

Research on Education And Psychology (REP)

Formatting and Content Requirements for Manuscripts

Font

- Times New Roman font, 12 point is used in all manuscripts.
- Use margins of at least 2.5 cm (or 0.98 inch) for bottom, top, right, and left.
- Text should be justified with no hyphenation breaks in words at the end of a line.
- Text should be typed as a single-column document. Paragraph indentation should be 0.5 cm.

Paragraph Format

Paragraph indents should be pre-set in the tabs section as follows:

- before and after: 6 pt
- *line spacing*: 1.5

Page Limit

- Manuscripts prepared in compliance with the guidelines should not exceed 25 pages (10,000 words).

Manuscript Sections

Title

- Article titles should be boldfaced and centered.

Author(s)'s Names

- The names of all authors should not be included in the main document.
- The manuscripts including authors' names are not processed and returned (review the sample paper)

Abstract

- Abstracts should be between 150–200 words.
- No citations should appear in the abstract.
- Keywords should be between 3-8 words .

Main Text

- Qualitative and quantitative studies should contain the following sections: Introduction, Method, Findings, and Discussion
- The Methods section must include Sampling/Study Population, Data Collection Tools, and Procedure as sub-sections if an original research method has been used
- Literature reviews should elaborate on the problem, analyze the relevant literature, emphasize the gaps and inconsistencies in the literature, and discuss actions toward solving these problems.
- Other types of studies can allow slight variations in sections, but they should not contain too many details and sub-sections that could distract readers' attention and compromise readability.

References

- Both in-text citations and references should comply with the APA guidelines as provided in the *Publication Manual of American Psychological Association* (APA) (6th edition).
- For guidelines to follow for References pages, please see *Basic Formatting for References*

Tables, Figures, and Appendices

Tables and Figures

Tables, figures, pictures, graphics, and similar aspects should be embedded in the text, and not provided as appendices. (If the tables, figures, pictures, graphics, etc. are not given in the relevant place in the text and are given at appendices, The manuscripts are not processed and returned)

Under the Paragraph tab, ensure that the indentation is as follows:

- *before and after: 0*
- *spacing: Single*

Tables and figures should be left aligned, and the text wrapping feature should be turned off.

Appendices

Each appendix should be displayed on a separate page after the references section.

Other

- Show *p* value only outside the table. Do not create a separate *p* column in the table. Show *p* values in text in italics.

Heading Format

Forming Heading

- The first letters of the words that form the first and second level headings must be typed uppercase (exception: words like and, with, etc., should be typed lowercase always).
- Table and figure headings should also be arranged according to this rule.

Main Headings

- Heading of manuscript and main headings (Method, Findings, Discussion) should be typed centered and boldface (Introduction section does not include Introduction heading).

Second Level Heading

- It is typed flush left and boldface. The preceding paragraph is separated by a line space.

Third Level Heading

- It is typed flush left, 0,5 cm indented and boldface. Only the first word starts with capital letters; the rest will continue in lowercase. It ends with dot and the paragraph goes on in line with heading. It is not separated from the previous paragraph by the line space.

Fourth Level Heading

- It is typed flush left, 0,5 cm indented, italic and boldface. Only the first word starts with capital letters; the rest will continue in lowercase. It ends with dot and the paragraph goes on in line with heading. It is not separated from the previous paragraph by the line space.

Fifth Level Heading

- It is typed flush left, 0,5 cm indented and italic. Only the first word starts with capital letters; the rest will continue in lowercase. It ends with dot and the paragraph goes on in line with heading. It is not separated from the previous paragraph by the line space. (Forming of more than five headings is not recommended).

Table and Figure Headings

- Table and figure numbers should be typed as “Table 1” or “Figure 1”
- The first letters of the words that form the table and figure headings are capitalized and the title is typed in italics.

Other Guidelines

Emphasis

- Do not use boldfaced characters in text. Emphasis should be expressed using quotation marks (“”) or italics.

Listing

- Lists in text should be horizontal and not vertical. Further, the list should use Roman numeral [(i), (ii), and so on], not Arabic (1, 2).

Direct Quotations

- Direct quotes should be left-indented from the main text and typed in 9-point font. They need not be italicized. Direct quotes in same paragraph are not shown in quotation marks (“”)