

Guidelines for Authors

Preparation of Manuscripts for iRASD JER

Section A: Formatting Guidelines

File Format: Manuscript files can be in the following formats: DOC or DOCX. Microsoft Word documents should not be locked or protected.

Length: 20 to 30 double spaced Letter-sized pages. All pages should be numbered consecutively, beginning with page 1, the title page.

Headings: Limit manuscript sections and sub-sections to 3 heading levels. Make sure heading levels are indicated in the manuscript text.

Font: Use "Times New Roman" as the font style and size of body text should be 12pt and size of first, second and third level should be bold 14, 13 and 12 respectively.

Language: The language of the manuscript must be English.

Abbreviations: Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text. Keep abbreviations to a minimum.

Equations: iRASD JER recommends MathType (a software application created by Design Science that allows the creation of mathematical notation for inclusion in desktop and web applications) to insert equations in the manuscript. If not possible, Equation Editor or Microsoft's Insert→Equation function is acceptable.

Footnotes: Those in the text should be numbered consecutively. Footnotes to the title or authors of the article are marked by asterisks and placed on the title page.

Table and Figures: Tables and figures should be numbered serially, and legends to illustrations should be prepared on separate sheets. Tables and figures will be placed near their first mention in the text; all tables and figures must be referred to in the manuscript. Follow the instructions given in the document of APA 7th Edition.

Section B: Guidelines about Manuscript Organization

Title Page: The following elements must be included:

- Title of the article;
- Name(s) and initial(s) of the author(s), preferably with first names spelled out;
- Affiliation(s) of author(s);
- Footnotes to the contribution title;
- Name, address, telephone and fax numbers, and e-mail address of the corresponding author.

Abstract: Each article is to be preceded by a succinct abstract, of up to 250 words, that highlights the objectives, methods, results, and conclusions of the paper.



Key Words: To identify the subjects under which the article may be indexed, 6-10 keywords should be provided.

Introduction: Clearly state the basis of your study along with background information and a statement of purpose. This should provide the context of the study. It should briefly describe the research work that has already been conducted in that particular field. It should clearly state the purpose/objective of the research work/study. The introduction must emphasize the significance of the research, and how the research being undertaken is different from the pre-existing work. Only pertinent references should be cited. Utmost care should be taken to avoid the data or conclusions from work being reported.

Literature Review and Theoretical Framework: Present the critical review of the relevant studies and properly identify the research gap that is being filled by your study. Properly give a theoretical ground on which your present study is based.

Data and Methodology: Include a clear and concise description of the study design, experiment, materials, and method of statistical and econometric analysis.

Results and Discussion: Present the results. Simply present the results of the experiment and the results of the statistical analysis. Data listed in tables should not be listed in the results; instead, refer to the table. Interpret and discuss the results of the study and its implications.

Conclusion: Give a brief summary of your research.

References: The use of EndNote is encouraged for reference management, but this is not necessarily mandatory. Use APA 7th Edition for proper citation and references.

Note: You can download these instructions in PDF format.

Guidelines for Reviewers

Reviewers bear the responsibility for objectivity, professionalism, impartiality and confidentiality of the assessment of content quality.

iRASD Journal of Educational Research (JER) follows a double-blind peer-review process. Where the identities of authors and reviewers are hidden from each other. Its purpose is to improve the quality of content and of the scientific material under review that is ultimately published. Conscientious review is a time-consuming effort but is essential to assure the quality of scientific journals. The iRASD (JER) is very grateful for the time and effort reviewers invest in this process. iRASD (JER) adheres to the [Committee on Publication Ethics \(COPE\)](#) guidelines and strive to ensure that the review process is fair, unbiased and timely. Decisions to accept a manuscript for publication depending on the importance of investigated issue, originality, clarity, validity, and relevance of the work to the scope of the iRASD (JER). Therefore, reviewers have a major role decision on whether to accept an article for publication.

General Notes

- Reviews should be conducted fairly and objectively. Personal criticism of the author is inappropriate. If the research reported in the manuscript is flawed, criticize the science, not the scientist. Personal criticism is likely to lead an author to ignore useful comments, making your review less useful to your field. Criticisms should be objective, not merely differences of opinion, and intended to help the author improve his or her paper.
- You should decline to review manuscripts in which you have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.
- If your previous or present connection with the author(s) or an author's institution might be construed as creating a conflict of interest, but no actual conflict exists, please include this issue in your confidential comments to the editor. If in doubt, please contact the Editor who requested the review before accepting.
- Respect the confidentiality of the manuscript, which is sent to you in confidence. You should not discuss unpublished manuscripts with colleagues or use the information in your own work. If you feel a colleague is more qualified than you to review the paper, do not pass the manuscript on to that person without first requesting permission to do so from the editor. Your review and your recommendation should also be considered confidential.
- If you choose to remain anonymous, ensure that you avoid comments to the authors that might serve as clues to your identity.

Comments to Editor

Your Comments to the Editor will be submitted to the Managing Editor and the Editor-in-Chief only. These should include any possible conflicts of interest. Comments and constructive criticism of the manuscript should be placed in the Comments to the Author.

Comments to the Author (s)

Your Comments to the Author (s) will be submitted to the Managing Editor and the Editor-in-Chief. They are also communicated to the author (s) and to the other anonymous reviewers of the manuscript once the editor has made a decision.

Comments should be constructive and designed to enhance the manuscript. You should consider yourself the authors' mentor. Make your comments as complete and detailed as possible. Express your views clearly with supporting arguments and references as necessary. Include clear opinions about the strengths, weaknesses and relevance of the manuscript, its originality and its importance to the field. Specific comments that cite line numbers are most helpful. If you feel unqualified to address certain aspects of the manuscript, please include a statement to identify these areas.

Begin by identifying the major contributions of the paper. What are its major strengths and weaknesses, and its suitability for publication? Please include both general and specific comments bearing on these questions and emphasize your most significant points.

Support your general comments, positive or negative, with specific evidence.



If you wish to make comments directly on the manuscript pdf using the Note tool, you may do so. However, we do not expect you to copy-edit the manuscript. If you do annotate the pdf, please also include a summary of your general comments. You may also upload other documents (e.g. your review as a document, useful references). The journal editorial assistant will remove your identity from the properties of these documents to maintain your anonymity.

Points to consider in your review include:

- Is the topic of the manuscript appropriate for the iRASD (JER)? Is the information of significant interest to the broad readership of the iRASD (JER)?
- Do the title, abstract, keywords, introduction, and conclusions accurately and consistently reflect the major point(s) of the paper?
- Is the writing concise, easy to follow, and interesting, without repetition?
- Is the aim clearly stated?
- Are the methods appropriate, scientifically sound, current, and described clearly enough that the work could be repeated by someone else?
- Is the research ethical and have the appropriate approvals/consent been obtained?
- Are appropriate statistical/econometric analyses used? Are they sufficiently justified and explained? Are statements of significance justified?
- When results are stated in the text of the paper, are they supported by data? Can you verify them easily by examining tables and figures? Are any of the results counterintuitive?
- Are all tables and figures necessary, clearly labelled, well designed, and readily interpretable? Is the information in the tables and figures redundant? Is it repeated in the text?
- Are the conclusions supported by the data presented?
- Are the references cited the most appropriate to support the manuscript? Are citations provided for all assertions of fact not supported by the data in this paper? Are any key citations missing?
- Consider the length of the manuscript, relative to the content. Should any portions of the paper should be expanded, condensed, combined, or deleted? (Please be specific in your advice, and don't simply advise overall shortening by x%).
- Does the manuscript comply with the Instructions for Authors?

Please also comment on any possible research or publication misconduct, such as:

- Does this manuscript report data or conclusions already published or in the press? If so, please provide details.
- Has the author plagiarised another publication?
- Is there any indication that the data have been fabricated or inappropriately manipulated?
- Have the authors declared all relevant competing interests?

Complaint & Misconduct Policy

iRASD Journal of Educational Research (JER) welcomes complaints by considering it as an opportunity for improvement and aims to respond to it quickly and constructively.

What a Complaint is?

Our comprehension of a complaint is as follows:

1. The complainant defines his or her expression of unhappiness as a complaint.
2. We infer that the complainant is not simply disagreeing with a decision we have made or something we have published but thinks that there has been a failure of process—for example, an unacceptably long delay or a rude response—or a severe misjudgment.
3. The complaint must be about something that is within the responsibility of JERs' editorial division i.e., content or process.

Complaint Making Process

- All complaints will be acknowledged.
- Complaints should be made either through sending an email to editor.jer@internationalrasd.org or through posting to the address "House No. 219, Model Town B, Bahawalpur, Pakistan".
- Whenever possible complaints will be dealt with by the editorial team member to whom they are made. If that person cannot deal with the complaint, he or she will refer it to the editor-in-chief.
- If the complainant remains unhappy, complaints should be escalated to the editor-in-chief, whose decision is final.
- If possible a definitive response will be made within two weeks. If this is not possible an interim response will be given within two weeks. Interim responses will be provided until the complaint is finally resolved.

Process to Deal with Issues of Misconduct

IRASD JER is of the opinion that institutions and journals should promote best practices among researchers, authors, reviewers, and editors. To maintain the integrity and deal with misconduct allegations, the editor can be contacted at editor.jer@internationalrasd.org or at the official address "House No. 219, Model Town B, Bahawalpur, Pakistan". The editor is responsible for investigating cases of misconduct by researchers and for finding misconduct that could affect the reliability or attribution of published work (e.g. fabrication or plagiarism). Where possible, the evidence could be provided to support allegations of misconduct or questionable practices (e.g. copies of overlapping publications, evidence of plagiarism). Retractions or corrections are issued when provided with findings of misconduct arising from appropriate investigations. Hence, it is advised that the authors and reviewers should read the guidelines provided on the journal's website and must be remained strictly adhered to all aspects of publication ethics.

Plagiarism Screening Policy

IRASD JER is published by the International Research Association for Sustainable Development - IRASD. IRASD has a membership of Turnitin an online tool to help the editors verify the originality of submitted manuscripts. All submitted manuscripts are scanned with Turnitin to calculate the similarity index or plagiarism.

What is PLAGIARISM?

Plagiarism is when an author attempts to pass off someone else works as his or her own. Duplicate publication, sometimes called self-plagiarism, occurs when an author reuses substantial parts of his or her

own published work without providing the appropriate references. This can range from getting an identical paper published in multiple journals, to salami-slicing, where authors add small amounts of new data to a previous paper.

PLAGIARISM Policy of iRASD JER

1. iRASD JER is committed to promote and disseminate original research work relating to the field of economic sciences.
2. Plagiarism comes in several forms for that reason, Plagiarism in any form cannot be tolerated by iRASD JER at any stage as it shows unethical publishing behaviour.
3. All selected manuscripts will be screened for plagiarism by using Turnitin software.
4. The manuscript in which the plagiarism is detected is handled based on the extent of the plagiarism. A manuscript with less than a 19% similarity index can be accepted for publication.
5. If the manuscript has plagiarism < 15%, the manuscript will be given an ID and the manuscript is sent to the review process.
6. If the manuscript has plagiarism 15-30%, the manuscript will be given an ID and the manuscript is sent back to the author for content revision.
7. If plagiarism is detected by more than 30%, it is found that the authors are very unlikely to revise the manuscript and submit the revised version. However, authors are welcome to do the required revisions and submit the manuscript as a new submission.

In the case of suspected plagiarism in a published article:

8. A specific process is followed to manage a case of plagiarism. The iRASD JER follows the guidelines contained in the Committee on Publication Ethics (COPE) flowcharts (<http://publicationethics.org/resources/flowcharts>).
9. The person who advised us of the situation is informed about the process to be followed.
10. The articles are compared to check the degree of copying.
11. All Editors of the iRASD JER, are informed and asked for their comments.
12. The corresponding author of the article in question is contacted with documentary evidence of the case of plagiarism and is asked for a response.
13. If the authors are found guilty of plagiarism
 1. The editor of the journal in which the original plagiarized article was published and the authors of the plagiarized article are informed.
 2. The iRASD JER publishes an official retraction of the paper.
 3. The online version of the iRASD JER article is withdrawn from the OJS host site, and
 4. The iRASD JER will not publish any article by any of the authors concerned for a period of 5 years.

Publication Policy

iRASD Journal of Educational Research (JER) adheres to the mission of non-discriminatory publication of high-quality research. For this purpose, the editorial team and reviewers are obligated to observe the ethical duties of taking unbiased decisions by maintaining the privacy policy and providing constructive feedback after a standards evaluation procedure.

Manuscripts with standard econometric methods and empirical and theoretical investigations of local and international issues are preferred to serve potential policy targets.



Review Policy

IRASD Journal of Educational Research (JER) follows a double-blind peer-review process. Where the reviewers have not shared any details of the authors such as their names or affiliations and review reports are also shared anonymously with authors.

The virtue of a double-blind peer-review system is that it ensures the evaluation of the manuscripts is purely based on the quality of the content. It enables reviewers to assess the manuscripts in an unbiased manner and let them look if the content is original, valid and has some significance.

Generally, the manuscripts are scientifically reviewed by at least two experts. They assess if the submitted article is sound, comprehensive and have no replication of other published works. If reviewers recommend the manuscript as suitable for publication in review reports editorial team reaches a final decision.

Privacy Policy

Information provided at IRASD Journal of Educational Research (JER) site by authors such as names, email addresses and contact etc. is used for this journal only. No information at any level is ever used for any purpose other than already mentioned and shared with any other party as per the journal's privacy policy.

Ethical Policy

IRASD Journal of Educational Research (JER) follows rigorous ethical standards for publishing articles. IRASD JER ethics and malpractice statement is conceptualized on the [Committee on Publication Ethics \(COPE\)](#) guidelines. Author (s) are solely responsible for the originality and reliability of the research outcomes and must comply following rules.

- Data and findings of the research shall be provided only if they are real and reliable.
- Findings of the highlighted research issue must be original.
- The contribution of other works shall be acknowledged and referred to appropriately. Data sources and supporting evidence must be cited accurately in the text and references section.
- Any manuscript shall not be submitted if it is already published or sent for publication in another journal.
- There shall be no violation of copyrights in the text, tables, graphics, and formulas of the manuscript.
- IRASD JER strictly condemns breach of research ethics and copyright infringement in submitted articles. Authors are responsible for any kind of manifestations of plagiarism in their manuscript and the editorial board takes rigorous steps to prevent such violations.
- The authors are accountable for the accuracy of provided information i.e., facts, personal, geographical, companies, organizational and institutional names, etc.
- The opinions expressed in research articles are by the authors that do not necessarily suggest the viewpoints of the editorial board. Therefore, no obligation is imposed on IRASD JER editorial team in this context.

Conflict of Interest Policy

Editorial committee is responsible to avoid any conflict of interest in the research publications that may affect the interpretation of results and assessment by the reviewers. In case of any potential conflict of interest, the author (s) shall provide a clear statement about bearing the responsibility. They shall disclose the possible conflicts of interests that can influence the decision about the publication of the manuscript.

Manuscripts will not be considered by the editorial board for review if competing interests arise from the collaborative or competitive connections of any of the author (s) or relevant institutions. It is desired that all contributors shall disclose conflicting interests while submitting the manuscript. If there is any such revelation after the research is published, corrections or expression of interest and retraction will be issued where needed.

Open Access Policy

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Archiving Policy

As iRASD Journal of Educational Research (iRASD JER) policy author (s) are entitled to hold the copyrights and self-archiving rights. They are allowed and encouraged to deposit their scientific research in institutional repositories and other archives.

iRASD JER urges to share the knowledge at maximum by making the publications accessible from several digital and academic repositories around the world. Journal digitally maintains archive to preserves scholarly content for long-term availability to the community. iRASD JER has made sure that published research is archived in compliance with standards of known repositories. So that their digital record keepers can collect and update the journal's content.

iRASD JER also preserves its contents on a long term basis and for this purpose, we submit our content to Portico and PKP PN.

Repository Policy

iRASD Journal of Educational Research (iRASD JER) allows authors to submit their published work in any institutional or other repositories like Researchgate, ORCID, Academia, Arxiv, etc.

Licensing Policy

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He/ She shall assure on behalf of all author (s) that:

1. The manuscript is original, it has not been published in any other journal before, is not under consideration for any other journal and does not violate any existing copyrights or any other rights of the third party.
2. I/we have full authority to enter into this agreement for granting the rights to iRASD JER as sole author (s) of the article without breaching any other obligation.
3. The manuscript does not contain any unlawful and libellous content or anything that would breach the agreement (s) of confidence, commitment, and secrecy.
4. I/we certify that due care has been taken to ensure the reliability of the article. All purported statements and information are facts to the best of my/our knowledge and the currently accepted standards of scientific knowledge. Therefore, any of the proposed methods or instructions will not, if followed accurately, cause any damage or loss to the user(s).

Copyright Policy

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Publication Fee

iRASD Journal of Educational Research (JER) does not charge a submission fee to encourage free submissions. However, authors pay a one-time Article Processing Charge (APC) to cover the costs of peer



review administration and management, professional production of articles in PDF and other formats, website management, membership of various international organizations like CrossRef, iThenticate, and Portico, etc. and dissemination of published papers in various venues, in addition to other publishing costs.

APC is based on the affiliation of a corresponding author. Please see the table below for details about APC.

Corresponding Author's Affiliation	APC in US \$
Top 100 Universities in the QS World University Rankings	No APC
Top 500 Universities in the QS World University Rankings	\$ 150
High-Income Countries	\$ 300
Middle-Income Countries (Lower and Upper)*	\$ 250
Low-Income Counties	\$ 150

Please see your country in the [World Bank List of Economies](#).

*Pakistan is a lower-middle-income country. Moreover, APC for Pakistani authors is PKR 40,000. The waive-off policy is available for Premium Members of iRASD.

Following activities and operations add details on how our APC is justified.

1. Publishing Platform/ Website

iRASD JER develops and maintains its own online submission and peer-review website. We also run several platforms to offer different types of services to research scholars.

2. Publishing Operations

2.1. Triaging—filtering of papers upon submission by internal staff and editorial board members.

2.2. Organization of peer-review— iRASD JER provides a high degree of assistance to Academic Editors so that they can only focus on editorial decisions. We employ in-house editors to invite reviewers, collect review reports, communicate with authors and reviewers, correspond with authors about revisions, etc.

2.3. Production—including copy-editing, typesetting, copy-editing XML and PDF conversion, and language editing. iRASD JER provides excellent quality English editing for all accepted papers, included in the APC.

2.4. Proofreading—Corresponding with authors to approve the final text and requesting any missing information.

2.5. Indexing & archiving— iRASD JER has a team dedicated to indexing relations that advise on the eligibility of a journal for application to be indexed in different databases. Our team communicates closely



with the contact persons at the different databases and receives regular updates on the status of applications. We dedicate time to keep ourselves up to date on any changes in the evaluation criteria or application procedure.

3. Marketing and Communication

iRASD promotes its journals and articles through sponsorships of conferences, scholarly society events, and other promotional activities, as well as a series of awards to support researchers.

4. General

4.1. Management & administration include costs related to salaries of non-editorial staff and other business costs which include CrossRef and iThenticate membership, DOI charges, Portico, and membership of other paid indexing services.

Corresponding authors are advised to contact the editor of the journal about account information, once a manuscript is accepted for final publication.

Note: iRASD JER will no longer officially blacklist authors who withdraw their manuscripts before the completion of the peer-review process. However, using peer-reviewed resources without the intent or ability to publish is very problematic and has serious consequences (Withdrawal Policy) for the authors. Before submitting, please make sure you have the necessary funds to pay the APC if accepted.

APA Tool Kit

This tool kit provides support to the authors through the scholarly writing process.

Referencing

APA Style citations consist of two parts, in-text citations and reference list entry.

In-text Citations

In-text citations are included throughout the course of writing, to acknowledge the sources of information you have used to build and support your ideas. An in-text citation provides information about the author, the year the information was published, and sometimes location information such as a page number.

An in-text citation can be presented in different ways:

Paraphrasing

Paraphrasing is when you present the ideas of others, in your own words. The in-text citation includes author and year of publication

Parenthetical citation: Water is a necessary part of every person's diet and of all the nutrients a body needs to function, it requires more water each day than any other nutrient (Whitney & Rolfes, 2011).

Narrative citation:

Whitney and Rolfes (2011) state the body requires many nutrients to function but highlight that water is of greater importance than any other nutrient. or

Water is an essential element of anyone's diet and Whitney and Rolfes (2011) emphasise it is more important than any other nutrient.

Quoting (40 words or less)

Quoting is when you copy the exact words from another source into your work.

- Place quotation marks around the quote
- The in-text citation includes author, year of publication and page number
- Use the paragraph number for sources where the page number is not available

Narrative Citation: According to Palladino and Wade (2010), "a flexible mind is a healthy mind" (p. 147).

Parenthetical Citation: In fact, "a flexible mind is a healthy mind" (Palladino & Wade, 2010, p. 147).

Quoting (more than 40 words)

Use a free-standing block of text which:

- Starts on a new line
- Is indented from the left margin
- Does not include quotation marks
- Your in-text citation will appear in brackets after the final punctuation mark and will include the author, year of publication, and page/paragraph number

Example

In-text citations are important in academic writing, drawing the parallel between the author's work and the sources which support it:

The function of any citation-signaller is to alert the reader to some kind of association between the citing text and the cited text. Citation-signallers may additionally, by using page references or chapter numbers, single out a particular part of the text as especially relevant. (Langham, 2005, p. 361)

Multiple sources for the same information

When including multiple sources to support a particular point in your writing or demonstrate a consensus:

- The in-text citation includes all sources in the same set of brackets, ordered alphabetically. Separate the citations with semicolons

- Include a reference list entry for each source

Example

There is an established consensus that the current trend towards a warming climate is directly linked to human activity (Hegerl, 1996; Levitus et al., 2017; NASA, n.d.; Robinson et al., 2014; Santer et al., 2003).

Multiple works by the same author(s)

Order chronologically in the reference list. References with no date (n.d.) precede references with dates.

Example

Bull (n.d., 2008, 2010) states that the current trend towards a warming climate is directly linked to human activity.

Multiple works by the same author(s) – published in the same year

- Add a, b, c after the year to differentiate works by the same author(s) published in the same year
- Order alphabetically by title of the work in the reference list
- For references that have no date (shown by n.d.), use the following forms for the date in the in-text citation and reference list: (n.d.-a), (n.d.-b) etc.

Research by Berndt (1981a) revealed strong correlations. However, a parallel study (Berndt, 1981b) resulted in inconclusive findings.

Authors citing other authors

When citing a secondary source:

- The in-text citation should include author details from the primary source, as well as the author, year of publication and page/paragraph number from the secondary source
- Only the secondary source is included in the reference list

Example

Narrative citation: Philippe (2008, as cited in Maldonado et al., 2013) states "we are part of the land, it is part of us" (p. 610).

Paranthetical citation: "We are part of the land, it is part of us" (Philippe, 2008, as cited in Maldonado et al., 2013, p. 610).

Author variations

No author

If no personal author is given, check to see if an organisation has acted as the author. Where there are no authors and you are sure that your source is credible, follow the guidelines below:



- Use the title of the work in place of the author in the in-text citation and in the reference list
- If the title is too long, shorten it in the in-text citation
- If the title is italicised in the reference also italicise it in the in-text citation
- If the title is not italicised in the reference, use double quotation marks around it in the in-text citation
- Use headline-style capitalisation (all major words start with a capital letter) for the title for in-text citations and in the text of your manuscript

Narrative citation: In the article "A Higher Education Return" (2016)...

Parenthetical citation:("A Higher Education Return," 2016). OR

Two authors

- List authors in every citation
- Spell 'and' if you include two authors as part of the sentence (outside of brackets) in your manuscript

Narrative citation: Zhang and Webb (2019) noted that students who read bilingual books performed better in vocabulary tests.

Parenthetical citation: Students who read bilingual books may perform better in vocabulary tests (Zhang & Webb, 2019).

In your reference list:

Zhang, Z., & Webb, S. (2019). The effects of reading bilingual books on vocabulary learning. *Reading in a Foreign Language*, 31(1), 109–139. <http://nflrc.hawaii.edu/rfl/April2019/April2019/articles/zhang.pdf>

Three to 20 authors

When you have **3 or more authors**, you only use the first author's surname in text, and abbreviate the rest of the list with "et al." (Latin for "and others"). In your reference list, you list all of the authors (up to 20).

Narrative citation: Boers et al.'s (2017) research into the use of pictures in glosses found they may decrease the amount of attention given to the words.

Parenthetical citation: Using pictures to illustrate glosses may, in fact, decrease the amount of attention given to the words (Boers et al., 2017).

In your reference list:

Boers, F., Warren, P., He, L., & Deconinck, J. (2017). Does adding pictures to glosses enhance vocabulary uptake from reading? *System*, 66, 113-129. 10.1016/j.system.2017.03.017

More than 20 authors

When you have more than 3 authors (regardless of how many), you only use the first author's surname in text, and abbreviate the rest of the list with "et al.". In your reference list, you list the first 19 authors and

the last one, using an ellipses (...) to show that some authors have been omitted (do not use an ampersand &).

Narrative citation: Tobler et al.'s (2017) research found genetic evidence that suggests Australian Aboriginal people have inhabited the Australian landmass for approximately 50,000 years.

Parenthetical citation: Genetic evidence suggests the Australian Aboriginal people have inhabited the Australian landmass for approximately 50,000 years (Tobler et al., 2017).

In your reference list:

Always include no more than twenty names, the first 19 and the last one:

Tobler, R., Rohrlach, A., Soubrier, J., Bover, P., Llamas, B., Tuke, J., Bean, N., Abdullah-Highfold, A., Agius, S., O'Donoghue, A., O'Loughlin, I., Sutton, P., Zilio, F., Walshe, K., Williams, A. N., Turney, C. S. M., Williams, M., Richards, S. M., Mitchell, N. ... Cooper, A. (2017). Aboriginal mitogenomes reveal 50,000 years of regionalism in Australia. *Nature*, 544(7649), 180-184. <https://doi.org/10.1038/nature21416>

Organisation as author

Write the organisation name in full in text and in the reference list

- Organisation names should be written in full in the first in-text citation and may be abbreviated thereafter, as shown in the example below
- Where multiple departments are listed, use the organisation most responsible for the information as the author. In government documents particularly, the hierarchy is often displayed, for example Government of Pakistan, Department of Education.

First in-text citation

The World Health Organization (WHO, 2018) reports that approximately 91% of world population do not breathe in the clean air.

Approximately 91% of the world population do not breathe in the clean air (World Health Organization [WHO], 2018).

Subsequent citations

Narrative citation: WHO (2018) highlights that More than half of urban population is exposed to outdoor air pollution.

Parenthetical citation: More than half of urban population is exposed to outdoor air pollution (WHO, 2018).

In your reference list:

World Health Organization. (2018). Global status report on road safety
2018.https://www.who.int/violence_injury_prevention/road_safety_status/2018/en/

Reference List

- The reference list starts on a new page, after your assignment and before any appendices. Place the word "References", centred, at the top of the page.
- Each entry in the reference list has a hanging indent so that the first line of the entry is flush with the left margin, but all other lines are indented (this is the opposite of the paragraph structure in the body of your essay). You can do this easily by selecting your references, and pressing Ctrl + T on a PC

Order of references:

- For APA the reference list is arranged in alphabetical order of authors' surnames.
- Arrange by the first author's name, then by the second author if you have the same first author, etc.
- If a reference has no author, list it alphabetically according to the title. Ignore the words 'A', 'An' and 'The' at the beginning of a corporate author or title for deciding where it fits alphabetically.
- If there are two references by the same author, list them in order of publication date with the older one first.

For example:

Bloggs, J. S. (n.d.)...

Bloggs, J. S. (2016)...

Bloggs, J. S. (2018a)....

Bloggs, J. S. (2018b, September)...

Bloggs, J. S. (in press)...

- If references by the same author have been published in the same year, list them alphabetically by title. Letters 'a', 'b', etc. are placed after the year, e.g. (2019a), (2019b).

Format of titles:

- APA uses sentence case for all titles except for journal titles.
- Begin each title and subtitle with a capital letter, but only names should be capitalised for all titles other than journal titles.

Reference list components with example

Journal article

Author Surname, Initial(s). (year). Title of article: Subtitle. *Title of Journal*, volume(issue), page range.
<https://doi.org/...> or URL

Burns, T. (2015). Philosophy and poetry: A new look at an old quarrel. *The American Political Science Review*, 109(2), 326-338. <https://doi.org/10.1017/S0003055415000076>

Journal article – Advance online publication



Author Surname, Initial(s). (year). Title of article: Subtitle. *Title of Journal*. Advance online publication. <https://doi.org/...> or URL

Campa, D., & Zijlmans, E. W. A. (2019). Corporate social responsibility recognition and support for the arts: Evidence from European financial institutions. *European Management Journal*. Advance online publication. <https://doi.org/10.1016/j.emj.2019.01.003>

Journal article published in a supplement

Author Surname, Initial(s). (year). Title of article: Subtitle. Title of Journal, volume(Suppl. x), Spp-Spp. <https://doi.org/...> or URL

Lock, M. (2015). Eclipse of the gene and the return of divination. *Current Anthropology*, 46(Suppl. 5), S47-S70. <https://doi.org/10.1086/432452>

Newspaper or magazine article

Author Surname, Initial(s). (year, Month day). Title of article: Subtitle. Newspaper or Magazine Title. URL

Beilfuss, L., & Terlep, S. (2015, October 10). Business news: Yahoo, NHL curb fantasy sport play. *Wall Street Journal*. <http://search.proquest.com.dbgw.lis.curtin.edu.au/docview/1720957794?accountid=10382>

A higher education return. (2016, August 18). *The Australian*. <https://search-proquest-com.dbgw.lis.curtin.edu.au/docview/1811922139?accountid=10382>

Book

Author Surname, Initial(s). (year). Title of book: Subtitle (# ed.). Publisher Name. <https://doi.org/...> or URL

Crawford, L. A., & Novak, K. B. (2018). *Individual and society: Sociological social psychology* (2nd ed.). Routledge. <https://ebookcentral.proquest.com/lib/curtin/detail.action?docID=5323290>

Doyle, T., McEachern, D., & MacGregor, S. (2015). *Environment and politics* (4th ed.). Routledge.

Chapter in an edited book

Chapter Author Surname, Initial(s). (year). Title of chapter. In Editor Initial(s). Editor Surname (Ed.), Title of book: Subtitle (# ed., pp. chapter page range). Publisher Name. <https://doi.org/...> or URL

Kaye, J. (2014). The regulation of human genomics research. In D. Kumar & C. Eng (Eds.), *Genomic medicine: Principles and practice* (2nd ed., pp. 259-269). Oxford University Press. <https://ebookcentral.proquest.com/lib/curtin/detail.action?docID=1780390>

Conference paper or poster

Author Surname, Initial(s). (year, Month day). Title of paper [Type of presentation]. Title of Conference: Subtitle of Conference, Location. <https://doi.org/...> or URL



Novak, D., & Verber, D. (2015, July 21). Assessment of the influence caused by random events within a real-time strategy game engine on a game bot gameplay [Paper presentation]. 8th Annual International Conference on Computer Games, Multimedia and Allied Technology, Singapore.
https://doi.org/10.5176/2251-1679_CGAT15.27

Thesis

Author Surname, Initial(s). (year). Title of dissertation or thesis [Doctoral dissertation or Master's thesis, Name of Institution Awarding the Degree]. Source Name. URL

Gao, W. (2018). Fuel properties and thermal processing of bio-oil and its derived full mixtures [Doctoral dissertation, Curtin University]. Espace. <https://espace.curtin.edu.au/handle/20.500.11937/75545>

Ling, J. (2015). Lords and ladies of the modern age [Master's thesis, Mills College]. ProQuest Dissertations and Theses. <https://search-proquest-com.dbgw.lis.curtin.edu.au/docview/1676462563?accountid=10382>

Entire website

No reference list entry is required

Webpage on a website

Author Surname, Initial(s) or Organisation Name. (year). Title of webpage. Site Name. URL

Department of Education and Training. (2016). Improving Australian and European mobility. <https://www.education.gov.au/news/improving-australian-and-european-mobility>

Webpage on a news website

Author Surname, Initial(s). (year, Month Day). Title of webpage. Site Name. URL

MacLennan, L. (2019, October 25). Michael McIntyre ticket scalping highlights need for on selling crackdown. ABC News. <https://www.abc.net.au/news/2019-10-25/michael-mcintyre-ticket-scalping-highlights-onselling-problem/11640714>

Online dictionary or encyclopaedia entry (e.g. Wikipedia)

Author Surname, Initial(s) or Organisation Name. (year). Title of entry. In Title of dictionary or encyclopaedia. Publisher Name. Retrieved Month day, year, from URL

Ecology. (n.d.). In Wikipedia. Retrieved March 9, 2016, from <https://en.wikipedia.org/wiki/Ecology>

Merriam-Webster. (n.d.). Behaviorism. In Merriam-Webster.com dictionary. Retrieved November 20, 2019, from <https://www.merriam-webster.com/dictionary/behaviorism>

Lecture

Author Surname, Initial(s). (year). Title of lecture [Format]. Site Name. URL

Leaver, T. (2012). Social media rivers [iLecture]. Blackboard. <https://echo.ilecture.curtin.edu.au>

Blog post

Author Surname, Initial(s). (year, Month day). Title of the blog post. Blog Name. URL

Tay, A. (2019, January 15). Why our citation practices make no sense. Musings About Librarianship.
<http://musingsaboutlibrarianship.blogspot.com/2019/01/why-our-citation-practices-make-no-sense.html>

Tables and Figures

Tables and figures enable writers to present a large amount of information efficiently and to make their data more comprehensible.

The goal of any table or figure is to help readers understand your work. The best tables and figures are also attractive and accessible to all users. The APA Style guidelines for tables and figures help ensure your visual displays are formatted clearly and consistently, thus contributing to the goal of effective communication.

Table Setup

APA Style tables have the following basic components:

- **number:** The table number (e.g., Table 1) appears above the table title and body in bold font. Number tables in the order in which they are mentioned in your paper.
- **title:** The table title appears one double-spaced line below the table number. Give each table a brief but descriptive title, and capitalize the table title in italic title case.
- **headings:** Tables may include a variety of headings depending on the nature and arrangement of the data. All tables should include column headings, including a stub heading (heading for the leftmost, or stub, column). The heading "Variable" is often used for the stub column if no other heading is suitable. Some tables also include column spanners, decked heads, and table spanners; these are described in the Publication Manual. Centre column headings and capitalize them in sentence case.
- **body:** The table body includes all the rows and columns of a table (including the headings row). A cell is the point of intersection between a row and a column.
- The table body may be single-spaced, one-and-a-half-spaced, or double-spaced.
- Left-align the information in the leftmost column or stub column of the table body (but center the heading).
- In general, centre information in all other cells of the table. However, left-align the information if doing so would improve readability, particularly when cells contain lots of text.
- **note:** Three types of notes (general, specific, and probability) appear below the table as needed to describe contents of the table that cannot be understood from the table title or body alone (e.g., definitions of abbreviations, copyright attribution, explanations of asterisks used to indicate p values). Include table notes only as needed.

Table Borders

- Limit the use of borders or lines in a table to those needed for clarity.

- In general, use a border at the top and bottom of the table, beneath column headings (including decked heads), and above column spanners. You may also use a border to separate a row containing totals or other summary information from other rows in the table.
- Do not use vertical borders to separate data, and do not use borders around every cell in a table.
- Use spacing between columns and rows and strict alignment to clarify relations among the elements in a table.

Long or Wide Tables

- If a table is longer than one page, use the tables feature of your word-processing program to make the headings row repeat on the second and any subsequent pages. No other adjustments are necessary.
- If a table is too wide to fit on one page, use landscape orientation on the page with the wide table. It does not matter if the page header also moves when switching to landscape orientation.

Placement of Tables in a Paper

There are two options for the placement of tables (and figures) in a paper.

- To embed tables in the text after each is first mentioned (or “called out”)
- To place each table on a separate page after the reference list.

Figure Setup

All types of visual displays other than tables are considered figures in APA Style. Common types of figures include line graphs, bar graphs, charts (e.g., flowcharts, pie charts), drawings, maps, plots (e.g., scatterplots), photographs, infographics, and other illustrations.

APA Style figures have the following basic components:

- **number:** The figure number (e.g., Figure 1) appears above the figure title and image in bold font. Number figures in the order in which they are mentioned in your paper.
- **title:** The figure title appears one double-spaced line below the figure number. Give each figure a brief but descriptive title, and capitalize the figure title in italic title case.
- **image:** The image portion of the figure is the graph, chart, photograph, drawing, or other illustration itself. If the text appears in the image of the figure (e.g., axis labels), use a sans serif font between 8 and 14 points.
- **legend:** A figure legend, or key, if present, should be positioned within the borders of the figure and explains any symbols used in the figure image. Capitalize words in the figure legend in title case.
- **note:** Three types of notes (general, specific, and probability) can appear below the figure to describe contents of the figure that cannot be understood from the figure title, image, and/or legend alone (e.g., definitions of abbreviations, copyright attribution, explanations of asterisks use to indicate p values). Include figure notes only as needed.

Principles of Figure Creation

When creating a figure, ensure you meet the following standards:



- images are clear
- lines are smooth and sharp
- font is legible and simple
- units of measurement are provided
- axes are clearly labelled
- elements within the figure are clearly labelled or explained

Placement of Figures

There are two options for the placement of figures (and tables) in a paper.

- To embed figures in the text after each is first mentioned (or “called out”).
- To place each figure on a separate page after the reference list.

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