



## SUBMISSION GUIDELINES

### TITLE OF PAPER

- **Title:** The title of your manuscript should be concise, specific, and relevant.

### Names of author (s)

- Authors' full first and last names must be provided. The initials of any middle names can be added.
  - Affiliations: Include data for the authors as follows:
    - degrees, name, family name;
    - workplace / Institution;
    - address for contact;
    - telephone, e-mail;

### *Abstract*

The abstract should be a total of about 200 words maximum. The abstract should be a single paragraph and should follow the 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. Include any relevant preregistration numbers, and species and strains of any animals used. 3) Results: Summarize the article's main findings; and 4) Conclusion: Indicate the main conclusions or interpretations. The abstract should be an objective representation of the article: it must not contain results that are not presented and substantiated in the main text and should not exaggerate the main conclusions. *Text of Abstract: max. 200 words, In Times New Roman font, 11 pt, Italic, Single line.*

### *Keywords:*

Three to Five pertinent keywords need to be added after the abstract. We recommend that the keywords are specific to the article, yet reasonably common within the subject discipline.

### **The Body / Text**

- **Introduction:** 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, including specific hypotheses being tested. The current state of the research field should be reviewed carefully and key publications cited. Please highlight controversial and diverging hypotheses when necessary. Finally, briefly mention the main aim of the work and highlight the main conclusions. Keep the introduction comprehensible to scientists working outside the topic of the paper.



- **Materials and Methods:** They should be described with sufficient detail to allow others to replicate and build on published results. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited. Give the name and version of any software used and make clear whether the computer code used is available. Include any pre-registration codes.
- **Results:** Provide a concise and precise description of the experimental results, their interpretation as well as the experimental conclusions that can be drawn.
- **Discussion:** Authors should discuss the results and how they can be interpreted in the perspective of previous studies and of the working hypotheses. The findings and their implications should be discussed in the broadest context possible and the limitations of the work highlighted. Future research directions may also be mentioned. This section may be combined with Results.
- **Conclusions:** This section is mandatory.
- **Patents:** This section is not mandatory but may be added if there are patents resulting from the work reported in this manuscript.

### **Heading**

Major headings or section headings are to be left aligned, not underlined, in Small letters, bold and 11pt. After the main heading and before the text **11 pt** spacing.

The main body of the paper is Times New Roman 12 pt, Normal. Upper and lower case letters. Justified. Spacing text of 1.5, with 10 pt spacing after each paragraph.

### **Subheading**

Subheadings are to be left aligned, not underlined, in bold, upper and lower case letters, **11 pt**. After the subheading and before the text **11 pt** spacing.

### **Subheading II**

Sub subheadings are to be in bold italic, upper and lower case letters, 11pt. After the sub subheading and before the text **11 pt** spacing.

## **ILLUSTRATIONS, FIGURES**



*Figure 1. All captions should be typed in upper and lower case letters 10 pt. Italic, Center directly beneath the illustration. Neither bold nor underlined*

## **TABLES**

*Table 1. Tables should be produced directly within the text. Captions 10 pt., Italic, Center, above the table*

|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |

## **EQUATIONS**

Equations should be numbered consecutively throughout the paper (1). Before and after equations 20 pt spacing. **11 pt** font size, Center.

$$F = m.a (1)$$

## **BULLETS LIST**

- First
- Second
- Third

## **NUMBERED LIST**

1. First
2. Second
3. Third

## **Citations**

The in-text and reference list citations should be American Psychological Association (APA)

## **REFERENCES**

The font should be Times New Roman 9pt, Normal. Upper and lower case letters. Justified. Single line spacing. Single column format. 10 pt spacing between references.



Institute of Policy Analysis  
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## **BIOGRAPHY**

The text of the biography should be 150 words maximum for every author. Times New Roman, 10 pt. Upper and lower case letters. Justified. Single line spacing. Single column format. The author(s) can include a photo in size 3 x 2 cm. Please, use the simple table structure for your photo, detailed affiliation, and biography.