



File name: European Proceedings APA Style
Manual: A Guidance for Authors & Editors
Version no: v.4
Version date: 31 August 2020

European Proceedings

Manuscript Submission Manual: A Guidance for Authors & Editors





Table of Contents

1.	INTRODUCTION.....	1
2.	MANUSCRIPT ELEMENTS	2
2.1.	CONFERENCE TITLE	2
2.2.	TITLE OF THE PAPER	2
2.3.	AUTHOR NAME(S)	3
2.4.	AUTHOR AFFILIATION	3
2.5.	CORRESPONDING AUTHOR'S AFFILIATION	4
2.6.	ABSTRACT	4
2.7.	KEYWORDS	4
2.8.	HEADERS	5
2.9.	FOOTNOTES	5
3.	TABLES AND FIGURES	6
3.1.	FIGURE NUMBERING AND CAPTION	6
3.2.	FIGURE AND LINE ART FORMATS	7
3.3.	TABLE NUMBERING AND CAPTION	7
4.	PUNCTUATION & ABBREVIATIONS	8
4.1.	PUNCTUATION	8
4.1.1.	<i>Space</i>	8
4.1.2.	<i>Period</i>	8
4.1.3.	<i>Comma</i>	8
4.1.4.	<i>Semicolon</i>	9
4.1.5.	<i>Colon</i>	9
4.1.6.	<i>Quotation Marks</i>	9
4.1.7.	<i>Parentheses</i>	9
4.2.	ABBREVIATIONS	9
4.2.1.	<i>Plural forms</i>	10
4.2.2.	<i>Unit of Measurement Abbreviations</i>	10
4.2.3.	<i>Time Abbreviations</i>	10
4.2.4.	<i>Latin Abbreviations</i>	10
5.	PARAPHRASES AND QUOTATIONS.....	11
5.1.	PARAPHRASES	11
5.2.	DIRECT QUOTATIONS	11
5.2.1.	<i>Short Quotations (Fewer Than 40 Words)</i>	11
5.2.2.	<i>Block Quotations (40 Words or More)</i>	11
6.	REFERENCES.....	12
6.1.	IN-TEXT REFERENCES.....	12
6.1.1.	<i>Avoiding Ambiguity in In-Text Citations</i>	13
6.2.	REFERENCE LIST	14
7.	EP MANUSCRIPT SUBMISSION CHECKLIST	20

1. INTRODUCTION

This manual is to guide you how to prepare and submit your paper to the European Proceedings (EP) Journals.

Manuscript must be submitted as MS Doc(x) file. Entire manuscript (except the first page) must be 1,5-spaced in 10 points Times New Roman. Each paragraph must be indented 1 inch from the left margin.

Manuscript elements as below:

- (a) The first page must include the title of the paper, the names of the authors, full institutional addresses for each author, and the e-mail for correspondence. (check [pages 2-3](#) for further details)
- (b) An abstract of 150-250 words. (check [page 4](#) for further details)
- (c) Keywords between 3-5. (check [page 4](#) for further details)
- (d) Manuscript should contain these titles;
 - Required:** Introduction, problem statement, research questions, purpose of the study, research methods, findings, conclusion, references
 - Optional:** Acknowledgments, and appendix.
- (e) The word limit for papers submitted for consideration to EP is 5000 words (does not include the abstract, reference list, figures, or tables)
- (f) Each table, figure must be embedded to the manuscript, have a caption, and listed sequentially in the text. (check [page 6-8](#) for further details)
- (g) Footnotes should be represented by superscript numbers in the main text and listed at the end of the page.
- (h) All references should be listed alphabetically, with the majority of current works. All references should be cited both in text and in the reference list. (check [pages 12-20](#) for further details)

2. MANUSCRIPT ELEMENTS

2.1. Conference Title

The acronym of the conference. Insert one space after. Conference' full title.

- Bold, title case
- Times New Roman (TNR), 12 points
- Centered text
- 1.15 line spacing

For example:

WUT 2020
X International Conference “Word, Utterance, Text: Cognitive, Pragmatic and Cultural Aspects”

2.2. Title of the Paper

- Bold, uppercase
- TNR, 14 points
- Centered text
- 1.15 line spacing
- While there is no limit, its' better to keep a length of 12 words or fewer.
- No period at end
- Avoid the use of abbreviations unless they include the name of a group that is best known by its acronym

For example:

**MANUSCRIPT SUBMISSION MANUAL: A GUIDANCE FOR
AUTHORS AND EDITORS**

2.3. Author Name(s)

- TNR, 11 points
- Title case, names in full, separated by comma, centered
- 1.15 line spacing
- Include the names of all authors in order of contribution.
- The names of the authors are written in full (first name, initial of middle name(s), last name).
- Titles (Dr., Prof.) or degrees (PhD, MSc) should not be included.
- Do not use “and”/“&” between last two authors
- Use lower-case superscript letters to indicate affiliations for each author
- Asterisk should be used to denote corresponding author

For example:

Ann-Katrin Swärd (a)*, Don Klinger (b), Tapio Toivanen (c)
*Corresponding author

2.4. Author Affiliation

- TNR, 9 points.
- Centered text.
- 1.15 line spacing
- List department, institution, city, (if US, state), country, e-mail (optional), and ORCID iD.
- Post Box number and ZIP code are not allowed.
- Use lower-case letters to indicate affiliations for each author.
- Asterisk should be used to denote corresponding author.

For example:

Ann-Katrin Swärd (a)*, Don Klinger (b), Tapio Toivanen (c)
*Corresponding author

- (a) School of Education and Communication, Jönköping University, Jönköping, Sweden, xxx@ju.se, ORCID iD
(b) A206 Duncan McArthur Hall, Faculty of Education, Queen’s University Kingston, Ontario, Canada,
yyy@queensu.ca, ORCID iD
(c) Department of Teacher Education, University of Helsinki, Helsinki, Finland, zzz@helsinki.fi, ORCID iD
-

2.5. Corresponding author's affiliation

- Short address only
 - No phone and fax numbers
 - E-mail without hyphen
-

For example:

(a) School of Education and Communication, Jönköping University, P.O. Box 1026, SE-551 11 Jönköping, Sweden
A.S@hkk.hj.se, ORCID iD

2.6. Abstract

- 10 points
- Should be aligned left, shouldn't be indented
- 1.30 line spacing
- Abstract should range between 150 - 250 words
- The abstract should be presented as a single paragraph and briefly summarize the goals, methods, and new results presented in the paper
- Reference citations are not allowed
- Abbreviations are allowed (Define the abbreviation or/and acronym on first occurrence and then use abbreviation)

2.7. Keywords

- 8 points, *Italic*
 - ½ inch indented (regular paragraph)
 - Begin with uppercase, alphabetical order, no period at end
 - Placement: Under abstract
 - Each keyword separated by comma
 - Include three to five words, phrases, or acronyms as keywords
 - Abbreviations allowed
-

For example:

Keywords: Entrepreneurship education, entrepreneurial teaching, entrepreneurial university

2.8. Headers

The manuscript should be divided into a suitable number of sections and, if necessary, subsections. All subsections should be numbered.

- Avoid having only one subsection heading within a section, just like in an outline.
- Headings and subheadings should be labelled with numbers.
- Lowercase minor short words (except the first word in a title or subtitle) (i.e., conjunctions of three letters or fewer; prepositions of three letters or fewer)
 - short conjunctions (e.g., “and,” “as,” “but”)
 - articles (“a,” “an,” “the”)
 - short prepositions (e.g., “as,” “at,” “by,” “for,” “in,” “of”)
 - Capitalize “is” and “be” (because they are verbs) and “with” (because it has four letters)
- If only one level of heading is needed, use EP-Heading 1.
- If two levels of heading are needed, use EP-Heading 1 and EP-Heading 2.
- If three levels of heading are needed, use EP-Heading 1, EP-Heading 2, and EP-Heading 3 and so on (see Figure 1, below).

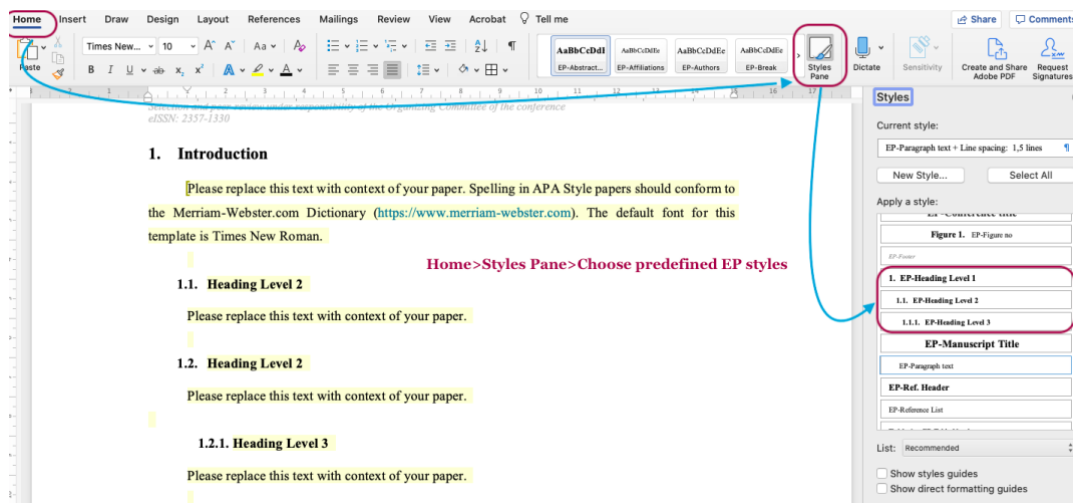


Figure 1. European Proceedings Headings

2.9. Footnotes

- 10 points, 1,15 line spacing.
- Use superscript numbers to represent text footnotes.

For example:

¹This is an Open Access article distributed under the terms of the Creative Commons Attribution-Noncommercial 4.0 Unported License, permitting all non-commercial use, distribution, and reproduction in any medium, provided the original work is properly cited.

3. TABLES AND FIGURES

3.1. Figure numbering and caption

- 10 points, centered, Sentence case
- No period at end
- Caption should be placed below figures/line arts
- Figures should be numbered sequentially according to their appearance within the article text
- Ensure that each figure is cited within the article text (e.g., see Figure 1)
- Figures should be sequentially numbered
- Parts of figure should be be represented with lowercase letters (a), (b), (c)

For example I:

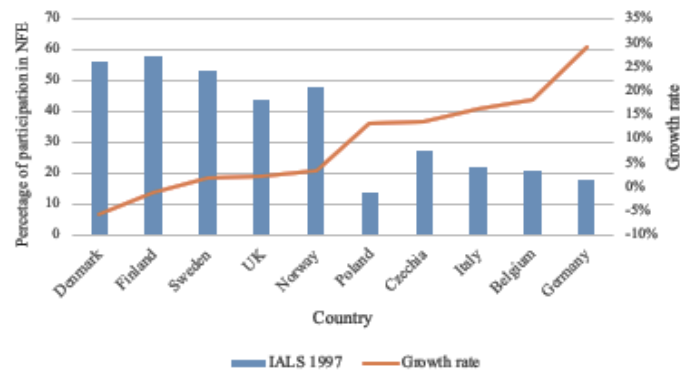


Figure 2. Percentage of participation in NFE in 1997 in the context of its growth rate

For example II:

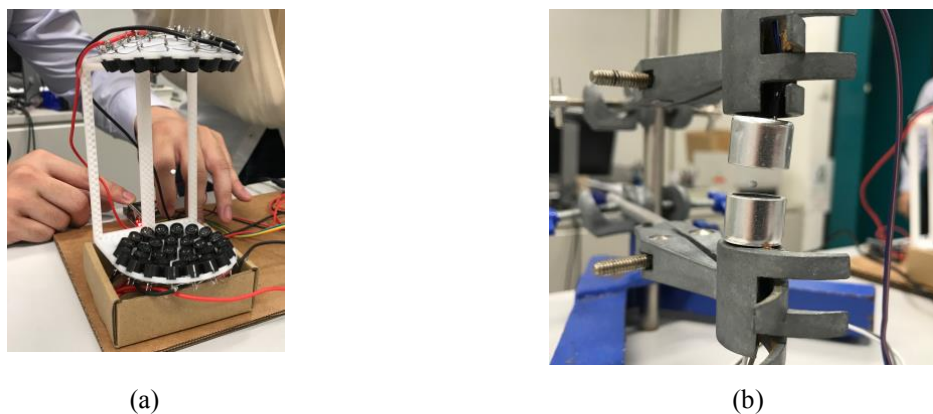


Figure 3. (a) & (b) Setting of experiment of sonic levitation

3.2. Figure and Line Art Formats

- Figures and line arts should be embedded to the text
- Lettering in a figure/line art shouldn't be smaller than 8 points and larger than 14 points
- Image resolution preferably should be 300 dpi
- Line art resolution preferably should be 600 dpi
- Each figure/image file should be less than 10 MB
- Each figure/image should be created 70-150 mm width

3.3. Table numbering and caption

- 10 points, left aligned, Sentence case
- No period at end
- Place upon table
- Tables must be embedded to the text
- Tables should be numbered sequentially according to their appearance in the text
- Ensure that each figure is cited within the article text (e.g., see Table 1)
- Avoid excessive formatting, such as the use of colour and shading
- Use superscript letters to represent table footnotes. (a, b, c)
- Use "Note: SD: Standard deviation, Note: Significant at the 0.01 level." to define the abbreviations or general notes used in the table
- Use standard EP table format

For more information on tables, please see the [APA Style website](#).

For example:

Table 1. Results of Curve-Fitting Analysis Examining the Time Course of Fixations to the Target

Logistic parameter	9-year-olds		16-year-olds		<i>t</i> (40)	<i>p</i>	Cohen's <i>d</i>
	<i>M</i>	<i>SD</i>	<i>M</i>	<i>SD</i>			
Maximum asymptote, proportion	.843	.135	.877	.082	0.951	.347	0.302
Crossover, in ms	759	87	694	42	2.877	.006	0.840
Slope, as change in proportion per ms	.001	.0002	.002	.0002	2.635	.012	2.078

Note. For each subject, the logistic function was fit to target fixations separately. The maximum asymptote is the asymptotic degree of looking at the end of the time course of fixations. The crossover point is the point in time the function crosses the midway point between peak and baseline. The slope represents the rate of change in the function measured at the crossover. Mean parameter values for each of the analyses are shown for the 9-year-olds ($n = 24$) and 16-year-olds ($n = 18$), as well as the results of *t* tests (assuming unequal variance) comparing the parameter estimates between the two ages.

4. PUNCTUATION & ABBREVIATIONS

4.1. Punctuation

4.1.1. Space

Use one space after the following:

- commas, colons, and semicolons, periods or other punctuation marks at the end of a sentence

The semicolon was introduced into modern type by an Italian printer around 1566. But since it's actually the same symbol as the ancient Greek question mark, it's older than the colon (:), which first appears around 1450. Don't mix the two up. A colon introduces something: usually a list, sometimes a statement. A semicolon separates two independent but related clauses; it may also replace the comma to separate items in a complicated list. (Merriam-Webster, n.d.)

one space after comma
one space after colon
one space after semicolon
one space after period

- periods following initials in names (J. F. Kennedy)

4.1.2. Period

Use one space after the following:

- after initials in names (Bazerman, M. H.)
- in Latin abbreviations (a.m., e.g., p.m., vs.)
- in reference abbreviations (Vol. 2, 4th ed., p. 4)

Do not use periods in the following cases:

- in capital letter abbreviations and acronyms (APA, FDA)
- measurement abbreviations (cm, hr, kg, min)
- after DOIs or URLs

4.1.3. Comma

Use a comma in the following cases:

- Use comma between elements in a series of three or more items. (school, college, and university)
- to set off the year in parenthetical in-text citations (McNamara, 2019)

Do not use a comma in the following cases:

- to separate parts of measurement (e.g., 12 years 5 months)

4.1.4. Semicolon

Use a semicolon in the following cases:

- to separate multiple parenthetical citations (De Visser, 2019; Helpman 2011; McNamara, 2019)
- to separate different types of information in the same set of parentheses (n = 33; Fu & Ginsburg, 2020)

4.1.5. Colon

Use a colon in the following cases:

- in ratios and proportions (Insulin to carb ratio is 1:7)

4.1.6. Quotation Marks

Use double quotation marks in the following cases:

- to reproduce material from a test item or verbatim instructions to participants
The item with the highest mean is “I am not confident I can do excellent job on the assignment”
- to set off the title of a periodical article or book chapter when the title is used in the text
McNamara’s (2019) book, “The Neuroscience of Sleep and Dreams” demonstrates

4.1.7. Parentheses

Use parentheses in the following cases:

- to set off structurally independent elements
FDA anticipates these products (see Table 1) to be removed from the market through early 2013.
- to set off in-text citations
Bell and Dale (2011) claimed
- to introduce an abbreviation in the text
antisocial personality disorder (APD)

(APA, 2020, pp. 170–172)

4.2. Abbreviations

- When you first use a term that you want to abbreviate in the text, present both the full version of the term and the abbreviation. After you define an abbreviation, use only the abbreviation; do not alternate between spelling out the term and abbreviating it.
- When the full version of a term first appears in a sentence in the text, place the abbreviation in parentheses after it.

e.g., World Health Organization (WHO)

- When the full version of a term first appears in parenthetical text, place the abbreviation in square brackets after it. Do not use nested parentheses.

(e.g., World Health Organization [WHO])

Exception

- If an abbreviation is very commonly understood, you can use it without formally introducing it.

e.g., HIV, IQ

4.2.1. Plural forms

- To pluralize abbreviations, add a lowercase “s”
- Do not use an apostrophe.

e.g., IQs DOIs URLs Eds.

4.2.2. Unit of Measurement Abbreviations

- Use abbreviations and symbols for units of measurement that are accompanied by numeric values;

e.g., 4 cm 27 °C M = 4.58

- *Do not use abbreviations and symbols for units of measurement that are not accompanied by numeric values.*

several kilograms age in years duration of hours centimeters

4.2.3. Time Abbreviations

- Do abbreviate the words “hour (h)”, “minute (min)”, “second (s)”
- Do not abbreviate “day” “week” “month” and “year”

4.2.4. Latin Abbreviations

- Use the following standard Latin abbreviations only in parenthetical material; in the narrative, use the full term.

(e.g.) for example ,(etc.) ,and so forth vs. versus or against

Exceptions

- Use the Latin abbreviation “et al.” (which means “and others”) in both narrative and parenthetical citations.
- The abbreviation “ibid.” is not used in APA Style.

(APA, 2020, pp. 172-178)

5. PARAPHRASES AND QUOTATIONS

5.1. Paraphrases

If you read a paraphrase of a primary source in a published work and want to cite that source, it is best to read and cite the primary source directly if possible; if not, use a secondary source citation.

- When citing a secondary source, provide a reference list entry for the secondary source that you used.
- In the text, identify the primary source and then write “as cited in” the secondary source that you used.

If the year of publication of the primary source is known, also include it in the text.

(Rabbitt, 1982, as cited in Lyon et al., 2014)

If the year of the primary source is unknown, omit it from the in-text citation.

Allport’s diary (as cited in Nicholson, 2003)

5.2. Direct Quotations

5.2.1. Short Quotations (Fewer Than 40 Words)

If the quotation is less than 40 words incorporate it into the text and enclose the quotation with quotation marks. Cite the source immediately after the close of the quotation marks.

Block quotation with parenthetical citation:

This refers to a person who “generally does things for their own sake, rather than in order to achieve some later external goal” (Csikszentmihalyi, 1997, p. 117).

Block quotation with narrative citation:

According to Locke and Schattke (2018), intrinsic motivation refers to liking or wanting an activity while extrinsic motivation is “doing something in order to get some future value (or avoid some future disvalue)” (p.14).

5.2.2. Block Quotations (40 Words or More)

- Do not use quotation marks to enclose a block quotation.
- Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin.
- Double-space the entire block quotation.
- Do not add extra space before or after it.
- Do not add a period after the closing parenthesis in either case.

Block quotation with parenthetical citation:

From this perspective, SNS are:

Web-based services that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system. The nature and nomenclature of these connections may vary from site to site (Boyd & Ellison, 2007, p. 211).

Block quotation with narrative citation:

Colvin (2010) explored every angle of talent concept as follows:

People often use it just to mean excellent performance or to describe those who are terrific performers. "The Red Sox have a lot of talent in the outfield" means only that the outfielders are very good. "The war for talent," a popular topic in business and the title of a book, means the fight to attract good performers. In the TV business, "talent" is the generic term for anyone who appears on camera. "Get the talent on set!" just means get the performers to their places; anyone who watches much TV realizes that in this case the term is totally nonjudgmental. None of those meanings is the critical one. When the term is used in ways that change the courses of people's lives, it has a specific meaning. (pp. 20-21)

6. REFERENCES

- All references should be cited both in text and in the reference list.
- In text citations and reference list entries should be agreed both in spelling and in date.
- The literature used should be current, with the majority of works (2/3) having been published no more than 5 years ago (total min 15 references).
- References shouldn't be numbered.

6.1. In-text References

- All references should be cited both in text and in the reference list.
- In text citations and reference list entries should be agreed both in spelling and in date.

Number of Authors/Editors	First Time Paraphrased	Subsequent Times Paraphrased
One author	<ul style="list-style-type: none"> • Swärd (2012) or • (Swärd, 2012). 	<ul style="list-style-type: none"> • Swärd (2012) or • (Swärd, 2012).
Two authors	<ul style="list-style-type: none"> • Flora and Curran (2004) or • (Flora & Curran, 2004). 	<ul style="list-style-type: none"> • Flora and Curran (2004) or • (Flora & Curran, 2004).
3 or more authors	<ul style="list-style-type: none"> • Hayton et al. (2004) or • (Hayton et al., 2004) 	<ul style="list-style-type: none"> • Hayton et al. (2004) or • (Hayton et al., 2004)
Group or Organizational authors	<ul style="list-style-type: none"> • International Maritime Organization (IMO) (2020) or • (International Maritime Organization [IMO], 2020). 	<ul style="list-style-type: none"> • IMO (2020) or • (IMO, 2020).
Diagnostic manual (DSM, ICD)	<ul style="list-style-type: none"> • Diagnostic and Statistical Manual of Mental Disorders (5th ed.; DSM-5; American Psychiatric Association, 2013) • American Psychiatric Association's (2013) Diagnostic and Statistical Manual of Mental Disorders (5th ed.; DSM-5) 	<ul style="list-style-type: none"> • (American Psychiatric Association, 2013) • American Psychiatric Association (2013)

6.1.1. Avoiding Ambiguity in In-Text Citations

Sometimes multiple works with three or more authors and the same publication year shorten to the same in-text citation form, which creates ambiguity.

To avoid ambiguity, when the in-text citations of multiple works with three or more authors shorten to the same form, write out as many names as needed to distinguish the references, and abbreviate the rest of the names to “et al.”

For example:

Mohammadzadeh, M., Awang, H., Ismail, S., & Kadir Shahar, H. (2018). Stress and coping mechanisms among adolescents living in orphanages: An experience from Klang Valley, Malaysia. *Asia-Pacific Psychiatry, 10*(1), e12311.

Mohammadzadeh, M., Awang, H., Shahar, H. K., & Ismail, S. (2018). Emotional health and self-esteem among adolescents in Malaysian orphanages. *Community Mental Health Journal, 54*(1), 117-125.

To avoid ambiguity when citing them both in your paper, cite them as follows:

- Parenthetical citation: [Mohammadzadeh, Awang, Shahar, et al., 2018](#)
- Narrative citation: [Mohammadzadeh, Awang, Ismail, et al., 2018](#)

6.2. Reference List

- All references should be listed alphabetically
- All references (both in the parenthetical text citations and in the reference list) should be ordered alphabetically by the authors' last names?
- Inclusive page numbers for all articles or chapters in books should be provided in the reference list
- Use one space between initials.
- Write the author's name exactly as it appears on the published work, including hyphenated surnames and two-part surnames.
- Use a comma to separate an author's initials from additional author names, even when there are only two authors.
- Use an ampersand (&) before the final author's name.
- Do not include an abbreviation for a group author in a reference list entry.
- Do not use a comma between the journal volume and issue numbers.
- Italicize periodicals title and volume number
- Do not put a period after a DOI or URL
- When a retrieval date is needed, use the following format: Retrieved September 1, 2020, from <https://xxxxx>

<p>Entire Book Printed version</p>	<ul style="list-style-type: none"> • Author, A. A. (Date Published). <i>Title of work</i>. Publisher name. <p>Helpman, E. (2011). <i>Understanding Global Trade</i>. Harvard University Press.</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Helpman, 2011) • Narrative citation: Helpman (2011)
<p>Entire Book Online version</p>	<ul style="list-style-type: none"> • Author, A. A. (Date Published). <i>Title of work</i>. Publisher name. https://doi.org/xxxxx or https://xxxxx <p>McNamara, P. (2019). <i>The Neuroscience of Sleep and Dreams</i>. Cambridge University Press. https://doi.org/10.1017/9781316817094</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (McNamara, 2019) • Narrative citation: McNamara (2019)
<p>Entire Book with Editors</p>	<ul style="list-style-type: none"> • Author, A. A., Author B. B., & Author, C. C. (Eds.). (Date Published). <i>Title of work</i>. Publisher name. • Author, A. A. (Ed.). (Date Published). <i>Title of work</i>. Publisher name. https://doi.org/xxxxx or https://xxxxx <p>Lane, J., Stodden, V., Bender, S., & Nissenbaum, H. (Eds.). (2014). <i>Privacy, Big Data, and the Public Good: Frameworks for Engagement</i>. https://doi.org/10.1017/CBO9781107590205</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Lane et al., 2019) • Narrative citation: Lane et al. (2019)

<p>Entire Book with multiple publishers</p>	<ul style="list-style-type: none"> • Author, A. A., Author B. B., & Author, C. C. (Date Published). <i>Title of work</i>. Publisher name A; Publisher name B. https://doi.org/xxxxx or https://xxxxx <p>Schmid, H.-J. (Ed.). (2017). <i>Entrenchment and the psychology of language learning: How we reorganize and adapt linguistic knowledge</i>. American Psychological Association; De Gruyter Mouton. https://doi.org/10.1037/15969-000</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Schmid, 2017) • Narrative citation: Schmid (2017)
<p>Foreign-language book Printed version</p>	<ul style="list-style-type: none"> • Author, A. A. (Date Published). Work title in native language [Translation in brackets]. Publisher name. <p>Sokolov, A. K. (2001). <i>NEP v kontekste istoricheskogo razvitiya Rossii XX veka Redkol</i> [New Economic Policy during the Historical Development of Russia in the Twentieth Centuries]. In-t ros. Istorii.</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Sokolov, 2001) • Narrative citation: Sokolov (2001)
<p>Foreign-language book Online version</p>	<ul style="list-style-type: none"> • Author, A. A., Author B. B., Author, C. C. (Date Published). <i>Work title in native language</i> [Translation in brackets]. Publisher name. https://doi.org/xxxxx or https://xxxxx <p>Birkner, K., Auer, P., Bauer, A., & Kotthof, H. (2020). <i>Einführung in die Konversationsanalyse</i> [Introduction to Conversation Analysis]. De Gruyter. https://doi.org/10.1515/9783110689082</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Birkner et al., 2020) • Narrative citation: Birkner et al. (2020)
<p>Chapter in an edited book Printed version</p>	<ul style="list-style-type: none"> • Author, A. A. (Date Published). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. #-#). Publisher name. <p>De Visser, R. (2019). Gender and Health. In C. Llewellyn, S. Ayers, C. McManus, S. Newman, K. Petrie, T. Revenson, et al. (Eds.), <i>Cambridge Handbook of Psychology, Health and Medicine</i> (pp. 20-23). Cambridge University Press.</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (De Visser, 2019) • Narrative citation: De Visser (2019)
<p>Chapter in an edited book Online version</p>	<ul style="list-style-type: none"> • Author, A. A. (Date Published). Title of chapter or entry. In A. Editor, B. Editor & C. Editor (Eds.), <i>Title of book</i> (edition, pp. #-#). Publisher name. https://doi.org/xxxxx or https://xxxxx <p>Szmoniewski, B. (2008). Two Worlds, One Hoard: What Do Metal Finds From The Foreststeppe Belt Speak About?". In F. Curta (Ed.), <i>The Other Europe in the Middle Ages</i>. Brill. https://doi.org/10.1163/ej.9789004163898.i-492.62</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Szmoniewski, 2008) • Narrative citation: Szmoniewski (2008)
<p>Chapter in an edited book reprinted in translation</p>	<p>Freud, S. (1961). The ego and the id. (J. Strachey, Ed. & Trans.). <i>The standard edition of the complete psychological works of Sigmund Freud</i> (Vol. 19, pp. 3–66). Hogarth Press</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Freud, 1923/1961) • Narrative citation: Freud (1923/1961) <p>Heidegger, M. (2008). On the essence of truth (J. Sallis, Trans.). In D. F. Krell (Ed.), <i>Basic writings</i> (pp. 111–138). Harper Perennial Modern Thought. (Original work published 1961)</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Heidegger, 1961/2008) • Narrative citation: Heidegger (1961/2008)

<p>Chapter in a volume of a multivolume work</p>	<ul style="list-style-type: none"> • Author, A. A. (Date Published). Title of chapter or entry. In A. Editor, B. Editor & C. Editor (Eds.), <i>Title of book (edition, pp. #-#)</i>. Publisher name. https://doi.org/xxxxx or https://xxxxx <p>Goldin-Meadow, S. (2015). Gesture and cognitive development. In L. S. Liben & U. Mueller (Eds.), <i>Handbook of child psychology and developmental science: Vol. 2. Cognitive processes (7th ed., pp. 339–380)</i>. John Wiley & Sons. https://doi.org/10.1002/9781118963418.childpsy209</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Goldin-Meadow, 2015) • Narrative citation: Goldin-Meadow (2015)
<p>Entry in an encyclopedia with author</p>	<p>Author, A. A. (Date Published). Entry title. Publisher name. https://xxxxx</p> <p>Martinich, A. P., & Stroll, A. (2020). Epistemology. <i>Encyclopædia Britannica</i>. https://www.britannica.com/topic/epistemology</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Martinich & Stroll, 2020) • Narrative citation: Martinich & Stroll (2020)
<p>Dictionary entry Printed version</p>	<ul style="list-style-type: none"> • Dictionary Title. (Year). Entry. In Title of the Dictionary (edition, p.#). Publisher. <p>Merriam-Webster. (2003). Litmus test. In <i>Merriam-Webster's collegiate dictionary (11th ed., p. 727)</i>.</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Merriam-Webster, 2003) • Narrative citation: Merriam-Webster (2003)
<p>Dictionary entry Online version</p>	<ul style="list-style-type: none"> • Dictionary Title. (Year). Entry. In <i>Title of the Dictionary</i>. Retrieved Month Day, Year, from <p>Merriam-Webster. (n.d.). Levelheaded. In <i>Merriam-Webster.com dictionary</i>. Retrieved August 31, 2020, from https://www.merriam-webster.com/dictionary/levelheaded</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Merriam-Webster, n.d.) • Narrative citation: Merriam-Webster (n.d.)
<p>Journal article Printed version</p>	<ul style="list-style-type: none"> • Author, A. A., & Author B. B. (Date Published). Article title. <i>Title of Journal, Volume(Issue)</i>, pp.-pp. <p>Bell, A., & Dale, R. (2011). The Medieval Pilgrimage Business. <i>Enterprise & Society, 12(3)</i>, 601-627.</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Bell & Dale, in press) • Narrative citation: Bell and Dale (in press)
<p>Journal article Online version</p>	<ul style="list-style-type: none"> • Author, A. A., & Author B. B. (Date Published). Article title. <i>Title of Journal, Volume(Issue)</i>, pp.-pp. https://doi.org/xxxxx or https://xxxxx <p>Bogel, P. M., & Upham, P. (2018). Role of psychology in sociotechnical transitions studies: Review in relation to consumption and technology acceptance. <i>Environmental Innovation and Societal Transitions, 28</i>, 122-136. https://doi.org/10.1016/j.eist.2018.01.002</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Bogel & Upham, 2018) • Narrative citation: Bogel and Upham (2018)
<p>Foreign-language journal article</p>	<ul style="list-style-type: none"> • Author, A. A., & Author B. B. (Date Published). Work title in native language [Translation in brackets]. <i>Title of Journal, Volume(Issue)</i>, pp.-pp. <p>Kalenda, J., & Kočvarová, I. (2017). Proměny bariér ke vzdělávání dospělých v České republice: 2005-2015 [Transformation of Barriers towards Adult Education in the Czech Republic]. <i>Studia Paedagogica, 22(3)</i>, 69–89. https://doi.org/10.5817/SP2017-3-5</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Kalenda & Kočvarová, 2017) • Narrative citation: Kalenda and Kočvarová (2017)

<p>Journal article In press</p>	<ul style="list-style-type: none"> • Author, A. A., & Author B. B. (in press). Article title. <i>Title of Journal</i>. <p>Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer–seller differences in valuation from experience: A cognitive modeling approach. <i>Psychonomic Bulletin & Review</i>.</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Pachur & Scheibehenne, in press) • Narrative citation: Pachur and Scheibehenne (in press)
<p>Journal article 21 or more authors</p>	<ul style="list-style-type: none"> • Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., Author, G. G., Author, H. H., Author, I. I., Author, J. J., Author, K. K., Author, L. L., Author, M. M., Author, N. N., Author, O. O., Author, P. P., Author, Q. Q., Author, R. R., Author, S. S., ... Author, Z. Z. <p>Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. <i>Bulletin of the American Meteorological Society</i>, 77(3), 437–471. http://doi.org/fg6rf9</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Kalnay et al., 1996) • Narrative citation: Kalnay et al. (1996)
<p>Journal article republished in translation</p>	<ul style="list-style-type: none"> • Author, A. A. (Date Published). Article title (A. Translator & B. Translator, Trans.). <i>Title of Journal, Volume(Issue)</i>, pp.-pp. https://doi.org/xxxxx or https://xxxxx (Original work published year) <p>Piaget, J. (1972). Intellectual evolution from adolescence to adulthood (J. Bliss & H. Furth, Trans.). <i>Human Development</i>, 15(1), 1–12. https://doi.org/10.1159/000271225 (Original work published 1970)</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Piaget, 1970/1972) • Narrative citation: Piaget (1970/1972)
<p>Conference proceedings published in a journal</p>	<ul style="list-style-type: none"> • Author, A. A., & Author B. B. (Date Published). Work title. <i>Title of Journal, Volume(Issue)</i>, pp.-pp. https://doi.org/xxxxx or https://xxxxx <p>Kõiv, K., & Aia-Utsal, M. (2019). Social pedagogues’ definitions of three types of bullying. <i>The European Proceedings of Social and Behavioural Sciences</i>, 72, 1-15. https://doi.org/10.15405/epsbs.2019.11.1</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Kõiv & Aia-Utsal, 2019) • Narrative citation: Kõiv and Aia-Utsal (2019)
<p>Conference proceedings published as a whole book</p>	<ul style="list-style-type: none"> • A. Editor, B. Editor, & C. Editor (Eds.). <i>Title of book series: Vol. xx. Conference Title</i>. Publisher name. https://doi.org/ <p>Sánchez D., Melin P., & Castillo O. (2020). <i>Advances in Intelligent Systems and Computing: Vol 11353. Soft Computing Applications</i> (pp. 130-142). Springer, Cham. https://doi.org/10.1007/978-3-030-51992-6_11</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Sánchez et al., 2020). • Narrative citation: Sánchez et al. (2020)
<p>Conference proceedings published as a book chapter</p>	<ul style="list-style-type: none"> • Author, A. A., Author, B. B., Author, C. C. (Date Published). Article title. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book series: Vol. xx. Conference Title</i> (pp. #-#). Publisher name. https://doi.org/ <p>Sánchez D., Melin P., & Castillo O. (2020). Comparison of Neural Network Models Applied to Human Recognition. In V. Balas, L. Jain, M. Balas, & S. Shahbazova (Eds.), <i>Advances in Intelligent Systems and Computing: Vol 11353. Soft Computing Applications</i> (pp. 130-142). Springer, Cham. https://doi.org/10.1007/978-3-030-51992-6_11</p>

	<p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Sánchez et al., 2020). • Narrative citation: Sánchez et al. (2020)
Dissertation or thesis unpublished	<ul style="list-style-type: none"> • Author, A. A. (Date). Title of thesis [Master's thesis]. Name of Institution • Author, A. A. (Date). Title of dissertation [Doctoral dissertation]. Name of Institution <p>Stegner, P. (2007). Oscar Wilde's gothic: the presence of Edgar Allan Poe in the Picture of Dorian Gray [Unpublished master's thesis]. University of Idaho.</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Stegner, 2007). • Narrative citation: Stegner (2007)
Dissertation or thesis from a database	<ul style="list-style-type: none"> • Author, A. A. (Date). Title of thesis [Master's thesis, Name of Institution]. Database Name. • Author, A. A. (Date). Title of dissertation [Doctoral dissertation, Name of Institution]. Database Name. <p>Verner, J. L, Jr. (2009). A new look at the minimum wage's effect on employment (Publication No. 3373959) [Doctoral dissertation, The University of Texas-Dallas]. ProQuest Dissertations and Theses Global.</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Verner, 2009). • Narrative citation: Verner (2009)
Dissertation or thesis published online	<ul style="list-style-type: none"> • Author, A. A. (Date). Title of thesis [Master's thesis, Name of Institution]. Archive Name. https://xxxxx • Author, A. A. (Date). Title of dissertation [Doctoral dissertation, Name of Institution]. Archive Name. https://xxxxx <p>Hutcheson, V. H. (2012). Dealing with dual differences: Social coping strategies of gifted and lesbian, gay, bisexual, transgender, and queer adolescents [Master's thesis, The College of William & Mary]. William & Mary Digital Archive. https://digitalarchive.wm.edu/bitstream/handle/10288/16594/HutchesonVirginia2012.pdf</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Hutcheson, 2012). • Narrative citation: Hutcheson (2012)
Paper presentation	<p>Maddox, S., Hurling, J., Stewart, E., & Edwards, A. (2016, March 30–April 2). If mama ain't happy, nobody's happy: The effect of parental depression on mood dysregulation in children [Paper presentation]. Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA, United States.</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Maddox et al., 2016). • Narrative citation: Maddox et al. (2016)
Poster presentation	<p>Pearson, J. (2018, September 27–30). Fat talk and its effects on state-based body image in women [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. http://bit.ly/2XGStHP</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Pearson, 2018) • Narrative citation: Pearson (2018)
Report by a government agency or other organization	<ul style="list-style-type: none"> • Author, A. A. or Name of the Organization. (Date Published). Title of Report. https://xxxxx <p>Foreign and Commonwealth Affairs. (2020). Human Rights & Democracy. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/901090/Human_Rights_and_Democracy_the_2019_Foreign_and_Commonwealth_Office_report.pdf</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Foreign and Commonwealth Affairs, 2020). • Narrative citation: Foreign and Commonwealth Affairs (2020)

<p>ISO Standards</p>	<ul style="list-style-type: none"> International Organization for Standardization. (Year). ISO Standard Title. (ISO Standard No. xxxxx:year). https://xxxxx <p>International Organization for Standardization. (2018). <i>Occupational health and safety management systems—Requirements with guidance for use</i> (ISO Standard No. 45001:2018). https://www.iso.org/standard/63787.html</p> <p>In-text citation:</p> <ul style="list-style-type: none"> Paranthetical citation: (International Organization for Standardization, 2018). Narrative citation: International Organization for Standardization (2018)
<p>Webpage (with an individual author)</p>	<ul style="list-style-type: none"> Author, A. A., & Author B. B. (Year, Month Day). Newspaper Article Title. <i>Website name</i>. https://xxxxx <p>Giles, G., & Szalay, E. (2020, August 31). Global economy unlikely to benefit from falling dollar. <i>Financial Times</i>. https://www.ft.com/content/83c16626-f617-4bb3-872e-fd6723a36c11</p> <p>In-text citation:</p> <ul style="list-style-type: none"> Paranthetical citation: (Giles & Szalay, 2020) Narrative citation: Giles and Szalay (2020)
<p>Webpage with an organizational group author</p>	<ul style="list-style-type: none"> Name of the Organization. (Year, Month Day). <i>Title of the webpage</i>. https://xxxxx <p>World Health Organization. (2020, June 8). <i>Diabetes</i>. https://www.who.int/news-room/fact-sheets/detail/diabetes</p> <p>In-text citation:</p> <ul style="list-style-type: none"> Paranthetical citation: (World Health Organization [WHO], 2020). Narrative citation: World Health Organization (WHO) (2020)
<p>Webpage with a retrieval date</p>	<ul style="list-style-type: none"> Name of the Organization/Website. (n.d.). <i>Title of the webpage</i>. https://xxxxx <p>Unesco (n.d.). <i>Financial Flows</i>. Retrieved 31 August, 2020, from https://opendata.unesco.org/financial-flows</p> <p>In-text citation:</p> <ul style="list-style-type: none"> Paranthetical citation: (World Health Organization [WHO], 2020). Narrative citation: World Health Organization (WHO) (2020)
<p>Webpage without a date</p>	<p>American Nurses Association. (n.d.). <i>Disaster preparedness</i>. https://www.nursingworld.org/practice-policy/work-environment/health-safety/disaster-preparedness/</p> <p>In-text citation:</p> <ul style="list-style-type: none"> Paranthetical citation: (American Nurses Association, n.d.). Narrative citation: American Nurses Association (n.d.)
<p>Wikipedia entry</p>	<ul style="list-style-type: none"> Wikipedia entry. (Year, Month Day)*. In <i>Wikipedia</i>. Retrieved Month day, Year from https://xxxxx <p>Frankenstein. (2020, August 30). In <i>Wikipedia</i>. https://en.wikipedia.org/wiki/Frankenstein</p> <p>In-text citation:</p> <ul style="list-style-type: none"> Paranthetical citation: (“Frankenstein”,2020). Narrative citation: “Frankenstein” (2020) <p><i>*Cite the archived version of the page so that readers can retrieve the version you used. Access the archived version on Wikipedia by selecting “View history” and then the time and date of the version you used.</i></p>
<p>Blog post</p>	<ul style="list-style-type: none"> Author, F. M. (Year, Month Day). Title of blog post. Blog Title. https://xxxxx <p>Laden, G. (2011, May 8). A history of childbirth and misconceptions about life expectancy. <i>Science Blogs</i>. https://scienceblogs.com/gregladen/2011/05/a_history_of_childbirth_and_mi.php</p> <p>In-text citation:</p> <ul style="list-style-type: none"> Paranthetical citation: (Laden, 2011). Narrative citation: Laden (2011)

Twitter profile	<ul style="list-style-type: none"> • Author, A. A. [@username]. (n.d.). Tweets [Twitter profile]. Twitter. Retrieved Month Day, Year, from https://xxxxx <p>Clarivate Web of Science [@webofscience]. (n.d.). Tweets [Twitter profile]. Twitter. Retrieved August 30, 2020, from https://twitter.com/webofscience</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Clarivate Web of Science, n.d.). <p>Narrative citation: Clarivate Web of Science (n.d.)</p>
Tweet	<ul style="list-style-type: none"> • Author, A. A. [@username]. (Year, Month Day). Content of the post up to the first 20 words [Description of audiovisuals] [Tweet]. Twitter. https://xxxxx <p>Gates, B. [@BillGates]. (2020, August 30). Happy 90th birthday, Warren! [Video attached] [Tweet]. Twitter. https://twitter.com/BillGates/status/1300110509455282176</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citation: (Laden, 2011). <p>Narrative citation: Laden (2011)</p>
Religious Work	<p>King James Bible. (2017). King James Bible Online. https://www.kingjamesbibleonline.org/ (Original work published 1769)</p> <p>The Qur'an (M. A. S. Abdel Haleem, Trans.). (2004). Oxford University Press.</p> <p>The Torah: The five books of Moses (3rd ed.). (2015). The Jewish Publication Society. (Original work published 1962)</p> <p>In-text citation:</p> <ul style="list-style-type: none"> • Parenthetical citations: (King James Bible, 1769/2017; The Qur'an, 2004; The Torah, 1962/2015) • Narrative citations: King James Bible (1769/2017), The Qur'an (2004), and The Torah (1962/2015)

7. EP MANUSCRIPT SUBMISSION CHECKLIST

Language

- Only the Full Text Papers that follow the rules and are written in A+ English will be considered for publication.

Format

- Is the entire manuscript—including quotations, references, author note, content footnotes, and figure captions—1.5-spaced?
- Is the manuscript neatly prepared?
- Are the margins at least 1 in. (2.54 cm)?
- Are the title page, abstract, references, appendices, content footnotes, tables, and figures on separate pages?
- Are the figure captions on the same page as the figures? Are manuscript elements ordered in sequence, with the text pages between the abstract and the references?
- Are all pages numbered in sequence, starting with the title page?

Title Page and Abstract

- Is the title no more than 12 words?
- Does the byline reflect the institution or institutions where the work was conducted?
- Does the title page include the running head, article title, byline, and author identification?
- Does the abstract range between 150 and 250 words?

Paragraphs and Headings

- Is each paragraph longer than a single sentence but not longer than one manuscript page?
- Do the levels of headings accurately reflect the organization of the paper?
- Do all headings of the same level appear in the same format?

Abbreviations

- Are unnecessary abbreviations eliminated and necessary ones explained?
- Are abbreviations in tables and figures explained in the table notes and figure captions or legends?

Mathematics and Statistics

- Are Greek letters and all but the most common mathematical symbols identified on the manuscript?
- Are all non-Greek letters that are used as statistical symbols for algebraic variables in italics?

Units of Measurement

- Are metric equivalents for all nonmetric units provided (except measurements of time, which have no metric equivalents)?
- Are all metric and nonmetric units with numeric values (except some measurements of time) abbreviated?

Length

- The word limit for papers submitted for consideration to European Proceedings is 5000 words (min 5 pages - max 10 pages). The word limit does not include the abstract, reference list, figures, or tables. Appendices however are included in the word limit.

References

- Are references cited both in text and in the reference list?
- Do the text citations and reference list entries agree both in spelling and in date?
- Are journal titles in the reference list spelled out fully?

- Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors' surnames?
- Are inclusive page numbers for all articles or chapters in books provided in the reference list)?
- Are references to studies included in your meta-analysis preceded by an asterisk?
- *The literature has to be current, with the majority of works (2/3) having been published no more than 5 years ago.

Notes and Footnotes

- Is the departmental affiliation given for each author in the author note?
- Does the author note include both the author's current affiliation if it is different from the byline affiliation and a current address for correspondence?
- Does the author note disclose special circumstances about the article (portions presented at a meeting, student paper as basis for the article, report of a longitudinal study, relationship that may be perceived as a conflict of interest)?
- In the text, are all footnotes indicated, and are footnote numbers correctly located?

Tables and Figures

- Does every table column, including the stub column, have a heading?
- Are the figures being submitted in a file format acceptable to the publisher?
- Has the figure been prepared at a resolution sufficient to produce a high-quality image?
- Are all figures numbered consecutively with Arabic numerals?
- Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned?
- Is lettering in a figure no smaller than 8 points and no larger than 14 points?
- Are the elements in the figures large enough to remain legible after the figure has been reduced to the width of a journal column or page?

Copyright and Quotations

- Is written permission to use previously published text; test; or portions of tests, tables, or figures enclosed with the manuscript?
- Are page or paragraph numbers provided in text for all quotations?

Submitting the Manuscript

- Upload it to your account / Send it to the Conference Organizer (Individual Organizer)



<https://www.europeanproceedings.com/>