

AUTHOR GUIDELINES

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The text and references must meet the formatting requirements outlined in the Author Guidelines. We strongly suggest that you use the template for preparing your paper. After acceptance, you may be required to re-format the paper in the template format. All manuscripts should be prepared in MS-Word format and submitted online or send to journal's E-mail address. If you have any questions, please contact with the editor of the journal.

General Requirements

Language

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Use decimal points (not commas); use a space for thousands (10 000 and above). We only accept manuscripts in English language.

Length of paper

Length of 3000-8000 words is preferred.

Page setup

Page size: A4

Margins: top-2.54cm, bottom-2.54cm, left-2.54cm, and right-2.54cm

Pages should be numbered.

a) Title Page

The title page should be a separate page before the main body. Provide the following information on the title page (in the order given). It should include:

Title

Times New Roman; Size-20; Line Spacing: Double; Paragraph Spacing: Before paragraph-1 line; After paragraph-1 line; Center

The title should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible, and do not exceed 15 words.

Author names and affiliations

Please indicate the given name and family name clearly. The given name should be in front of the family name. Present the authors' affiliation (where the actual work was done) below the names. Provide the full postal address of each affiliation, including the country name. Then, list the e-mail address, and, if available, the telephone and fax number of each author.

Corresponding author

Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. Please add the words “corresponding author” into parentheses after his/her name.

Abstract

A concise and factual abstract is required (maximum length 250 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References should therefore be avoided but, if essential, they must be cited in full, without reference to the reference list.

Keywords

Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

General Rules for Text

Please use the following rules for whole text (except for the title), including abstract, keywords, headings, tables, references, acknowledgement, glossary and appendixes.

Front: Times New Roman; Size: 12

Paragraph Spacing: Before paragraph – 0.5 line; After paragraph – 0.5 line

Line Spacing: Single

b) Main Body of Manuscripts

Subdivision of the article

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1., 2., (then 1.1, 1.1.1, 1.1.2; 1.2, etc.) (the abstract, acknowledgement, references, glossary and appendix are excluded from the section numbering). Use this numbering also for

internal cross-referencing: do not just refer to 'the text.' Authors are urged to write as concisely as possible, but not at the expense of clarity.

Title of subdivision

Heading Level-1: Times New Roman; Size-12; Bold; for example, **1. Introduction**

Heading Level-2: Times New Roman; Size-12; Italic; for example, *1.1 Research Methods*

Heading Level-3: Times New Roman; Size-12; Normal; for example, 1.1.1 Analysis of Results

Tables

Number tables consecutively in accordance with their appearance in the text. Place descriptions of tables below the table body. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables does not duplicate results described elsewhere in the article.

Tables should be:

Integrated into the submitted document.

Captioned above the table.

Should NOT be submitted as an image, but as MS Word-Table.

Subtitled with all units of measurement (metric units).

Borders setting: all; width: 1/2 pt.

Cited in the text as e.g. Table 1.

Figures, Photos, Illustrations

Figures, photos, illustrations and so forth should be:

Of reproducible quality and attached in TIF format or in JPG format. They should have a minimum resolution of 300 dpi.

Integrated as well into the submitted document at the appropriate place.

Accompanied by a clear legend or key, if necessary.

Presented with metric units.

Captioned below the figures.

Cited in the text as e.g. Figure 1.

Formulae

The text size of formulae should be with the same as normal text size.

c) Acknowledgement and Sponsoring information

Put the acknowledgement or sponsoring information after the main body and before the

references.

d) References

Responsibility for the accuracy of bibliographic citations lies entirely with the authors. We use the APA style citation system (American Psychological Association). You are referred to the “Publication Manual of the American Psychological Association”, and you may find relevant details at: www.apa.org

Citations in the text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Citing and listing of web references

As a minimum, the full URL should be given. Any further information if known (author names, dates, reference to a source publication, etc.) should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or they can be included in the reference list.

Text

Citations in the text should follow the referencing style used by the American Psychological Association (APA).

List

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

DOIs in References

The journal/publisher encourages authors to cite those items (journal articles, conference proceedings, book chapters, technical reports, working papers, dissertations, etc.) that have DOIs. When the cited items have DOIs, the authors should add DOI persistent links to the regular references.

Examples:

Reference to a journal publication:

Kornack, D. Rakic, P. (2001). Cell Proliferation Without Neurogenesis in Adult Primate Neocortex. *Science*. 294 (5549). 2127-2130. <http://dx.doi.org/10.1126/science.1065467>

Reference to a book:

Strunk, W., Jr., & White, E. B. (1979). *The elements of style*. (3rd ed.). New York: Macmillan. p.12.

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing Inc.

Reference to a web source:

Smith, Joe, (1999). One of Volvo's core values. [Online] Available: <http://www.volvo.com/environment/index.htm> (July 7, 1999).

e) Glossary

Technical language should be accompanied by a comprehensive glossary of terms used. Entries in the glossary should be presented in alphabetical order.

The glossary list should follow the Reference List.

f) Appendix

Please be sparing in the use of appendices unless they are absolutely necessary. The appendices should be numbered as, e.g. Appendix 1, Appendix 2, etc.

g) Privacy Statement

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