

Author's name
Author's affiliation
Author's email

Author's name
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Title of Proposal

Abstract

Abstract goes here and uses the “Abstract” style for text. Do not provide references or footnotes in the abstract. Max 150–200 words.

Document Structure and Page Structure

The draft manuscript or proposal should be a semantically correct document with minimum typographical flourish. It will be converted a number of times before being ready for publication, so structure should be the primary concern.

The page format is A4, and margins are set to 20 mm on all four sides.

The header and footer on each page should not be edited.

When drafting a proposal, particular attention should be paid to using the “Title” style for the title and, if there is one, for the subtitle. Use “:” to separate title and subtitle, but do not break the paragraph.

Necessary Sections

Your proposal should contain an “Abstract” where you briefly but clearly outline your contribution, a “Conclusion” where you recap the essential points of your discourse, and a “References” section. The “References” section should contain all of the sources referenced in the text, in APA format and in ascending alphabetical order (A–Z).

Pay attention to correctly chain headings, so that a “Heading 3” (when used) follows a “Heading 2”, and that a subsection of a “Heading 1” section is styled using “Heading 2”.

Keywords will be added during the review process and are not necessary here.

A Section in the Proposal

Titles for main sections are styled using “Heading 1”. “Heading 2” and “Heading 3” are used for subsections. Headings should not be numbered. If considering using a “Heading 4” level heading,

the Journal suggests modifying the structure as to not make it that deep. Section titles capitalize each word but not articles or conjunctions (Title case). The American spelling is preferred.

Normal Text

Normal body text is styled in “Text Body” (Times New Roman 12, no indent, left-justified, 2mm spacing after the paragraph). Do not highlight words inline unless really necessary, and if you do, *italicize* your word. Do not use bold. Use one single space after a full stop.

Do not use any other style other than “Text Body” for your normal text and do not separate paragraphs with spaces or empty lines.

When quoting directly from a source, use “quotation marks and keep the text inline if the length of the quote does not exceed two lines”, but break the paragraph and

use the “Text Quote” style if the text you are quoting exceeds two lines in length in the “Text Body” style. When counting the two lines of text, you should not consider any inline reference provided between parentheses, but only the quote itself. Text quoted using “Text quote” does not start nor end with quotation marks.

When you are quoting “a source inline” (Smith 2005), the reference should immediately after the quote in APA format with no comma. If you are paraphrasing, the reference should go at the end of the period or in general when you are done paraphrasing. Separate multiple authors in a single reference block using “;” (Smith 2005; Jones 2016). As a general rule, do not write long paragraphs and try to break them up to make reading easier.

Adding Tables and Images

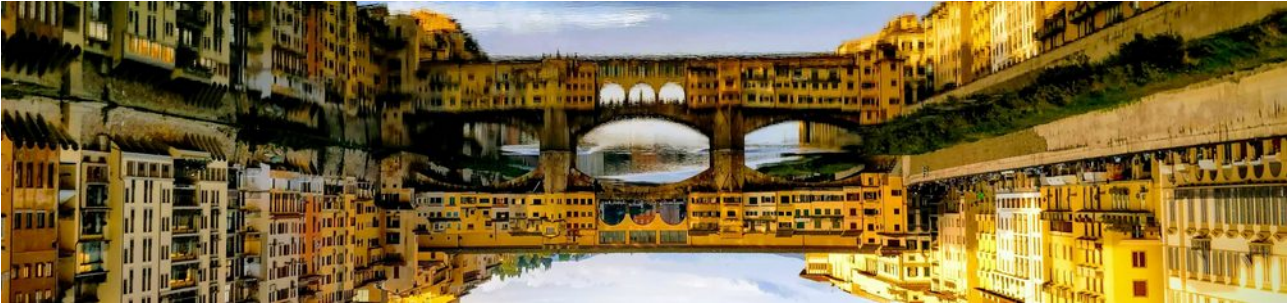
Tables and images should be added inline and centered.

Table headings, if any, should be styled using the “Table Heading” style. Table content should be styled using the “Table Contents” style, and table captions using the “Table Caption” style. The caption for a table precedes the table and does not have to be numbered.

This is the caption for the following table

Table heading	Table heading	Table heading	Table heading
Content	Content	Content	
Content			Content
Content			

Images should be provided at the highest resolution possible, and set to go edge-to-edge. Caption for images should be styled using the “Image Caption” style and follow the image they refer to. Images that carry no authorship or ownership information are considered to be the author’s and provided to the Journal for the purposes of publication. If you are using images whose rights belong to others, or images which are released under a CC license, a PD license, or any such type of license, please provide all the necessary information to ensure a safe publication.



Caption for the image above. Does not require “Figure”, “Image”, or a number

Adding Lists

Lists should be used, either numbered or bulleted, for listing more than two items. Consider carefully whether a list is really necessary, especially if:

1. your numbered or bulleted points are longer than two lines of text in “Text Body”
2. your numbered or bulleted points could be actually turned into subsections
3. (note) the only item in a list followed by punctuation is the last one.

Lists should be styled in “Text Body” and turned into lists using the toggles provided by the word processing software of choice.

How to Use References and Footnotes

The Journal adopts a variation of the APA format for references. Parenthetical citations (Smith 2016) should be styled using “Text Body” as they are considered normal text.

Please refer to the official APA style guide¹ if you are having any doubts concerning the correct way to provide APA references, but note these differences:

- Parenthetical citations (Smith 2016) do not use a comma
- Two authors are listed by name and connected by “&”: (Smith & Jones 2018)
- Three or more authors are listed by the first author plus “et al”: (Williams et al 2021)
- “et al” is preferred over “et al.”
- Multiple sources within a single parenthetical citation are separated by “;” and are listed in ascending chronological order: (Jones 2005; Smith 2016; Williams 2020).

In the “References” section, full references use:

- “&” for the final author only, with no reversing: (Smith, J., Jones, M., & Williams, A.)
- the year is not followed by a full stop: (2019) *Title of the book*
- in the case of journals, volume, number, and pages are prefixed and followed by a full stop (Vol. 3. No. 12. Pp. 356–378.)
- each reference is terminated by a full stop.

Any and all sources referenced in the text should be documented in ascending alphabetical order in the “References” section at the end of the document as one single list. References in the “References” section should be styled using the “Text Reference” style. An example can be found at the end of this document.

Footnotes

Footnotes are counted by document and collected at the end of the document itself. They should be used sparingly and primarily to provide additional information that cannot be conveyed otherwise in the body for reasons of clarity.

Format of Submitted Draft Proposal or Manuscript

Submit your draft proposal or manuscript in either DOC / DOCX format, or in ODT format. Submissions in PDF format will not be considered.

Corresponding Author, Affiliation, Portrait, and Bio

The first author listed is officially considered the corresponding author.

If your draft proposal is accepted for publication, the Journal will require your affiliation, a portrait, and a bio.²

Portrait

Please provide a portrait for all authors as separate images, from the shoulders up, possibly against a single-color background. Portraits should be in high resolution (1280px and up), and can be either in color or b/w. Portraits will be cropped square, turned to b/w, and reduced in size for publication on the Journal’s website.

Bio

Please provide a synthetic, 2-paragraphs long biography for all authors.

References

- Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019) Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*. Vol. 8. No. 3. Pp. 207–217. <https://doi.org/10.1037/ppm0000185>.
- Jackson, L. M. (2019) *The psychology of prejudice: From attitudes to social action* (2nd ed). University Press. <https://doi.org/10.1037/0000168-000>.

- 1 <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.
- 2 This means you do not have to provide a bio and a portrait immediately, but be prepared to send in one.