

Instructions for Authors

Please note that all titles, section headings, content, tables, in-text citations and references for papers submitted to the IJREE should be in **APA format**. The content presented below highlights common formatting mistakes which should be given particular attention. **The IJREE strongly recommends that authors check their manuscripts for the following errors before submission, to facilitate the review and publishing of their papers.**

1. Titles

- Please follow APA Title Case formatting
- Capitalize all “major” words (nouns, verbs, adjectives, adverbs, pronouns)
- Do not capitalize “minor” words of three letters or fewer, including conjunctions (e.g. and, or, nor, but), articles (e.g. a, an, the), and prepositions (e.g. as, at, by, for, in, of, on, to)—as long as they are not the first word in a title
- Please note that both parts of hyphenated words should be capitalized e.g. “After-School” instead of “After-school”

2. Listing of Author Names

- All author names should be provided under the paper’s title
- Names must be listed, without an ampersand (&) before the name of the last author
- Please do not include your affiliation information next to your name; this information will be provided in the last page of an IJREE issue.

3. Section Headings

- Please follow the below-presented formatting for different levels of section headings:
Level 1: **APA Title Case (please refer to part 1 above), in Bold, No Indentation.**
Insert a line before and after the Level 1 heading.
Level 2: APA Title Case, Without Bold, No Indentation. Insert a line before and after the Level 2 heading.
Level 3: *APA Title Case, in Italics, No Indentation.* Insert a line before, but not after the Level 3 heading.
- Please refrain from using more than three levels of headings.
- Please refer to the IJREE article template provided online for further examples on section heading usage.

4. Seriation

- If seriation of body text is necessary and the series has a hierarchical order, use numbers.
EG) Research questions for this paper are as follows:
1.

- 2.
 - 3.
- For lists that are not hierarchical or chronological in nature, use bullets instead of numbers.
EG) The following are examples of participant responses:
 - “APA citation is tricky, but worthwhile.”
 - “Seriation in APA format should be done according to the above-presented rules.”
 - For seriation within sentences, authors may use letters”
EG) This paper thus delves into (1) whether authors correctly use APA citation, (2) frequent causes behind mistakes, and (3) what can be done to decrease frequent mistakes.

5. In-Text Citations

The following guidelines below cover some, but not all, frequently made mistakes regarding in-text citations.

1) In-text citations with multiple authors

- In-text citation of three to five authors: (A, B, & C, year)
**Please note the presence of a comma before the ampersand (&)
- In-text citation of six or more authors: (A et al., year)
**Please note that there must be a period after “et al”
**Please note that a comma must follow the period
- If the name of a work’s author is directly referred to in a sentence, always place the year the reference was published in parentheses immediately after the name.
EG) Baker’s (1998) study shows that..

2) Multiple works by the same author

- For works published in the same year by the same author, add alphabetic designators to the year in both the in-text reference and reference list.
EG) (Baker, 1999a, 1999b).
- For works published in different years by the same author, place years in chronological sequence separated by commas.
EG) (Baker, 2003, 2007).

3) Authors with the same surname

- If two works published in the same year have authors of the same name, include the initials of the authors in the in-text citation and separate the two names with a semicolon.
- When using initials in the text of a sentence, do not invert the author’s first name
EG) In a sentence: According to J. Dawson (1986) and T. Dawson (1986)...

EG) In-text citation: (Dawson, J., 1986; Dawson, T., 1986)

4) Organizations as authors

- If an organizational author is referenced only once or twice in a paper, providing the organization's full name for all in-text citations is recommended; if the organizational author is referenced three times or more, provide the full name for the first citation, followed by the organization name's abbreviation in square brackets. Then continue to use the abbreviated format for all other following citations.

EG) First citation: (National Library of Medicine [NLM], 2017).

All other following citations: (NLM, 2017)

- If the cited organization has a familiar abbreviation (e.g. UNESCO, OECD, UN), using a shortened form from first to last in the in-text reference is acceptable.

5) Works without dates

- Place the abbreviation n.d. (for no date) in place of the year for in-text citations and the reference list.

EG) In a sentence: Baker (n.d.) says that...

EG) In-text citation: (Baker, n.d.).

6) Citing page numbers in an in-text citation

- Note the presence of spacing after "p."
- Note that a period comes after closing of parenthetical bracket
- For several pages, write "pp."

EG) (Baker, 1999, p. 139).

EG) (Baker, 1999, pp. 139-141).

7) Back-to back parentheses

- Please refrain from using back-to-back parentheses in your sentences: either rephrase the sentence, or connect the two parentheses with a semicolon.

EG) Student differences may be caused by family characteristics (e.g. socioeconomic status) (Baker, 1999). (X)

EG) Student differences may be caused by family characteristics (e.g. socioeconomic status; Baker, 1999). (O)

6. Punctuation mark usage

1) Double and single quotation marks

- Single quotations should be used only when inserting quotations or adding emphasis inside larger quotations; double quotation marks must be used for citing direct quotes or placing emphasis on specific words.

2) Usage of the em dash (—)

- Please note that no additional spacing should surround the em dash
EG) The em dash does not require additional spacing—please take note of this fact.

3) Parenthetical within parenthetical

- Use square brackets [] within parentheses

7. Tables, figures, appendices

- Capitalize the "t" in "table," the "f" in "figure," and the "a" in "Appendix" when you refer to a specific table or figure in your text. "Table 3 and 4" is incorrect because each table is a separate entity.
- Use APA Title Case for the titles of all tables, figures, and appendices (please refer to part 1 above)
- Italicize "Table" followed by the necessary number, then a period.
EG) *Table 1*. Title in APA Title Case
- If necessary, add footnotes with *Note*. at the bottom of the table.
- If the table contains decimal points, make sure to unify the unit numbers of all decimals.

8. Reporting statistics

- When referring to statistics inside a sentence (such as M, SD, SE, N): need italicization
EG) The high school sample (*N=2,500*) was considered...
**Please note that there is no spacing around the equal sign
- Such use of italics does not apply to the M, SD, SE, N provided in tables.
- The "p" when reporting p-values should be italicized; the following numbers (.05, .001 etc.) should not be italicized.