

Ethics in Publishing

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Abstract

Abstract: This document outlines the publishing ethics and submission guidelines for articles. All authors are responsible for the content of their articles, and the journal holds the copyright. Authors must disclose any potential conflicts of interest related to the submitted work.

Keywords: Ethics, Publishing, Research, Copyright, Conflict of Interest.

1. Introduction

This document serves as a guideline for authors submitting manuscripts for publication. Ethical considerations are essential for ensuring the integrity of the research process and the academic publishing community.

2. Ethics in Publishing

The articles submitted are intended for research, teaching, and private study purposes only. Any substantial reproduction, redistribution, reselling, loan, sub-licensing, or distribution is strictly prohibited. Authors are solely responsible for the content of their manuscripts. The publisher holds the copyright to the articles. The publisher will not be held liable for any loss, damages, or claims arising from the use of the research materials.

All authors must disclose any potential conflicts of interest, including financial, personal, or professional relationships that could affect the research.

3. Language

Papers must be written in English.

4. Word Count

There is no strict word limit, but authors are encouraged to write concisely and clearly.

5. File Type

Manuscripts should be submitted in `.doc` or `.docx` format.

6. Page Setup

- Use 2.5 cm (1 inch) margins.
- A4 page size.
- Font: Times New Roman, 12 pt.

7. Title Page

- Title: 14 pt, bold, centered.
- Author information: Full names, affiliations, postal addresses, and emails. Corresponding author must be clearly identified.
- Abstract: 10 pt, bold, concise (100-200 words).
- Keywords: 4-5 keywords, capitalized and separated by commas.

8. Main Text

- Use 12 pt, Times New Roman font.
- Text should be justified and single-spaced.
- Do not indent paragraphs; leave a space between them.
- Use italics for emphasis, not underlined text.
- Use numbered or bulleted lists where necessary.

9. Headings

- First-level headings: 12 pt, bold, centered.
- Second-level headings: 10 pt, bold, left-aligned.
- Third-level headings: 10 pt, italics, left-aligned.

10. Tables and Figures

- Tables and figures should be embedded in the document and centered horizontally.
- Provide a caption for each table/figure (6-8 words).
- Refer to tables/figures in the text.
- Preferred formats for figures: PNG, JPEG.

11. Acknowledgements

Any acknowledgements should be included at the end of the manuscript, before the references.

12. References

- Follow the APA style.
- Include all references in alphabetical order based on the last name of the author(s).

Examples of APA References

- **Book:** Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.
- **Journal Article:** Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, *55*, 893-896.
- **Magazine Article:** Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, *135*, 28-31.

- **Online Article:** Angeli, E., et al. (2010, May 5). General format. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

13. Conclusion

This template provides clear, simple, and professional guidelines for submitting your manuscript for publication. Following these instructions will ensure that the submission process is efficient and your article is well-prepared for review and publication.