European Proceedings
Manuscript Submission Manual:
A Guidance for Authors & Editors
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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, it’s 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@hlk.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](image)

2.9. Footnotes

- 10 points, 1.15 line spacing.
- Use superscript numbers to represent text footnotes.

For example:

This 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 represented with lowercase letters (a), (b), (c)

For example I:

![Graph showing percentage of participation in NFE in 1997 and growth rate](image)

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

For example II:

![Setting of experiment of sonic levitation](image)

(a) ![Setting of experiment of sonic levitation](image)

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

<table>
<thead>
<tr>
<th>Logistic parameter</th>
<th>9-year-olds</th>
<th>16-year-olds</th>
<th>(t(40))</th>
<th>(p)</th>
<th>Cohen’s (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum asymptote, proportion</td>
<td>.843</td>
<td>.135</td>
<td>.877</td>
<td>.082</td>
<td>0.951</td>
</tr>
<tr>
<td>Crossover, in ms</td>
<td>759</td>
<td>87</td>
<td>694</td>
<td>42</td>
<td>2.877</td>
</tr>
<tr>
<td>Slope, as change in proportion per ms</td>
<td>.001</td>
<td>.0002</td>
<td>.002</td>
<td>.0002</td>
<td>2.635</td>
</tr>
</tbody>
</table>

*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.)

- 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.
<table>
<thead>
<tr>
<th>Number of Authors/Editors</th>
<th>First Time Paraphrased</th>
<th>Subsequent Times Paraphrased</th>
</tr>
</thead>
<tbody>
<tr>
<td>One author</td>
<td>• Swärd (2012) or</td>
<td>• Swärd (2012) or</td>
</tr>
<tr>
<td></td>
<td>(Swärd, 2012).</td>
<td>(Swärd, 2012).</td>
</tr>
<tr>
<td>3 or more authors</td>
<td>• Hayton et al. (2004) or</td>
<td>Hayton et al. (2004) or</td>
</tr>
<tr>
<td></td>
<td>(Hayton et al., 2004)</td>
<td>(Hayton et al., 2004)</td>
</tr>
<tr>
<td>Group or Organizational authors</td>
<td>• International Maritime Organization (IMO) (2020) or</td>
<td>IMO (2020) or</td>
</tr>
</tbody>
</table>

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:


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

Entire Book
Printed version

- Author, A. A. (Date Published). Title of work. Publisher name.
  In-text citation:
  • Parenthetical citation: (Helpman, 2011)
  • Narrative citation: Helpman (2011)

Entire Book
Online version

- Author, A. A. (Date Published). Title of work. https://doi.org/xxxxx or https://xxxxx
  https://doi.org/10.1017/9781316817094
  In-text citation:
  • Parenthetical citation: (McNamara, 2019)
  • Narrative citation: McNamara (2019)

Entire Book
with Editors

- Author, A. A., Author B. B., & Author, C. C. (Eds.). (Date Published). Title of work. Publisher name.
  Author, A. A. (Ed.). (Date Published). Title of work. Publisher name. https://doi.org/xxxxx or https://xxxxx
  In-text citation:
  • Parenthetical citation: (Lane et al., 2019)
  • Narrative citation: Lane et al. (2019)
Entire Book with multiple publishers

- Author, A. A., Author B. B., & Author, C. C. (Date Published). Title of work. Publisher name A; Publisher name B. https://doi.org/xxxxx or https://xxxxx


In-text citation:
- Parenthetical citation: (Schmid, 2017)
- Narrative citation: Schmid (2017)

Foreign-language book

- Author, A. A. (Date Published). Work title in native language [Translation in brackets]. Publisher name.


In-text citation:
- Parenthetical citation: (Sokolov, 2001)
- Narrative citation: Sokolov (2001)

Foreign-language book

- Author, A. A., Author B. B., Author, C. C. (Date Published). Title of work in native language [Translation in brackets]. Publisher name. https://doi.org/xxxxx or https://xxxxx


In-text citation:
- Parenthetical citation: (Birkner et al., 2020)
- Narrative citation: Birkner et al. (2020)

Chapter in an edited book

- Author, A. A. (Date Published). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), Title of book (pp. #–#). Publisher name.


In-text citation:
- Parenthetical citation: (De Visser, 2019)
- Narrative citation: De Visser (2019)

Chapter in an edited book

- Author, A. A. (Date Published). Title of chapter or entry. In A. Editor, B. Editor & C. Editor (Eds.), Title of book (edition, pp. #–#). Publisher name. https://doi.org/xxxxx or https://xxxxx


In-text citation:
- Parenthetical citation: (Szmoniewski, 2008)
- Narrative citation: Szmoniewski (2008)

Chapter in an edited book reprinted in translation

- Author, A. A. (Date Published). Title of chapter or entry. In A. Editor, B. Editor & C. Editor (Eds.), Title of book (editions, pp. #–#). Publisher name. https://doi.org/xxxxx or https://xxxxx


In-text citation:
- Parenthetical citation: (Freud, 1923/1961)
- Narrative citation: Freud (1923/1961)


In-text citation:
- Parenthetical citation: (Heidegger, 1961/2008)
- Narrative citation: Heidegger (1961/2008)


In-text citation:
• Parenthetical citation: (Pachur & Scheibehenne, in press)
• Narrative citation: Pachur and Scheibehenne (in press)


http://doi.org/fg6rf9

In-text citation:
• Parenthetical citation: (Kalnay et al., 1996)
• Narrative citation: Kalnay et al. (1996)


In-text citation:
• Parenthetical citation: (Piaget, 1970/1972)
• Narrative citation: Piaget (1970/1972)


https://doi.org/10.15405/epsbs.2019.11.1

In-text citation:
• Parenthetical citation: (Kõiv & Aia-Utsal, 2019)
• Narrative citation: Kõiv and Aia-Utsal (2019)

• A. Editor, B. Editor, & C. Editor (Eds.). Title of book series: Vol. xx. Conference Title. Publisher name. https://doi.org/


In-text citation:
• Parenthetical citation: (Sánchez et al., 2020).
• Narrative citation: Sánchez et al. (2020)

• Author, A. A., Author, B. B., Author, C. C. (Date Published). Article title. In A. Editor, B. Editor, & C. Editor (Eds.), Title of book series: Vol. xx. Conference Title (pp. ##-##). Publisher name. https://doi.org/


https://doi.org/10.1007/978-3-030-51992-6_11
### Dissertation or thesis unpublished

- Author, A. A. (Date). Title of thesis. Name of Institution.
- Author, A. A. (Date). Title of dissertation. Name of Institution.

**Example:**

### Dissertation or thesis from a database

- Author, A. A. (Date). Title of thesis. Database Name.
- Author, A. A. (Date). Title of dissertation. Database Name.

**Example:**

### Dissertation or thesis published online

- Author, A. A. (Date). Title of thesis. Archive Name.
- Author, A. A. (Date). Title of dissertation. Archive Name.

**Example:**

### Paper presentation

- Author, A. A., & Co-author. (Date). Title of paper. Location, Name of conference.

**Example:**

### Poster presentation

- Author, A. A. (Date). Title of poster. Location, Name of conference.

**Example:**

### Report by a government agency or other organization

- Author, A. A. or Name of the Organization. (Date Published). Title of Report. Link to Report.

**Example:**


**In-text citation:**
• Parenthetical citation: (International Organization for Standardization, 2018).
• Narrative citation: International Organization for Standardization (2018)

• Author, A. A., & Author B. B. (Year, Month Day). Newspaper Article Title. Website name. https://xxxxx


**In-text citation:**
• Parenthetical citation: (Giles & Szalay, 2020)
• Narrative citation: Giles and Szalay (2020)

• Name of the Organization. (Year, Month Day). *Title of the webpage*. https://xxxxx


**In-text citation:**
• Parenthetical citation: (World Health Organization [WHO], 2020).
• Narrative citation: World Health Organization (WHO) (2020)

• Name of the Organization/Website. (n.d.). *Title of the webpage*. https://xxxxx


**In-text citation:**
• Parenthetical citation: (World Health Organization [WHO], 2020).
• Narrative citation: World Health Organization (WHO) (2020)


**In-text citation:**
• Parenthetical citation: ("Frankenstein",2020).
• Narrative citation: "Frankenstein" (2020)

*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.

• Author, F. M. (Year, Month Day). Title of blog post. Blog Title. https://xxxxx


**In-text citation:**
• Parenthetical citation: (Laden, 2011).
• Narrative citation: Laden (2011)
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○ 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?
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- Do all headings of the same level appear in the same format?

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

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- 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?

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- 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?

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- 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?

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*The literature has to be current, with the majority of works (2/3) having been published no more than 5 years ago.

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Has the figure been prepared at a resolution sufficient to produce a high-quality image?

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