

### DIAGNOSTIC CHECKLIST

Please tick where applicable.

Obligatory Checklist*	Eval	Optional Checklist	Eval
The text is single-spaced; uses a 11-point font; employs Times New Romans, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end. The template can be <a href="#">downloaded here</a> . (OBLIGATORY)	<input type="checkbox"/>	This manuscript is written using a reference manager system (e.g Mendeley, Zotero, MS. Word's Automatic References). (OPTIONAL)	<input type="checkbox"/>
The text adheres to the stylistic and bibliographic requirements outlined in the <a href="#">Author Guidelines</a> , which is found in About the Journal. (OBLIGATORY)	<input type="checkbox"/>	This manuscript does not contain any special characters (e.g phonetic, Hangeul, Kanji, Hiragana, Cyrillic, Chinese, etc). If it does, the character recognition software is included as supplementary file(s). (OPTIONAL)	<input type="checkbox"/>
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This manuscript is composed of 4000-8000 words including title, abstract, table (s) figure (s), chart (s), and references. (OBLIGATORY)	<input type="checkbox"/>		
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\* Manuscript which does not fully comply with the details regulated in the obligatory checklist will be returned.

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Do not write your name and your institution here (instead, complete your metadata)

## ABSTRACT

A concise and factual abstract is required (of between 150-200 words) 10pt single space. The abstract should state briefly the purpose of the research, the principal results and major conclusions. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). For research articles, abstracts should give a pertinent overview of the work. We strongly encourage authors to use the following style of structured abstracts, but without headings: 1) Background: Place the question addressed in a broad context and highlight the purpose of the study; 2) Methods: Describe briefly the main methods or treatments applied; 3) Results: Summarize the article's main findings; and 4) Conclusions: Indicate the main conclusions or

interpretations. The abstract should be an objective representation of the article, it must not contain results which are not presented and substantiated in the main text and should not exaggerate the main conclusions

## ARTICLE INFO

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### *Article history:*

Received [Publish Date]

### *Keywords:*

- Every word start with bullet between 5-6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). These keywords will be used for indexing purposes.

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## 1. Introduction

[11pt], 15-20% of the total article length. The introduction should briefly place the study in a broad context and highlight why it is important. It should define the purpose of the work and its significance. The current state of the research field should be reviewed carefully and key publications cited. Please highlight controversial and diverging hypotheses when necessary. **Avoid listing previous studies/existing theories.** Instead, thematically categorise them following your aims or research questions, and review them critically to find gaps. Concisely highlight the advantages/disadvantages of the previous studies. If you follow a theory/model, argue your preference over other theories/models. The novelty of this study over other studies must be explicitly written. Finally, mention the work's aim(s) or research question(s) and highlight the principal conclusions. As far as possible, please keep the introduction comprehensible to scientists outside your particular field of research.

Quotations should be integrated in the text, except for those exceeding 3 lines. Separate quotations should be formatted with Left Indent: 0.5 and Right Indent: 0.5 and typed in 1 space, without quotation marks. The author of books/articles cited should be completed with cross-reference with Arabic numerals in square brackets.

## 2. Methods

This Section should cover 10-15% of the total article length. Methods should be described with sufficient details to allow others to replicate and build on published results. Thus, it is recommended to present the research procedure chronologically, or thematically, and refer back the relevant parts of the procedure to the stated aims or research questions. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited.

Research manuscripts reporting large datasets that are deposited in a publicly available database should specify where the data have been deposited and provide the relevant accession numbers. If the accession numbers have not yet been obtained at the time of submission, please state that they will be provided during review. They must be provided prior to publication.

### 3. Results and Discussion

(40-60% of the total article length) This section may be divided by subheadings. It is recommended to divide the subheadings on the basis of aims to fulfil or the research questions to answer. You should provide a concise and precise description of the experimental results, their interpretation as well as the experimental conclusions that can be drawn. When discussing the results, highlight to what extent they differ from previous studies and how they relate. Make sure sufficient examples are provided. Examples or data from languages other than English must be glossed properly. We recommend [Leipzig Glossing Rule](#).

(1) Italian write the source if any (Lehmann, 1982:331)  
*and-iamo*  
 go-PRS.1PL  
 'we go'

#### 3.1. Subsection

##### 3.1.1. Subsubsection

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Bulleted lists look like this:

- First bullet
- Second bullet
- Third bullet

Numbered lists can be added as follows:

- 1) First item
- 2) Second item
  - a) A Subentry
  - b) A Subentry
- 3) Third item

The text continues here.

#### 3.2. Figures, tables and charts

Tables are sequentially numbered with the table title and number above the table (11pt). Tables should be centered in the column OR on the page. Tables should be followed by a line space. Elements of a table should be single-spaced (9pt). However, double spacing can be used to show groupings of data or to separate parts within the table. Table headings should be horizontal in 9pt. Tables are referred in the text by the table number, e.g., Table 1. Do not show the vertical line in the table. There is only horizontal line should be shown in the table, as well as table heading. For example:

Table 1. This is a table. Tables should be placed in the main text near to the first time they are cited.

9 pt, Title 1	Title 2	Title 3
entry 1	data	data
entry 2	data	data <sup>1</sup>

<sup>1</sup> Tables may have a footer.



Figure 1. Description of what is contained in the first panel

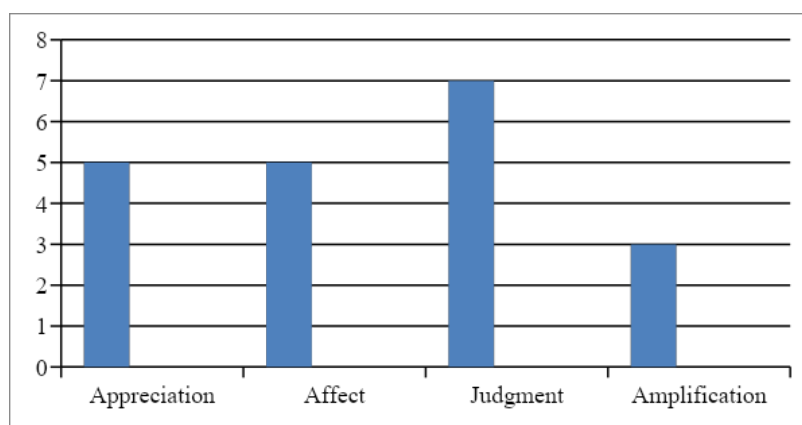


Chart 1. Distribution of the Appraisal Categories

Authors should discuss the results and how they can be interpreted in perspective of previous studies and of the working hypotheses as well as models/theories which you decided to follow/formulate as discussed in section 1. The findings and their implications should be discussed in the broadest context possible. Future research directions may also be highlighted.

#### 4. Conclusion

(5-10% of the total article length). Conclude by summarising main points. Make sure all aims/research question listed in section 1 have been fulfilled/answered. Argue about the contributions that you have made. Write your perspective(s) for further studies if any.

#### References

The reference and citation should be **APA 7** (American Psychological Association) style. See [here](#) for APA7 guidebook.

Please ensure that every reference cited in the text is also present in the reference list. The in-text citation for instance, (Levinson, 1987); ...Chomsky (2009); (Aronoff & Fudemen, 2011); ...Hariyono

& Carthy (2008); Arifin et al. (2012); (Isnawati et al., 2015); Ma (1992, 1993); (Purwoko, 2008; 2010; 2014); (Fairclough, 1995; Fought, 2006) and **please hyperlink to references with bookmark**. The References with hanging indent and align left, for instance,

### **Book – One Author**

Aronsson, L. (2000). *The development of sustainable tourism*. London: Continuum.

### **Book – Two Authors**

Cushing, C. E., & Allan, J. D. (2001). *Streams: Their ecology and life*. San Diego: Academic Press.

### **Book – Three to Five Authors**

Hayes, S. C., Stosahl, K. D., & Wilson, K. G. (1999). *Acceptance and commitment therapy*. New York: Guilford Press.

### **Editor and no Author**

Carlock, C. J. (Ed.). (1999). *Enhancing self-esteem* (3rd ed.). Philadelphia: Accelerated Development.

### **Chapter or Section of a Book – with an author**

Regulus, T. A. (1995). Gang violence. In R. L. Edwards (Ed.), *Encyclopedia of social work* (19th ed., Vol. 2, pp. 1045–1055). Washington, DC: National Association of Social Workers.

### **Chapter or Section of a Book – no author**

Anderson, K. N., Anderson, L. E., & Glanze, W. D. (Eds.). (1994). Subcutaneous injection. In *Mosby's medical, nursing, and allied health dictionary* (4th ed., p. 1497). St. Louis, MO: Mosby.

### **Journal Article (Print)**

~ If each issue of a volume begins on page 1 or you are unsure, then include the issue number in parenthesis after the volume number (e.g., 285(5)).

Koopman, W. J. (2001). Prospects for autoimmune disease: Research advances in rheumatoid arthritis. *JAMA: Journal of the American Medical Association*, 285, 648–650.

### **Journal Article from Publisher Web Site (article with no DOI)**

~ Include print information, followed by the URL of the journal's homepage.

Koopman, W. J. (2001). Prospects for autoimmune disease: Research advances in rheumatoid arthritis. *JAMA: Journal of the American Medical Association*, 285, 648–650. Retrieved from <http://jama.ama-assn.org/>

### **Full Text Article with Digital Object Identifier (DOI)**

~ For more on a DOI, go to: <http://www.apastyle.org/learn/faqs/what-is-doi.aspx>

~ If authors number eight or more, use the first six names, then insert three ellipses, then the last author's name (See p. 184 in APA Publication Manual)

Yu, H., Zhou, Y.-J., Li, G.-X., Zhang, G.-H., Liu, H.-L., Yan, L.-P., . . . Tong, G.-Z. (2009). Further evidence for infection of pigs with human-like influenza viruses in China. *Virus Research*, 140, 85–90. doi:10.1016/j.virusres.2008.11.008

### **Magazine Article**

Kluger, J., & Dorfman, A. (2002, August 26). The challenges we face. *Time*, 160(9), 32–38.

### **Newspaper Article – no author**

~ If no author is present, use the title of the article in place of the author's name.

Rotor blades fail inspection. (2002, July 27). *Medicine Hat News*, p. A1.

### **Brochure – Same Author and Publisher**

~ When the author and publisher are identical use the word author as the publisher.

Travel Alberta. (2002). *Official Alberta vacation guide* [Brochure]. Edmonton, Canada: Author.

### **Episode from a Television Series**

~ Use writer and director in place of author, and producer in place of editor.

Dolinsky, M. (Writer), & Alexander, D. (Director). (1968). Plato's stepchildren [Television series episode]. In F. Freiburger (Producer), *Star Trek*. Los Angeles, CA: Paramount Pictures.

### **Video**

~ Provide the primary contributors such as producer and/or director.

~ If the video is in DVD or Blu-ray formats, you would use those terms in place of "Videotape."

Gillespie, M. (Producer), & Ashworth, S. (Director). (2000). *Faces of reality* [Videotape]. Edmonton, Canada: Alberta Alcohol and Drug Abuse Commission.

### **Secondary Source**

~ Cite only the secondary source in the reference list.

Eve, R. A., Horsfall, S., & Lee, M. E. (Eds.). (1997). *Chaos, complexity, and sociology*. London, England: Sage.

### **A Review**

~ In square brackets use the phrase —Review of the and the type of material reviewed (book, video, etc.). If the article/review has a formal title, it will precede the bracketed text.

Osborne, R. E. (1998). [Review of the book *The fabric of self: A theory of ethics and emotions*, by D. Rothbard Margolis]. *Choice*, 36, 223.

### **Corporate Report, Government**

#### **Author**

~ If present, include publication or catalogue number in parenthesis after the title.

Health Canada. (2006). *Residential indoor air quality guideline: Formaldehyde* (HC Publication No. 4120). Retrieved from [http://www.hc-sc.gc.ca/ewh-semt/alt\\_formats/hecs-sesc/pdf/pubs/air/formaldehyde-eng.pdf](http://www.hc-sc.gc.ca/ewh-semt/alt_formats/hecs-sesc/pdf/pubs/air/formaldehyde-eng.pdf)

### **No Author or Editor**

~ Place the title in the author position.

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

### **Web Page**

~ Provide as many of the bibliographic elements as are available.

~ Include the complete Web address for the page of information (cut and paste the web address to ensure accuracy).

~ Be sure that the Web site hosting a document is the actual author; a Web site might be hosting the information for other organizations.

United Nurses of Alberta. (2009, June). *Fishing for facts on the nursing shortage?* Retrieved from <http://www.una.ab.ca/news/archive/pdfs/Wrong%20Way/redherring.pdf>

### **Wiki Entry**

~ The date of retrieval must be included when citing a wiki article.

APA style. (2009, October 15). In *Wikipedia: The free encyclopedia*. Retrieved October 20, 2009, from [http://en.wikipedia.org/wiki/APA\\_style](http://en.wikipedia.org/wiki/APA_style)

### **Video Blog (e.g., YouTube, etc.)**

~ Use the screen name that the author/poster has adopted. Nothing is italicized.

myredroom. (2007, June 10). Paul sings Nessun Dorma high quality video/sound widescreen 16:9 [Video file]. Retrieved from <http://www.youtube.com/watch?v=1k08yxu57NA>

### **Archived Documents (This includes archived letters, limited- circulation brochures, in-house produced documents, private collections, etc.)**

~ The presentation style and level of information will vary from source to source.

Vera Bracken Library. (2008, August). *New student's survival guide to Library Services*. [Brochure]. Medicine Hat College, Medicine Hat, Canada.

### **(Blog Post)**

Schroeder, S. (2009, October 5). Apple to Woolworths: Your New Logo Is Too Apple-y [Web log post]. Retrieved from <http://mashable.com/2009/10/05/apple-woolworths-logo/>

### **No Date**

Rosenthal, R. (n.d.). *Social research procedures*. Newbury Park, CA: Sage.

### **Personal Communication**

- ~ Do not list personal communications in the reference list.
- ~ Letters, transcripts, audio records, online public forums, etc. that are archived in archives, Internet, libraries, museums, etc. do need to be cited. Refer to Section 6.20 (p. 179) of the APA Publication Manual for details.

### **Short Quotation (less than 40 words)**

- ~ Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.

### **Long Quotation (more than 40 words)**

- ~ Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.

### **Quotation—no page numbers in the text**

- ~ Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.