

Journal of Research in Education Sciences

Format Guidelines

Journal of Research in Education Sciences follows the latest American Psychological Association editorial style (APA 7). The following is a list of important rules regarding the layout, levels of heading, citing references in text, references, tables, figures, and pictures, and appendices for all submitted manuscripts:

Layout

1. Manuscripts should be submitted in Microsoft Word format (A4 size). Set the TOP and BOTTOM margins to 2.54 cm and the LEFT and RIGHT margins to 3.18 cm. Use single spacing and the automatic page numbering function throughout. English manuscripts shall have a maximum length of 7,500 words (including the abstract, keywords, the main content, tables, figures, footnotes, references and appendices).
2. For English manuscripts, use Times New Roman, and present all punctuations and spaces in half-size. Except for headings and subheadings, the entire content should be presented in size 12 pt.
3. All manuscripts must be drafted in the following order:

(1) Title pages

For English manuscripts, manuscripts should start with an English title page and end with a Chinese title page.

The title page should include:

- **Title** (18 pt, Times New Roman, bold, centered):

For English titles, the first letter in all words except articles and prepositions must be capitalized.

- **Abstract** (12 pt, Times New Roman):

Abstract should be 300-500 words and in one paragraph only.

- **Keywords** (12 pt, Times New Roman):

Please provide 3-5 keywords arranged in alphabetical order.

(2) Thesis

- **Main content:**

Tables and figures should go after the first reference in the text. Footnotes appear at the bottom of the page.

- **References**

- **Appendices**

4. This journal uses double-blind review. Authors need to ensure that their manuscripts are prepared in a way that does not give away their identity.

5. Statistical values shall be rounded to two decimal places.

Levels of heading

There should be no more than five levels of sub-headings in one article; the numbering styles should be in the following order:

Introduction (16 pt, Times New Roman, boldface, centered)

Barriers to Inclusion (14 pt, Times New Roman, bold, flush left)

Limited Time for Planning and Training (12 pt, Times New Roman, boldface, italicized, flush left)

Principal's Attitude (12 pt, Times New Roman, boldface, 2 pt indented; ending with a period, begin the text on the same line as the heading and continue as a regular paragraph)

Principal's Attitude (12 pt, Times New Roman, bold, italicized, 2 pt indented; ending with a period, begin the text on the same line as the heading and continue as a regular paragraph)

Citations References in Text

1. Basic rules

Author's name: Cite full names for Chinese authors and surnames for English authors.

<Example>

Fishman (1991, p. 83) or (Sykes & Plastrik, 1993, pp. 4-5)

2. One work by 1 author

<Example>

Heinz (2015) or (Heinz, 2015)

3. One work by 2 authors

<Example>

Souza & Felix (2018) or (Souza & Felix, 2018)

4. One work by 3 authors and above

(1) When a work has three or more authors, include only the surname of the first author followed by "et al." and the year.

<Example>

Sherry et al. (2010) or (Sherry et al., 2010)

(2) If two references with three or more authors shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and "et al."

<Example>

If you had the following reference entries:

Smith, Jones, Clark, Kumar, and Green (2000)

Smith, Jones, Miller, Green, and Powell (2000)

In the text you would cite them, respectively, as:

Smith, Jones, Clark, et al. (2000) and Smith, Jones, Miller, et al. (2000)

(3) When only the final author is different, spell out all names in every citation.

<Example>

If you had the following reference entries:

Mullis, Martin, Foy, and Arora (2012)

Mullis, Martin, Foy, and Drucker (2012)

In the text you would cite them, respectively, as:

Mullis, Martin, Foy, and Arora (2012) and Mullis, Martin, Foy, and Drucker (2012)

5. Groups as authors

When names of groups or organization (e.g. government agencies, universities, etc.) serve as authors, group authors can be spelled out in the first citation and abbreviated thereafter.

<Example>

First citation in text:

(International Baccalaureate Organization [IBO], 2017) ...

Subsequent citation in text:

(IBO, 2017) ...

6. Multiple works by the same author

If there is more than one reference to the same author (or by the same two or more authors in the same order) and year, insert the suffixes 'a', 'b', 'c', etc., after the year of publication and repeat the year.

<Example>

(Ministry of Education, 2009a, 2009b, 2009c, 2009d)

7. Authors with the same surname

If the first authors of multiple references share the same surname but have different initials, include the first author's initials in all in-text citations, even if the year of publication differs.

<Example>

(I. Light, 2006; M. A. Light &Light, 2008)

8. Citing multiple works

When citing multiple works parenthetically, English works arranged in

alphabetical order and separated with semicolons.

<Example>

(Chen et al., 2011; Deng & Yuen, 2012; Hung et al., 2014; Hwang & Chang, 2011; Quinton & Smallbone, 2010; Tan et al., 2011)

9. Citing a translated work

If you worked with a resource that is a reprinted translation of another text, include both the original year of publication and the year of publication for the translation.

<Example>

Bourdieu (1972/1977) or (Bourdieu, 1972/1977)

10. Direct quotation of sources

When you are directly quoting or borrowing from another work, you should include the page number at the end of the parenthetical citation.

If the quotation is fewer than 40 words, incorporate it into your paragraph and enclose it in double quotation marks. Place the in-text reference before the full stop.

If the quotation comprises 40 or more words, include it in an indented, freestanding block of text, without quotation marks. At the end of a block quotation, cite the quoted source and the page number in parentheses, after the final punctuation mark. Use 12 pt, italic, Times New Roman. Make 4 characters indent from left and right. Add a blank line before and after the text.

<Example>

Fullan (1993, p. 28) emphasized that “visions are necessary for success.” He emphasized that:

There are fundamental limitations to the leader as visionary, ... visions die prematurely when leadership team attempt to impose a false consensus suppressing rather than enabling personal visions to flourish. (Fullan, 1993, p. 4)

References

1. Basic rules

(1) Order of works

The references should start on a new page, and be arranged in alphabetical order of authors' names. Each reference appears on a new line and required to have a hanging indent of 1.27 cm or 0.5 inch. The list of references must have all been cited in the main content. Do not list references that were not cited in the main content.

(2) Capitalization

When referring to the titles of books, chapters, articles, reports, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

(3) Book Information

List the information after the name of a book.

<Example>

(Rev. ed.) / (3rd ed.) / (2nd ed., Vol. 4, p. 123)

(4) Works with 1 to 20 authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

(5) Works with 21 authors and above

List by last names and initials; commas separate author names. After the first 19 authors' names, use an ellipsis in place of the remaining author names. Then, end with the final author's name (do not place an ampersand before it). There should be no more than 20 names in the citation in total.

(6) For works that have been accepted for publication

Authors will be required to provide DOIs of works that have been accepted for publication.

2. Journals and magazines

(1) Published

<Format>

Author, A. A. (Year). Title of article. *Title of Periodical*, ##, ###-####.

<Example>

Kehoe, R. R., & Han, J. H. (2020). An expanded conceptualization of line managers' involvement in human resource management. *Journal of Applied Psychology*, 105, 111-129.

(2) Accepted for publication

<Format>

Author, A. A. (in press). Title of article. *Title of Periodical*.

<Example>

Abc, D. (in press). Education and sciences. *Journal of Research in Education Sciences*.

3. Unpublished dissertation or thesis

<Format>

Author, A. A. (Year). *Title of article* [Unpublished doctoral dissertation/master's thesis]. Name of Institution.

<Example>

Lubart, T. I. (1994). *Product-centered self-evaluation and the creative process* [Unpublished doctoral dissertation]. Yale University.

4. Conference paper

(1) Unpublished

<Format>

Author, A. A. (Year, Month Day). *Title of contribution*. Conference Name, Location, Country.

<Example>

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, USA.

(2) Published

a. Paper published in conference proceedings, like “7. Chapter in a book”.

b. Paper published in conference proceedings, like “2. Journals and magazines”.

5. Books

<Format>

Author, A. A. (Year). *Book Title*. Publisher Name.

<Example>

Merriam, S. B. (2002). *Qualitative research in practice: Examples for discussion and analysis*. Jossey-Bass.

6. Edited books

<Format>

Author, A. A. (Ed./Eds.). (Year). *Book title*. Publisher Name.

<Example>

Hancock, G. R., & Mueller, R. O. (Eds.). (2013). *Structural equation modeling: A second course* (2nd ed.). Information Age.

7. Chapter in a book

<Format>

Author, A. A. (Year). Title of chapter. In E. E. Editor (Ed./Eds.), *Book title* (pp. ##-##). Publisher Name.

<Example>

Fung, L., & Durand, R. B. (2014). Personality traits. In H. K. Baker & V. Ricciardi (Eds.), *Investor behavior: The psychology of financial planning and investing* (pp. 99-115). John Wiley & Sons.

8. Translations

<Format>

Author, A. A. (Year). *Book title* (Translator, Trans.). Publisher. (Original work published year)

<Example>

Freud, S. (1970). *An outline of psychoanalysis* (J. Strachey, Trans.). Norton. (Original work published 1940)

9. Institutional report

<Format>

Author/Name of Group. (Year). *Title of report* (Report No. xxx). Publisher name. <https://xxxxxx>

<Example>

National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>.

10. Report from an electronic database

<Format>

Author/Name of Group. (Year). *Title of report* (Database Number). Publisher name. <https://xxxxxx>

<Example>

Ford, C., Yore, L. D., & Anthony, R. J. (1997). *Reforms, visions, and standards: A cross-cultural curricular view from an elementary school perspective* (ED406168). ERIC. <https://files.eric.ed.gov/fulltext/ED406168.pdf>

11. Information from the Internet

<Format>

Author, A. A. (Year, Month Date). *Article title*. Website Name. <https://xxxxxx>

<Example>

Grush, M. (2011). *Monitoring the PACE of student learning: Analytics at Rio Salado College*. Campus Technology. <https://campustechnology.com/articles/2011/12/14/monitoring-the-pace-of-student-learning-analytics-at-rio-salado-college.aspx>

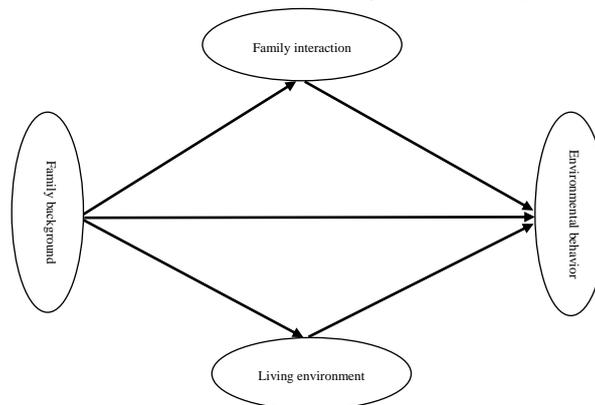
Tables, Figures and Pictures

1. This journal is printed in monochrome, therefore all tables and figures must be drawn in black ink or printed using a laser printer. The figure should be of sufficient resolution to produce high-quality images. .
2. Tables and figures should be given concise titles. The titles must be placed at the top-left corner of a figure or table. All tables and figures must be numbered in Arabic numerals and correspond to references made in the main content. There should also be an empty line before and after the figure or table.
3. Tables should be presented in a concise manner using horizontal grid lines. Refrain from using vertical grid lines (no lines need to be drawn in the center and on the two sides).
4. There are three types of notes for tables: general, specific, and probability notes. All of them must be placed below the table in that order.
 - (1) General notes explain, qualify or provide information about the table as a whole. Put explanations of abbreviations, symbols, etc.
 - (2) Specific notes explain, qualify or provide information about a particular column, row, or individual entry. To indicate specific notes, use superscript lowercase letters (e.g. a, b, c).
 - (3) Probability notes provide the reader with the results of the tests for statistical significance ($*p < .05$. $**p < .01$. $***p < .001$).

<Example>

Figure 1

Family Impact on Environmental Behavior of Elementary Students



Note. Cited from “article name”, by A. Author, year. *Name of Periodical*, volume number, page number.

<Example>

Table 2

Essay Writing Comparison between Two Student Groups Before Experimental Tuition (independent t test)

Item	Control group n = 20		Treatment group n = 20		Mean difference ^c	t-value
	Mean	Standard deviation	Mean	Standard deviation		
Context ^a	5.25	1.03	3.73	1.08	1.52	4.57***
Structure ^a	5.23	.95	3.85	1.07	1.38	4.31***
Grammar ^a	5.44	1.08	4.17	1.18	1.27	3.53*
Wording ^a	5.39	1.08	4.15	1.13	1.24	3.55**
Overall ^b	21.32	3.81	15.90	4.18	5.42	4.28***

Note.

^a Each item has a maximum score of 10.

^b The overall score is the sum of the four items.

^c Mean difference = control group mean - treatment group mean.

* $p < .05$. ** $p < .01$. *** $p < .001$.

Appendices

Appendices should follow the references section. If there is more than one appendix, they should be identified as A, B, etc. Present and label your appendices in the order they are referred to in the main text.