.

At first use of an abbreviation, write out full name in full and enclose abbreviation in parentheses, e.g. *principal components analysis (PCA)*.

Avoid jargon, colloquialisms, and the use of idiosyncratic terms.

If your paper is written in English and you are not a native speaker, have a native speaker edit and correct your paper. For additional assistance in editing and writing, contact the Editorial Office.

Publication charges

By submitting the manuscript, the authors agree to pay applicable publication charges.

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