File name: European Proceedings Manuscript Submission Manual: A Guide for Authors & Editors
Version no: v.5
Version date: 06 May 2022

European Proceedings Manuscript Submission Manual:

A Guide for Authors & Editors

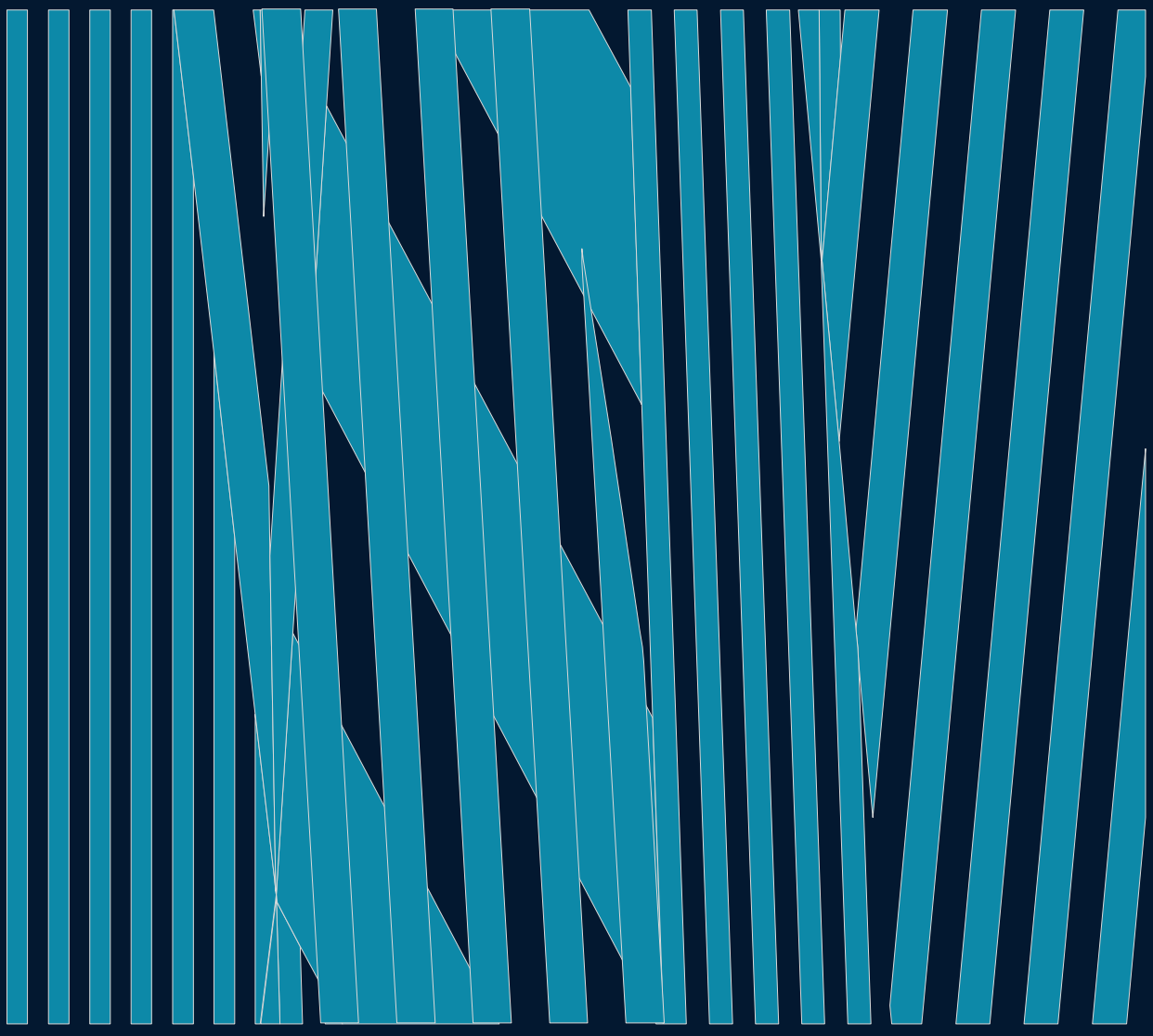


TABLE OF CONTENTS

1. INTRODUCTION 1

2. PEER REVIEW POLICY 2

3. MANUSCRIPT ELEMENTS 2

3.1. Conference Title 2
3.2. Title of the Manuscript 2
3.3. Author Name(s) 3
3.4. Author Affiliation 3
3.5. Corresponding author's affiliation 4
3.6. Abstract 4
3.7. Keywords 5
3.8. Manuscript Section Headings 5
3.9. Footnotes 6

4. TABLES AND FIGURES 6

4.1. Figure numbering and caption 6
4.2. Figure and Line Art Formats 7
4.3. Table numbering and caption 8

5. PUNCTUATION & ABBREVATIONS 9

5.1. Punctuation 9
5.1.1. Space 9
5.1.2. Period 9
5.1.3. Comma 9
5.1.4. Semicolon 10
5.1.5. Colon 10
5.1.6. Quotation Marks 10
5.1.7. Parentheses 10
5.2. Abbreviations 10
5.2.1. Plural forms 11
5.2.2. Unit of Measurement Abbreviations 11
5.2.3. Time Abbreviations 11
5.2.4. Latin Abbreviations 11

6. PARAPHRASES AND QUOTATIONS 12

6.1. Paraphrases 12
6.2. Direct Quotations 12
6.2.1. Short Quotations (Fewer Than 40 Words) 12
6.2.2. Block Quotations (40 Words or More) 12

7. REFERENCES 13

7.1. In-text References 13
7.1.1. Avoiding Ambiguity in In-Text Citations 14

7.2. Reference List 15
7.3. Permissions 21
7.4. Plagiarism & Self-plagiarism 21

8. SUPPLEMENTAL INFORMATION FOR AUTHORS 22

8.1. Copyright & Conflict of Interest Disclaimer 22
8.2. Contact Author Information 22
8.3. ORCID 22
8.4. Open Access and Licensing 22
8.5. Online Publication of the Manuscript 22

9. MANUSCRIPT SUBMISSION CHECKLIST 23

FOREWORD

Dear Authors & Editors,

European Proceedings (EPr) is the publication platform for the proceedings of all the conferences offered under the auspices of European Publisher, based in the UK. EPr is committed to Open Access (OA) publishing for our entire stable of publications in order to facilitate the rapid dessimination and development of all research areas, and make scientific works available and accessible to everyone without financial, legal, or technical constraints.

Through this proceedings, we provide an opportunity for researchers, academics, and practitioners working in various areas of interest and research fields to disseminate their work to a more extensive audience. We aim to enable members of academic communities to attain their goals of gaining new knowledge and skills, and enriching their academic experiences while interacting and sharing research findings with colleagues from a range of disciplines.

We specialise in publishing full-text conference proceedings in dedicated high-quality journals and proceedings series. Our peer-reviewed conference proceedings include but are not limited to the following range of research areas: social and behavioural sciences, computers and technology, finance and business, education, health, life sciences, psychology, physical sciences, engineering, and the humanities.

We are pleased that our collaboration will add value to the work undertaken by the wider academic community.

1. INTRODUCTION

This manual will guide you on how to prepare and submit your manuscript to the European Proceedings (EPr) Series.

The the manuscript must be submitted as an MS Doc(x) file. The entire the 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.

The manuscript elements include:

(a) The first page which bears the title of the manuscript, the names of the author/s, 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) The manuscript should contain these headings;

Required: Introduction, research methods, results/findings, conclusion, references

***Optional*:** Acknowledgments, and appendix.

(e) The word limit for manuscripts submitted for consideration to EPr is 5000 words (not including the abstract, reference list, figures, or tables)

(f) Each table and/or figure must be embedded into the 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 being current works (within 5 years of date of publication). All references should be cited both in-text and in the reference list. (check pages 13-21 for further details)

2. PEER REVIEW POLICY

EPr Series publish manuscripts that have undergone either a single-blind or a double-blind review process at least by two referees. The organisers/volume editors are responsible for the choice of the peer review process for each proceedings.

By signing our publishing agreement, organisers/volume editors are deemed to have accepted that the peer review process will be carried out in accordance with EPr's Ethical Policy and Peer Review Policy which are outlined below.

Organisers/volume editors may use any conference manuscript management system for the peer review process of submitted manuscripts. Organisers/volume editors should follow international peer review standards by adhering to EPr's Ethical Policy. The submitted manuscripts go through a peer review process managed by the conference's own programme committee and external reviewers -when needed- selected by organisers/volume editors. EPr holds the right to request peer review reports at any time.

Detailed information on the organising/programme committee and reviewers can be found in the Frontmatter of each Proceedings.

3. MANUSCRIPT ELEMENTS

3.1. Conference Title

The acronym of the conference preceeds the full title of the conference. Author/s will receive the manuscript template prepared with the conference details.

For example:

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

3.2. Title of the Manuscript

- Bold, uppercase, centered
- TNR, 14 points
- 1.15 line spacing
- 12 words or fewer, depending on the discipline. Titles that exceed the limit will require the permission of the volume editors.
- Do not use a period at the end of the title

- Avoid the use of abbreviations unless they include the name of a group that is best known by its acronym, for example WHO
- A good title should clearly but concisely describe the topic, highlighting the problem and the method as far as possible

For example:

THE MANUSCRIPT SUBMISSION MANUAL: A GUIDE FOR AUTHORS & EDITORS

3.3. Author Name(s)

- Title case, names in full, seperated by comma, centered
- TNR, 11 points
- 1.15 line spacing
- List the names of all authors in order of contribution
- Write the names of the authors in full (first name, initial of middle name(s), last name)
- Exclude titles (Dr., Prof.) or degrees (PhD, MSc)
- Do not use "and"/"&" between last two authors
- Affix lower-case superscript letters to indicate affiliations for each author
- Affix an asterisk to denote the corresponding author

For example:

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

*Corresponding author

3.4. Author Affiliation

- TNR, 9 points
- Lower-case, centered
- 1.15 line spacing
- List department, institution, city, (if US, state), country, e-mail (optional), and ORCID iD.
- Exclude post box number and ZIP code

- Affix an asterisk to denote the corresponding author's affiliation
- Affix letter for each author before the affiliation of the respective author
- Affixing the ORCID is strongly recommended

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
(c) Department of Teacher Education, University of Helsinki, Helsinki, Finland, zzz@helsinki.fi, ORCID

3.5. Corresponding author's affiliation

- List department, institution, city, (if US, state), country, e-mail (***required**), and ORCID iD.
- Exclude phone and fax numbers
- Do not separate the email with a hyphen
- Affixing the ORCID is strongly recommended

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

3.6. Abstract

- TNR, 10 points
- Aligned left, not indented
- 1.3 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 manuscript
- Reference citations are not allowed
- Abbreviations are allowed (Define the abbreviation or/and acronym on the first occurrence in brackets, followed by the abbreviation for future occurences)

3.7. Keywords

- TNR, 8 points, *Italic*
- ½ inch indented (regular paragraph)
- Begin each keyword with uppercase, list in alphabetical order, separated by a comma, no period at end
- Placement: Under abstract
- Include 3 - 5 words, phrases, or acronyms as keywords
- Internationally understood abbreviations are allowed

For example:

Keywords: Entrepreneurship education, entrepreneurial teaching, entrepreneurial university

---

3.8. Manuscript Section Headings

The manuscript content should be presented in numbered sections and subsections, where applicable. Authors should

- avoid only one subsection heading within a section
- label all section headings with Arabic numerals and and subsections with decimal system
- use lowercase for the following (except if it is the first word in a section/subsection) (i.e., conjunctions and prepositions of three letters or fewer)
    - conjunctions (e.g., "and," "as," "but")
    - articles ("a," "an," "the")
    - prepositions (e.g., "as," "at," "by," "for," "in," "of")
    - capitalize "is", "are" and "be" (because they are verbs) and "with" (as it has four letters)
- use EP-Heading 1 for only one level of heading.
- use EP-Heading 1 and EP-Heading 2 for two levels of headings.
- use EP-Heading 1, EP-Heading 2, and EP-Heading 3 and so on for three or more levels of headings (see Figure 1 below).

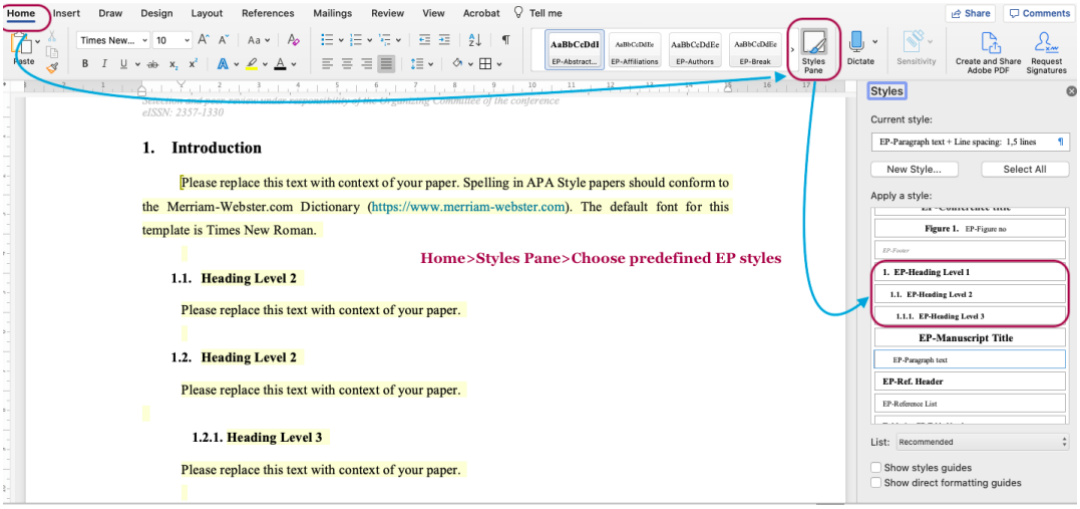


Figure 1. European Proceedings Manuscript Section & Subsection Headers

3.9. Footnotes

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

For example:

[1]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.

4. TABLES AND FIGURES

4.1. Figure numbering and caption

- TNR, 10 points, centered, sentence case
- Do not use a period at the end of the caption
- Place the caption below each figure/line art, centred
- Number figures sequentially according to their appearance within the manuscript text
- Cite each figure within the article text (e.g., see Figure 1)
- Use lowercase letters to indicate parts of figures - (a), (b), (c)

For example I:

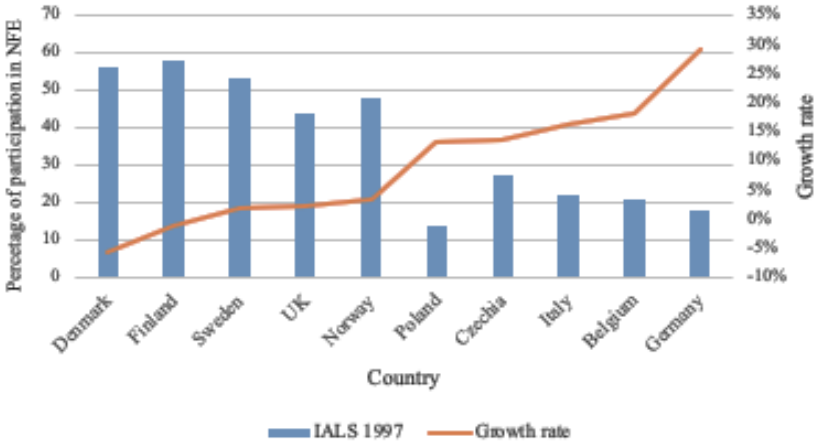
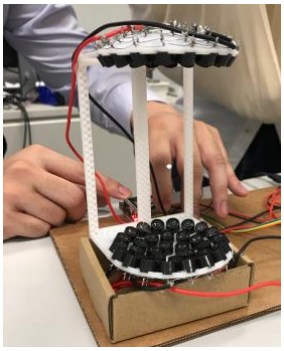
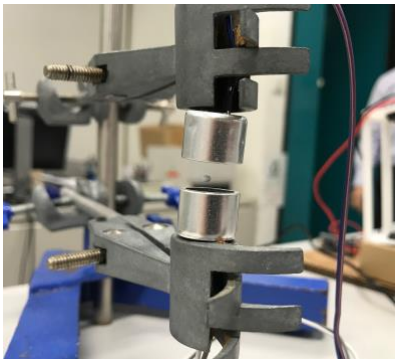


Figure 2. Percentage of participation in NFE in 1997 in the context of its growth rate

For example II:



(a)



(b)

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

4.2. Figure and Line Art Formats

- Embed figures and line arts into the text
- Lettering in a figure/line art should not be smaller than 8 points or 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
- The width of each figure/image should be within 70-150 mm

4.3. Table numbering and caption

- TNR, 10 points, left aligned, sentence case
- No period at end
- Place caption upon table
- Embed tables into the text
- Number tables sequentially according to their appearance in the text
- Ensure that each table is cited within the manuscript 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 7th edition 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		*t*(40)	*p*	Cohen's *d*
	M	*SD*	*M*	*SD*			
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.

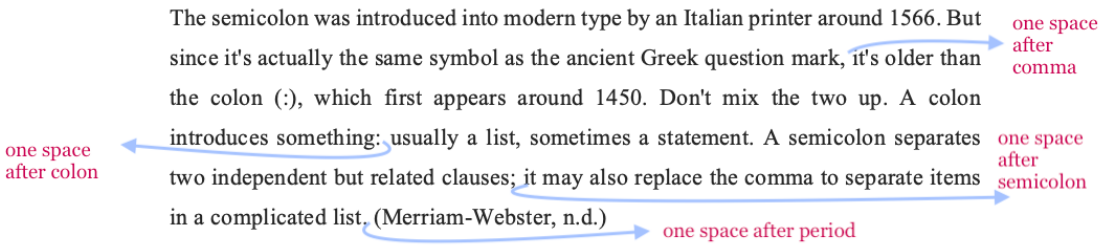
5. PUNCTUATION & ABBREVATIONS

5.1. Punctuation

5.1.1. Space

Use one space after the following:

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



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

5.1.2. 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 (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

5.1.3. 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)

5.1.4. Semicolon

Use a semicomma in the following cases:

- to separate multiple parenthetical in-text 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)

5.1.5. Colon

Use a colon in the following cases:

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

5.1.6. 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 an 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

5.1.7. 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 7th Edition, 2020, pp. 170–172)

5.2. 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 in parenthesis. For following occurences, use only the abbreviation. To maintain consistency, do not alternate between spelling out the term and abbreviating it.

  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.

  (World Health Organization [WHO])

Exception

- An internationally understood abbreviation can be used without formal introduction.

  HIV, IQ

5.2.1. Plural forms

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

  IQs, DOIs, URLs, Eds.

5.2.2. Unit of Measurement Abbreviations

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

  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

5.2.3. Time Abbreviations

- Do abbreviate the words "hour (h)", "minute (min)", "second (s)"
- Do not abbreviate "day", "week", "month" or "year"

5.2.4. Latin Abbreviations

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

  (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. Note that one space must separate "et" and "al" which should have a period after it.
- The abbreviation "ibid." is not used in APA Style.

(APA 7th Edition, 2020, pp. 172-178)

6. PARAPHRASES AND QUOTATIONS

6.1. Paraphrases

It is best to cite material from the primary source directly if possible rather than using a secondary source citation. However, if the primary source is unavailable, then

- When citing a secondary source, provide a reference list entry for the secondary source that you used.
- In the text, state 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 citation.

(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)

6.2. Direct Quotations

6.2.1. 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.

Short 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).

Short 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).

6.2.2. 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 the quotation.
- 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)

7. REFERENCES

- All references should be cited both in-text and in the reference list.
- The literature used should be current, with the majority of works (2/3) having been published no more than 5 years from the year of publication (total min 15 references).
- References should not be numbered.

7.1. In-text References

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

Number of Authors/Editors	First Time Paraphrased	Subsequent Times Paraphrased
One author	• Swärd (2012) or • (Swärd, 2012).	• Swärd (2012) or • (Swärd, 2012).
Two authors	• Flora and Curran (2004) or • (Flora & Curran, 2004).	• Flora and Curran (2004) or • (Flora & Curran, 2004).
3 or more authors	• Hayton et al. (2004) or • (Hayton et al., 2004)	• Hayton et al. (2004) or • (Hayton et al., 2004)

Number of Authors/Editors	First Time Paraphrased	Subsequent Times Paraphrased
Group or Organizational authors	• International Maritime Organization (IMO) (2020) or • (International Maritime Organization [IMO], 2020).	• IMO (2020) or • (IMO, 2020).
Diagnostic manual (DSM, ICD)	• 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)	• (American Psychiatric Association, 2013 • American Psychiatric Association (2013)

7.1.1. Avoiding Ambiguity in In-Text Citations

To avoid ambiguity

- in cases of in-text citations of multiple works by three or more similar authors, write out as many names as needed to distinguish between the references, and abbreviate the rest of the names to "et al."

For example:

I.

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 manuscript, cite them as follows:

- Parenthetical citation: Mohammadzadeh, Awang, Shahar, et al., 2018
- Narrative citation: Mohammadzadeh, Awang, Ismail, et al., 2018

II:

in cases of similar last names of different authors, state their full names in-text

- Roslind Thambusamy (2020) stated that .....whereas Maureen Thambusamy (2018) stated that …

7.2. Reference List

- List all references alphabetically
- Order all references (both in the parenthetical text citations and in the reference list) alphabetically by the authors' last names.
- Provide inclusive page numbers for all articles or chapters in books in the reference list
- Separate author's initials by one space
- 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.
- Write out the complete name of a group author in a reference list entry. Do not use abbreviations in reference list.
- Do not use a comma between the journal volume and issue numbers.
- Italicize the title and volume number of periodicals
- 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. Helpman, E. (2011). *Understanding Global Trade*. Harvard University Press. **In-text citation:** • Parenthetical citation: (Helpman, 2011) • Narrative citation: Helpman (2011)
Entire Book Online version	• Author, A. A. (Date Published). *Title of work*. Publisher name. https://doi.org/xxxxx or https://xxxxx McNamara, P. (2019). *The Neuroscience of Sleep and Dreams.* Cambridge University Press. 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 Lane, J., Stodden, V., Bender, S., & Nissenbaum, H. (Eds.). (2014). Privacy, Big Data, and the Public Good: Frameworks for Engagement. https://doi.org/10.1017/CBO9781107590205 **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 Schmid, H.-J. (Ed.). (2017). Entrenchment and the psychology of language learning: How we reorganize and adapt linguistic knowledge. American Psychological Association; De Gruyter Mouton. https://doi.org/10.1037/15969-000 **In-text citation:** • Parenthetical citation: (Schmid, 2017) • Narrative citation: Schmid (2017)
Foreign-language book Printed version	• Author, A. A. (Date Published). Work title in native language [Translation in brackets]. Publisher name. Sokolov, A. K. (2001). *NEP v kontekste istoricheskogo razvitiya Rossii XX veka Redkol* [New Economic Policy during the Historical Development of Russia in the Twentieth Centuries]. In-t ros. Istorii. **In-text citation:** • Parenthetical citation: (Sokolov, 2001) • Narrative citation: Sokolov (2001)
Foreign-language book Online version	• Author, A. A., Author B. B., Author, C. C. (Date Published). *Work title in native language* [Translation in brackets]. Publisher name. https://doi.org/xxxxx or https://xxxxx Birkner, K., Auer, P., Bauer, A., & Kotthof, H. (2020). *Einführung in die Konversationsanalyse* [Introduction to Conversation Analysis]. De Gruyter. https://doi.org/10.1515/9783110689082 **In-text citation:** • Parenthetical citation: (Birkner et al., 2020) • Narrative citation: Birkner et al. (2020)
Chapter in an edited book Printed version	• Author, A. A. (Date Published). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. #-#). Publisher name. De Visser, R. (2019). Gender and Health. In C. Llewellyn, S. Ayers, C. McManus, S. Newman, K. Petrie, T. Revenson, et al. (Eds.), *Cambridge Handbook of Psychology, Health and Medicine* (pp. 20-23). Cambridge University Press. **In-text citation:** • Parenthetical citation: (De Visser, 2019) • Narrative citation: De Visser (2019)
Chapter in an edited book Online version	• 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 Szmoniewski, B. (2008). Two Worlds, One Hoard: What Do Metal Finds From The Foreststeppe Belt Speak About?". In F. Curta (Ed.), *The Other Europe in the Middle Ages*. Brill.https://doi.org/10.1163/ej.9789004163898.i-492.62 **In-text citation:** • Parenthetical citation: (Szmoniewski, 2008) • Narrative citation: Szmoniewski (2008)
Chapter in an edited book reprinted in translation	Freud, S. (1961). The ego and the id. (J. Strachey, Ed. & Trans.). *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 3–66). Hogarth Press **In-text citation:** • Parenthetical citation: (Freud, 1923/1961) • Narrative citation: Freud (1923/1961) Heidegger, M. (2008). On the essence of truth (J. Sallis, Trans.). In D. F. Krell (Ed.), Basic writings (pp. 111–138). Harper Perennial Modern Thought. (Original work published 1961) **In-text citation:** • Parenthetical citation: (Heidegger, 1961/2008) • Narrative citation: Heidegger (1961/2008)

Chapter in a volume of a multivolume work	• 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 Goldin-Meadow, S. (2015). Gesture and cognitive development. In L. S. Liben & U. Mueller (Eds.), Handbook of child psychology and developmental science: Vol. 2. Cognitive processes (7th ed., pp. 339–380). John Wiley & Sons. https://doi.org/10.1002/9781118963418.childpsy209 **In-text citation:** • Parenthetical citation: (Goldin-Meadow, 2015) • Narrative citation: Goldin-Meadow (2015)
Entry in an encyclopedia with author	Author, A. A. (Date Published). Entry title. Publisher name. https://xxxxx Martinich, A. P., & Stroll, A. (2020). Epistemology. Encyclopædia Britannica. https://www.britannica.com/topic/epistemology **In-text citation:** • Parenthetical citation: (Martinich & Stroll, 2020) • Narrative citation: Martinich & Stroll (2020)
Dictionary entry Printed version	• Dictionary Title. (Year). Entry. In Title of the Dictionary (edition, p.#). Publisher. Merriam-Webster. (2003). Litmus test. In *Merriam-Webster's collegiate dictionary* (11th ed., p. 727). **In-text citation:** • Parenthetical citation: (Merriam-Webster, 2003) • Narrative citation: Merriam-Webster (2003)
Dictionary entry Online version	• Dictionary Title. (Year). Entry. In *Title of the Dictionary*. Retrieved Month Day, Year, from Merriam-Webster. (n.d.). Levelheaded. In *Merriam-Webster.com dictionary*. Retrieved August 31, 2020, from https://www.merriam-webster.com/dictionary/levelheaded **In-text citation:** • Parenthetical citation: (Merriam-Webster, n.d.) • Narrative citation: Merriam-Webster (n.d.)
Journal article Printed version	• Author, A. A., & Author B. B. (Date Published). Article title. *Title of Journal, Volume*(Issue), pp.-pp. Bell, A., & Dale, R. (2011). The Medieval Pilgrimage Business. *Enterprise & Society, 12*(3), 601-627. **In-text citation:** • Parenthetical citation: (Bell & Dale, in press) • Narrative citation: Bell and Dale (in press)
Journal article Online version	• Author, A. A., & Author B. B. (Date Published). Article title. *Title of Journal, Volume*(Issue), pp.-pp. https://doi.org/xxxxx or https://xxxxx Bogel, P. M., & Upham, P. (2018). Role of psychology in sociotechnical transitions studies: Review in relation to consumption and technology acceptance. *Environmental Innovation and Societal Transitions*, *28*, 122-136. https://doi.org/10.1016/j.eist.2018.01.002 **In-text citation:** • Parenthetical citation: (Bogel & Upham, 2018) • Narrative citation: Bogel and Upham (2018)
Foreign-language journal article	• Author, A. A., & Author B. B. (Date Published). Work title in native language [Translation in brackets]. *Title of Journal, Volume*(Issue), pp.-pp. 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]. *Studia Paedagogica, 22*(3), 69–89. https://doi.org/10.5817/SP2017-3-5 **In-text citation:** • Parenthetical citation: (Kalenda & Kočvarová, 2017) • Narrative citation: Kalenda and Kočvarová (2017)

Journal article In press	• Author, A. A., & Author B. B. (in press). Article title. *Title of Journal.* Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer–seller differences in valuation from experience: A cognitive modeling approach. *Psychonomic Bulletin & Review.* **In-text citation:** • Parenthetical citation: (Pachur & Scheibehenne, in press) • Narrative citation: Pachur and Scheibehenne (in press)
Journal article 21 or more authors	• 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. 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. *Bulletin of the American Meteorological Society, 77*(3), 437–471. http://doi.org/fg6rf9 **In-text citation:** • Parenthetical citation: (Kalnay et al., 1996) • Narrative citation: Kalnay et al. (1996)
Journal article republished in translation	• Author, A. A. (Date Published). Article title (A. Translator & B. Translator, Trans.). *Title of Journal, Volume*(Issue), pp.-pp. https://doi.org/xxxxx or https://xxxxx (Original work published year) Piaget, J. (1972). Intellectual evolution from adolescence to adulthood (J. Bliss & H. Furth, Trans.). *Human Development, 15*(1), 1–12. https://doi.org/10.1159/000271225 (Original work published 1970) **In-text citation:** • Parenthetical citation: (Piaget, 1970/1972) • Narrative citation: Piaget (1970/1972)
Conference proceedings published in a journal	• Author, A. A., & Author B. B. (Date Published). Work title. *Title of Journal, Volume*(Issue), pp.-pp. https://doi.org/xxxxx or https://xxxxx Kõiv, K., & Aia-Utsal, M. (2019). Social pedagogues' definitions of three types of bullying. *The European Proceedings of Social and Behavioural Sciences, 72*, 1-15. 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)
Conference proceedings published as a whole book	• A. Editor, B. Editor, & C. Editor (Eds.). *Title of book series: Vol. xx. Conference Title*. Publisher name. https://doi.org/ Sánchez D., Melin P., & Castillo O. (2020). *Advances in Intelligent Systems and Computing: Vol 11353. Soft Computing Applications* (pp. 130-142). Springer, Cham. https://doi.org/10.1007/978-3-030-51992-6_11 **In-text citation:** • Parenthetical citation: (Sánchez et al., 2020). • Narrative citation: Sánchez et al. (2020)
Conference proceedings published as a book chapter	• 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/ 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.), *Advances in Intelligent Systems and Computing: Vol 11353. Soft Computing Applications* (pp. 130-142). Springer, Cham. https://doi.org/10.1007/978-3-030-51992-6_11

	In-text citation: • Parenthetical citation: (Sánchez et al., 2020). • Narrative citation: Sánchez et al. (2020)
Dissertation or thesis unpublished	• 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 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. **In-text citation:** • Parenthetical citation: (Stegner, 2007). • Narrative citation: Stegner (2007)
Dissertation or thesis from a database	• 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. 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. **In-text citation:** • Parenthetical citation: (Verner, 2009). • Narrative citation: Verner (2009)
Dissertation or thesis published online	• 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 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 **In-text citation:** • Parenthetical citation: (Hutcheson, 2012). • Narrative citation: Hutcheson (2012)
Manuscript presentation	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 [Manuscript presentation]. Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA, United States. **In-text citation:** • Parenthetical citation: (Maddox et al., 2016). • Narrative citation: Maddox et al. (2016)
Poster presentation	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 **In-text citation:** • Parenthetical citation: (Pearson, 2018) • Narrative citation: Pearson (2018)
Report by a government agency or other organization	• Author, A. A. or Name of the Organization. (Date Published). Title of Report. https://xxxxx 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 **In-text citation:** • Parenthetical citation: (Foreign and Commonwealth Affairs, 2020). • Narrative citation: Foreign and Commonwealth Affairs (2020)

ISO Standards	• International Organization for Standardization. (Year). ISO Standard Title. (ISO Standard No. xxxxx:year). https://xxxxx International Organization for Standardization. (2018). *Occupational health and safety management systems—Requirements with guidance for use* (ISO Standard No. 45001:2018). https://www.iso.org/standard/63787.html **In-text citation:** • Parenthetical citation: (International Organization for Standardization, 2018). • Narrative citation: International Organization for Standardization (2018)
Webpage (with an individual author)	• Author, A. A., & Author B. B. (Year, Month Day). Newsmanuscript Article Title. *Website name*. https://xxxxx Giles, G., & Szalay, E. (2020, August 31). Global economy unlikely to benefit from falling dollar. *Financial Times*. https://www.ft.com/content/83c16626-f617-4bb3-872e-fd6723a36c11 **In-text citation:** • Parenthetical citation: (Giles & Szalay, 2020) • Narrative citation: Giles and Szalay (2020)
Webpage with an organizational group author	• Name of the Organization. (Year, Month Day). *Title of the webpage*. https://xxxxx World Health Organization. (2020, June 8). *Diabetes*. https://www.who.int/news-room/fact-sheets/detail/diabetes **In-text citation:** • Parenthetical citation: (World Health Organization [WHO], 2020). • Narrative citation: World Health Organization (WHO) (2020)
Webpage with a retrieval date	• Name of the Organization/Website. (n.d.). *Title of the webpage*. https://xxxxx Unesco (n.d.). *Financial Flows*. Retrieved 31 August, 2020, from https://opendata.unesco.org/financial-flows **In-text citation:** • Parenthetical citation: (World Health Organization [WHO], 2020). • Narrative citation: World Health Organization (WHO) (2020)
Webpage without a date	American Nurses Association. (n.d.). *Disaster preparedness*. https://www.nursingworld.org/practice-policy/work-environment/health-safety/disaster-preparedness/ **In-text citation:** • Parenthetical citation: (American Nurses Association, n.d.). • Narrative citation: American Nurses Association (n.d.)
Wikipedia entry	• Wikipedia entry. (Year, Month Day)*. In *Wikipedia*. Retrieved Month day, Year from https://xxxxx Frankenstein. (2020, August 30). In *Wikipedia*. https://en.wikipedia.org/wiki/Frankenstein **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.*
Blog post	• Author, F. M. (Year, Month Day). Title of blog post. Blog Title. https://xxxxx Laden, G. (2011, May 8). A history of childbirth and misconceptions about life expectancy. Science Blogs. https://scienceblogs.com/gregladen/2011/05/a_history_ of_childbirth_and_mi.php **In-text citation:** • Parenthetical citation: (Laden, 2011). • Narrative citation: Laden (2011)

Twitter profile	• Author, A. A. [@username]. (n.d.). Tweets [Twitter profile]. Twitter. Retrieved Month Day, Year, from https://xxxxx Clarivate Web of Science [@webofscience]. (n.d.). Tweets [Twitter profile]. Twitter. Retrieved August 30, 2020, from https://twitter.com/webofscience **In-text citation:** • Parenthetical citation: (Clarivate Web of Science, n.d.). • Narrative citation: Clarivate Web of Science (n.d.)
Tweet	• Author, A. A. [@username]. (Year, Month Day). Content of the post up to the first 20 words [Description of audiovisuals] [Tweet]. Twitter. https://xxxxx Gates, B. [@BillGates]. (2020, August 30). Happy 90th birthday, Warren! [Video attached] [Tweet]. Twitter.https://twitter.com/BillGates/status/1300110509455282176 **In-text citation:** • Parenthetical citation: (Laden, 2011). • Narrative citation: Laden (2011)
Religious Work	King James Bible. (2017). King James Bible Online. https://www.kingjamesbibleonline.org/ (Original work published 1769) The Qur'an (M. A. S. Abdel Haleem, Trans.). (2004). Oxford University Press. The Torah: The five books of Moses (3rd ed.). (2015). The Jewish Publication Society. (Original work published 1962) **In-text citation:** • 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)

7.3. Permissions

It is the sole responsibility of the author/s to ensure that the necessary permissions have been obtained from the original author/s to use images, figures, models or other significant content from other sources in their the manuscript if the original publisher holds the copyright.

EPr collaborates with Similarity Check, a service offered by CrossRef and powered by iThenticate software which is used to screen new submissions for plagiarism. All submissions are routinely screened for plagiarism as part of the review process.

For further information please refer to the following page for guidelines on EPr's ethical policy, originality and referencing: https://www.europeanproceedings.com/page/policy-ethical

7.4. Plagiarism & Self-plagiarism

It is the responsibility of author/s to ensure that their manuscripts are free of plagiarism and/or self-plagiarism prior to submission. Permissions to use materials from other sources must be obtained from other author/s and publishers, where appropriate.

8. SUPPLEMENTAL INFORMATION FOR AUTHORS

8.1. Copyright & Conflict of Interest Disclaimer

Copyright & conflict of interest forms are accessible via the webpage of each EPr Series. When submitting the manuscript, the corresponding author must submit the completed and signed copyright & conflict of interest disclaimer forms, either as a scanned PDF or image file (.png, .jpg) to the organisers/volume editors. Please take note that the manuscript will not be processed if these documents (copyright & conflict of interest disclaimer) are not submitted.

8.2. Contact Author Information

It is mandatory that the corresponding author provides a current and valid email address, while emails for co-authors are optional. A working email is essential for organisors/volume editors to contact author/s with important announcements or regarding the manuscript. Additionally, upon publication, an announcement will be mailed to all authors.

8.3. ORCID

All authors are strongly encouraged to register for an ORCID and associate it to their the manuscript. The ORCID allows authors to manage publication information effectively and enhance their research profile. With an ORCID, authors can be assured that all their publications are correctly attributed to them and facilitate tracking by funders, institutions and other researchers.

If you haven't registered for an ORCID iD yet, Register for your unique ORCID identifier. It only takes a minute to complete your details to obtain your ORCID.

8.4. Open Access and Licensing

European Proceedings is committed to Open Access (OA) publishing for our entire stable of publications in order to facilitate the rapid development of all research areas and make scientific works available and accessible for everyone to read without financial, legal, or technical constraints.

All articles in the European Proceedings digital library are available through "Gold Open Access" and bear Creative Commons Licenses either CC BY or CC BY-NC-ND licenses that permit the articles to be immediately, freely and permanently available online for everyone to read, download and share.

8.5. Online Publication of the Manuscript

Upon publication of the Proceedings online, all articles will be available in PDF, XML, and HTML formats. No changes are allowed after this stage. Upon publication, each proceedings issue is allocated an ISBN number, and all articles can still be individually cited using its assigned DOI number.

For further information about EPr's correction and retraction policy, please see https://www.europeanproceedings.com/page/policy-correction-and-retraction

To further explore our digital archiving and sharing policy please see https://www.europeanproceedings.com/page/policy-digital-archiving-and-sharing

9. MANUSCRIPT SUBMISSION CHECKLIST

Once the manuscript is ready for submission, authors are strongly encouraged to check the manuscript to ensure that it satisfies the criteria below:

Language

- Only manuscripts that are written in standard, internationally accepted English will be considered for publication. Non-English speaking authors are strongly encouraged to use a good editorial service or get the help of proficient colleagues to avoid the manuscript being rejected because of unacceptable language.

Format

- Is the entire the manuscript - including quotations, references, content footnotes, and figure captions - 1.5-spaced?
- Is the manuscript neatly prepared?
- Are the top and bottom margins 2 cm. and left and right 3 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 the 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 manuscript?
- 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 non-metric units provided
- Are all metric and non-metric units with numeric values (except some measurements of time) abbreviated?

Length

- The word limit for manuscripts submitted for consideration to European Proceedings is 5000 words (approx. 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?
- Where applicable, are references to studies included in meta-analysis preceded by an asterisk?
- Is the literature current, with the majority of works (2/3) having been published no more than 5 years from the date of publication.

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 manuscript 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 submitted in a file format acceptable to the publisher?
- Have the figures 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 materials like photographs, images, tests or portions of tests, tables or figures, etc enclosed with the the manuscript?
- Are page or paragraph numbers provided for all in-text quotations?

Submitting the manuscript

- Upload it to the account created for you by the conference organiser/volume editors.

European Proceedings