

## Human & Social Studies. Research and Practice

**Important note:** The instructions are applied only to those authors whose articles have been reviewed, revised and accepted for publication.

### General Format

Human & Social Studies. Research and Practice publishes only articles in English according to the APA Style Guide: 5th Edition. The entire manuscript will be double-spaced, font Times New Roman, size 12, justify, letter (8.5" x 11"), 1" (2.54 cm) margins size on all sides. Include a page header at the top of every paper flush left. That will be useful for identifying the manuscript without the author's name.

### 1. Title Page

Insert on the first page of the manuscript the title of the paper, the author's name, and the institutional affiliation. After inserting the page header (running head: TITLE OF YOUR PAPER) type the title in upper and lowercase letters centered in the upper half of the page. We recommend the usage of less than 12 words in length and to avoid the abbreviations (Title: Adult Education in the United States as a Subject of Policy and Politics). The text of the title should be double-spaced.

Below the title, centered, insert the author's name: first, middle initial (s), and last name (author's name: Arthur L. Wilson). Use your entire name only, without titles or degrees.

Beneath, centered, type the name of the institution where the author (s) conducted the research (author's affiliation: Cornell University)

### 2. Abstract

Center the word „Abstract” (do not italicize, underline or quote the word „abstract”) on the first line of a new page. The content of the second page will include a summary (only one paragraph, do not indent first word of the abstract) presenting the research topic, main questions, participants, methods, results, data analysis and conclusions in 150-250 words.

List 4-5 *keywords*: (italicized) to help other researchers find your work in databases. (*Keywords*: adult, lifelong learning, intrinsic, extrinsic motivation.)

Use Times New Roman font, size 11, justify for “abstract” and “keywords” text.

### 3. Main Body

Start a new page repeating on the first line, centered: the title, without author's name or affiliation. Indent the first word of each paragraph ½ (1,27 cm). Follow this structure: Introduction (NOT labeled), Method, Results, Discussion, and References (centered, not underlined or italicized) to organize your article. The subtitles of each section are not centered or indented, but italicized (*Participants, Materials, etc.*).

#### 3.1. In-text citations

##### **One author**

Use author - date method of citation (Erikson, 1970) within parentheses and **e.g.** Erikson (1970) in the signal phrase.

##### **Two authors**

Name both authors in the parentheses each time you cite the work (Saks & Knoll 1980) or name both authors in the signal phrase

**e.g.** Research by Saks, and Knoll (1980) proved .....

##### **Three to five authors**

List the signal phrase authors in the parentheses the first time you cite the source.

(Power, Edwards, Whitty, & Wigfall, 2003) or Power, Edwards, Whitty, and Wigfall, (2003) pointed.....

Then only use the first author's last name followed by et al. in the signal phrase or in parentheses.

Power et al. (2003) pointed or (Power et al., 2003)

##### **Six or more authors**

Use the first author's name followed by et al. in the signal phrase or in the parentheses.

Pollard et al. (2008) mentioned.....

(Pollard et al., 2008)

##### **Several works by the same author**

For two or more sources by the same author in the same year, use lowercase letters (a,b,c,) with the year in order to respect the reference list.

Research by Pollard (2000a, 2000b) highlighted how.....

##### **Citing indirect sources**

When using a source that has been cited in another source, name the original source in the signal phrase then list the secondary source in your reference list and include the secondary source in the parentheses.

Lewis argued that..... (as cited in Dweck, 2002, p. 15).

### 3.2. Endnotes

All the endnotes will be placed before references, manually insert. Enter all relevant data for the note. The text will be double-spaced, Times New Roman, size 11, justify.

### 4. References

The reference list contains full information for every citation in your paper. Place it after the text before any appendices. References are not numbered. Only cited works should be listed in alphabetical order. Please note that all citations must be in the hanging indent format with the first line flush to the left margin and all other lines indented.

#### **Book, No author**

*Metaphors we live by*. 1993. Chicago, IL: University of Chicago Press.

#### **Book, one author**

Crenson, U. (2007). *Higher Education Systems. Conceptual Frameworks, Comparative Perspectives, Empirical Findings*. Rotterdam: Sense Publishers.

#### **Book, two authors**

Lakoff, G., & Johnson, M. (1980). *Metaphors we live by*. Chicago, IL: University of Chicago Press.

#### **Book, three or more authors**

Powerm S., Edwards, T., Whitty, G., & Wigfall, V. (2003). *Education and Middle Class*. Buckingham: Open University Press.

#### **Chapter in edited book**

Kellet, M. (2008). Special educational needs and inclusion in education: an historical overview. In D. Matheson (Ed.), *An introduction to the Study of Education* (56-70). London: David Fulton.

#### **Journal article, single author**

Goodson, I. (2001). Social histories of educational change. *Journal of Educational Change*, 2, 45-63.

#### **Journal article, multiple authors**

Teven, J. J., & McCroskey, J.M. (1997). The Relationship of Perceived Teacher Caring with Student Learning and Teacher Evaluation. *Communication Education*, 46, 1-9.

#### **Journal article (online; electronic version of print source)**

Shaw, A. (1999). The planning and development of New Bombay [Electronic version]. *Modern Asian Studies*, 33(4), 951-988.

#### **Website**

Johnson, B. (2011). Title of Article, Retrieved from URL.

### 5. Tables

Each table is placed on a separate page after references or appendices. Place table number and title on the top of the table. The title is italicized and the first letter of each main word is capitalized.

Table 1

*The Effects of Work Support on Family Resources and Expenses*

### 6. Figure Caption

Insert the title "Figure Caption", centered, on a new page. *Figure 1, Figure 2, Figure 3*....will be italicized and placed on the same page, followed by a short presentation (not bolded or italicized).

### 7. Figures

Each figure is designed in black on a separate page, without title or number with all axes labeled. Insert the legend within the axes of the figure.