

# SUBMISSION PREPARATION CHECKLIST

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

## Author Guidelines

The authors should take into consideration the interdisciplinary and multinational addressability when they write their works. They should also take into consideration the implications of the analysis for the readers from other study areas, other countries and other subjects. The stereotypical presentation of individuals and social groups should be avoided. Moreover, the authors should protect the confidentiality of the respondents. All permissions and copyrights obtained by the authors for their work should be indicated. The journal accepts articles that present original research that has not been published previously. Submission to the journal implies that the article is not being considered for another journal or book. The articles will contain between 2000 and 5000 words (including the abstract, keywords, notes and references).

### Articles / studies references

The author (authors) has (have) the full responsibility of the articles' content.

It is encouraged the quotation of the articles from the ISI publications, from journals approved by CNCSIS (A, B+ and B) and from other volumes of this publication.

Recent studies and reports of researches are welcome.

The articles will be sent in electronic format at the address: *internationalconferenceiasi@gmail.com*

In order to ensure the peer-review process, the authors are asked to send the article in two copies, of which one without the identification data and without any clue regarding the article's author.

The authors are asked to respect the following indications regarding *the articles' structure*:

- TITLE (bold, capitals, Times New Roman, 12, centre);
- Name and surname (Times New Roman, 11, capitals, italic, line spacing 1)
- Contact details – as footnote, one for each author - academic title, the name of the department and of the institution, correspondence address, phone number, e-mail address;
- Abstract: in English, French and Romanian (150 – 200 words, Times New Roman, 10 line spacing 1; the word **Abstract** with bold, aligned);
- Keywords: in English, French and Romanian (between 3 and 8, Times New Roman, 10, line spacing 1; **Keywords** written with bold, aligned);
- The text, in English, (Times New Roman, 11, line spacing 1.5, justified);
- Acknowledgments (if needed);
- Notes
- References;
- A short CV with the main scientific contributions of the author, other publications.

The tables and the images should be presented one by one on the page at the end of the article, with title, numbering and the source.

### **Structure of abstracts**

*For empirical / experimental studies:*

1. Theme and objective research.
2. Research methodology
3. Characteristics of participants in the study / studied community
4. Approximate or expected results.
5. Concludes with implications and applications results.

*For synthesis / theoretical studies:*

1. Theme study.
2. Theoretical perspective from which starts the study, the objective of the study.
3. The sources used (eg databases, the type of literature review, possible criteria for selecting it).
4. The main conclusions reached in the analysis / synthesis theory.

*For the presentation of experiences:*

1. Type of experience.
2. Characteristics of the organization / action set
3. New issues / positive experience
4. Possible questions / suggestions for future studies / future experiences.

The authors are asked to take into consideration the following indications regarding *the text's style*:

- For the English language use the British style;
- The first title should be written with bold, the first letter is capital and left aligned;
- Number the paragraphs or the sections with Arab numbers. Avoid very short paragraphs or one sentence paragraph;
- Use bold in text only for subtitles (numbered, aligned);
- For underlining use italic characters;
- In the main text, the numerals from one to ten should be written in words, but for higher numbers should be used numbers (e.g. 11, 23, 264);
- All the acronyms should be written fully for the first time, even those that are used really often (e.g. UK, EU etc);
- Footnotes are allowed only for details and technical information (including statistical data);
- Write 'percent' (not %!) with the exception of illustrative brackets;
- Do not leave empty spaces between text and punctuation.

### **Quotation and bibliography**

The Authors will use APA Style 7-th Edition.

### **Quotations**

Cite only works that you have read and ideas that you have incorporated into your writing. Cite primary sources when possible and secondary sources sparingly. Both paraphrases and direct quotations require citations.

*Parenthetical Citation.* Write the author's surname, the year of the book's apparition and the page (if it exists) between brackets, separated by comas, in the text (Cole, 1992, p. 251). Put the period or other end punctuation after the closing parenthesis. For multiple pages use the abbreviation "pp." (Cole, 1992, pp. 251-252).

*Narrative Citation.* The author appears in running text and the date appears in parentheses immediately after the author name. Cole (1992) noted the ...

*Citing Multiple Works.* When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons. (Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

*Multiple Authors.* For references that have one and two authors, should be all mentioned (Cole & Green, 2003). Cole and Green (2003) noted the ...

For references with three or more authors should be used the following formula: (Cole et al., 2003). Cole et al. (2003) noted the ...IMP: every author should be mentioned in the bibliography (it is not allowed a style as this: et al!).

*Works with the Same Author and Same Date.* When multiple references have an identical author (or authors) and publication year, include a lowercase letter after the year (Cole, 1992a). (Cole, 1992b).

*Group Authors.* Define the abbreviation for a group author only once in the text. First citation: (National Institute of Mental Health [NIMH], 2020). Subsequent citations: (NIMH, 2020).

*Short Quotations* (fewer than 40 words). Incorporate it into the text and enclose it within double quotation marks:

"Even smart, educated, emotionally stable adults believe superstitions that they recognize are not rational," as exemplified by the existence of people who knock on wood for good luck (Risen, 2016, p. 202).

Biebel et al. (2018) noted that "incorporating the voice of students with psychiatric disabilities into supported education services can increase access, involvement, and retention" (p. 299).

"Some people are hilarious, others are painfully unfunny, and most are somewhere in between," wrote Nusbaum et al. (2017, p. 231) in their exploration of humor.

*Block Quotations* (40 words or more). Start a block quotation on a new line and indent the whole block 1.5 cm from the left margin:

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

## **Reference list**

The reference list at the end of a paper provides the information necessary to identify and retrieve each work cited in the text. Choose references judiciously and include only the works that you used in the research for and preparation of your paper. The complete list of the quoted references, arranged in alphabetical order by surnames should be written using the following style:

Cole, T. (1992). *The journey of life. A cultural history of aging in America*. Cambridge University Press.

Elder, G. H. & Clipp, E. C. (1988). Wartime losses and social bonding: influences across 40 years in men's lives. *Psychiatry*, 51(1), 177-198.

Ruth, J. E. & Oberg, P. (1996). Ways of life: old age in life history perspective. In Birren, J.E., Kenyon, G., Ruth, J. E., Schroots, J. F. F. and Svensson, T. (Eds.), *Aging and biography: explorations in adult development* (pp. 167-186). Springer.

### **The following indications should be respected:**

The authors are asked to reduce at minimum the references to unpublished works or that which are to be presented at conferences, as they are difficult to find by readers. If this type of reference is used, you should indicate: the conference's title, the organiser, the place and the date at which the work will be presented.

*Journal article:* Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names. Place the year in parentheses. End with a period. Capitalize only the first letter of the first word of the title. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period. Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after). Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number. Do not italicize the issue number or parentheses. Follow the parentheses with a comma. No issue number? That's okay. Follow the volume number with a comma. Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period. Does the article have a DOI? Include a DOI for all works that have one. Do not put a period after the DOI.

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical*, volume(issue), #-#. <https://doi.org/xxxx>

*Book:* Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names. Place the copyright year in parentheses. End with a period. Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the title. End with a period. Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information. Include the name of the publisher, followed by a period. Do not include the publisher location. Are there multiple publishers? If so, separate them with a semicolon. Does the book have a DOI? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.). Publisher. DOI or URL

*Chapter in an Edited Book:* Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names. Place the copyright year in parentheses. End with a period. Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period. Write the word "In" and the initials and last name (not inverted) of each editor. Use "(Ed.)" for one editor or "(Eds.)" for multiple editors. End with a comma. Provide the title of the book in which the chapter appears. Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the book title. Include the chapter page range. End with a period. Does the book have an edition or volume number? If so, include the number in parentheses before the page range. If both, show edition first and volume second, separated by a comma, before the page range. Do not put a period between the title and the parenthetical information. Include the name of the publisher followed by a period. Do not include the publisher location. If there are

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## Tables

- The tables should be presented on separate pages at the end of the paper, consecutively numbered and you should write the source.
- The dimensions should fit the dimensions of a page of 228 x 152 mm (of which the text takes 184 x 114 mm).
- The title should be written before the table, with the first letter capital, italics.
- The content of the table: the names of the rows / columns should be written with the first letter capital. Short titles are preferred. The technical or methodological details (for example, the sample, type of statistics) should be described in the name or in the notes regarding the tables. Only one decimal should be used.

## Images

- The references are made on separate pages, consecutively numbered.
- The captions should be in separate files.
- Inside of the text you should mention the approximate place of the tables and images.

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