Title

# 1. Sections and text

Do not include any identifying information in this document. You will be required to resubmit your article if it contains identifying information.

## 1.1. Introduction to sections

The main text may have several sections.

### 1.1.1. Subsections

Titles of all sections and subsections should follow APA format. For example, “This is a section title with only a leading capital letter: After the colon, there can be another capital letter”.

## 1.2. What about notes?

The use of notes is discouraged and limited to no more than three. See the “Notes” section below.

## 1.3. Citations

Relevant literature is cited in-text and in the references list according to the APA 7th Edition formatting. See the “References” section below.

## 1.4. Text formatting

All documents should be submitted using Helviteca (Neue) font, size 11, in black font colour. Titles and subtitles of sections should be sized accordingly. If possible, use “Headings” to distinguish between the titles of sections and sub(sub)sections.

The following items should be italicised:

* The names of space telescopes
* In-text citations
  + e.g., “*Blumenthal (2025a)* had made inflammatory claims about the nature of the Universe. In subsequent articles (e.g., *Blumenthal, 2025b*; *Blumenthal, 2025c*), these were ultimately deemed irrelevant.”

### 1.4.1 Headers and footers

Do not add headers or footers.

# 2. Figures

## 2.1. Introduction to figures

All figures should be submitted with the required documents in a .zip file attached to the submission email.

## 2.2. How are your figures named?

The figures should include titles with serial numbers (e.g., Fig. 1, Fig. 2, etc.).

## 2.3. Resolution and format requirements

All figures should be 72 ppi, each no larger than 1 MB in TIFF, JPEG, PDF or EPS formats.

## 2.4. Placement of figures in the text

Indicate where in the text you suggest an image should appear.

### 2.4.1 Figure credits and captions

All figures should include an image credit and a descriptive caption. An image credit is not needed for figures created by the authors. For example:

→ PLACE FIG2.PNG HERE

Caption: This is the image caption. Credit: Blumenthal (2025a)

### 2.4.2. Floating figures

The Editorial Staff reserves the right to move your figure as required by the postprint format.

# 3. Tables

## 3.1. Simplicity is best

Tables should be as simple as possible.

### 3.1.1. Tables in the Appendix

Large tables may be included in an Appendix.

## 3.2. Placement of tables in the text

Indicate where in the text you suggest a table should appear.

### 3.2.1 Table credits and captions

The table caption should appear at the top of the table. If someone other than the authors produced the table, the credit should follow as it does for figures. For example:

→ PLACE TABLE 1 HERE

Table 1: Is it a plant or a condiment? Credit: Blumenthal (2024b)

|  | Ketchup | Mustard |
| --- | --- | --- |
| Plant | 0 | 1 |
| Condiment | 1 | 1 |

# 4. Additional Information

## 4.1. Who takes responsibility?

Authors are solely responsible for their work and for ensuring that all people (adults and children) shown in figures have consented to their image being published in this journal. CAPjournal does not take responsibility for any contested image use; this is entirely the author's responsibility.

## 4.2. Ready for publication

To the best of your ability, ensure that your paper contains all its final content and is ready for publication upon submission. Include appropriate references, even for your own previously published texts. Failure to do so may result in rejection from the journal.

## 4.3. Language

While English is the primary language of CAPjournal, authors are welcome to submit their work in their mother tongue.

### 4.3.1. Non-English submissions

The CAPjournal Editorial Staff will make every effort to find an Editor and Peer Reviewer to work on the article in that language. In the event that this is impossible in a timely manner, the Editorial Staff will request that the author resubmit a version translated into English.

## 4.4. Quotations

For in-text direct quotations, follow the APA format.

### 4.4.1. Short quotations

Authors should use the following example as a guide: Blumenthal (2025c) wrote, “There are specific guidelines to follow when quoting from another article; be sure to check the APA format” (p. 4). One could equivalently write: The author reminded readers “to check the APA format” (Blumenthal, 2025c, p. 4).

### 4.4.2. Long quotations

Authors should note that longer quotations are formatted differently from short ones. For example:

In a 2025 study, Blumenthal wrote:

The CAPjournal has started to use the APA format for all quotes and citations. This makes the Journal more uniform, ensuring readers know the source of all pieces of information. This is a welcome change for the CAPjournal. (pp. 4-5)

### 4.4.3. Citing quotes in the reference list

All quotes should have a corresponding complete reference in the references list.

# 5. Plagiarism

Plagiarism will not be tolerated and will result in an immediate rejection. To avoid this, please make sure your work is cited in the proper format (APA). Additionally, please note that using previously published text without a citation is inappropriate, even if you are the author. If you would like to reuse already published ideas, please ensure the text in your submission is sufficiently distinct from the previously published text. Your submitted article will be checked for plagiarism.

# 6. Notes

“Notes” contain additional information that cannot be included or is not appropriate as a formal reference, such as website links or explanatory comments. These should be used sparingly (at most three per article). Notes should appear as [\*1] or [\*2] in the text and should be fully expanded after the main body of the text but before the acknowledgement section. They should appear in the following manner:

Notes:

[\*1] Name of organisation: link to a website

[\*2] Further information that is relevant to the text but not appropriate for the body of the text itself.

[\*3] An explanatory comment that would otherwise be distracting to the points made in the article's main text.

# 7. Acknowledgements

# Please include any people, organisations, etc., whom you would like to recognise for their part in your work. This should appear after Notes and before References.

# 8. References

## 8.1. Reference list format

Reference listings for all cited works should be in [APA 7th Edition](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html) format.

### 8.1.1. Order of references

Please ensure that your references are listed in alphabetical order.

## 8.2 Reference list examples

Below is an example of a book chapter (first example) and a typical article published in an academic journal (second example).

Bookfirst, A. A. (2020). Book chapter name. In A. A. Oneed, B. B. Twoed, & C. C. Threeed (Eds.), *Italicized title of book: Subtitle of book* (4th ed., pp. 115–129). Publisher.

First, A. A., Second, B. B., & Third, C. C. (2015). Title of the article. *Italicized Name of Journal, Vol*(Issue), 1–2.

## 8.3 In the event of errors

Editors will check formatting and may request you resubmit your article if they are done incorrectly.

## 8.4. I need more help with APA format

For more guidance on the APA format, see this website: https://owl.purdue.edu/owl/research\_and\_citation/apa\_style/apa\_formatting\_and\_style\_guide/general\_format.html