

QUICK CHECKLIST

MAIN DOCUMENT

General format and length of article types accepted by IJNES:

	Word limit	Word limit in abstract	Number of keywords	Number of tables & figures	Number of references	Article structure
Research or Quality Improvement articles	5000 words; double-spaced pages, inclusive of figures, tables, and/or illustrations (exclusive reference list)	150, structured*	4-6	as needed	No limit	Structured into Introduction, Literature Review, Theoretical Framework, Methods, Results, Discussion, Implications for an International Audience, Conclusion
Expository article on an Educational Process, Issue, or Trend		150, structured*	4-6	as needed	No limit	Structured into Introduction, Literature Review, Discussion, Implications for an International Audience, Conclusion
Literature review		150, structured*/unstructured	4-6	as needed	No limit	Structure appropriate for an Integrative, Scoping, Systematic, or Cochrane Review
Editorial	500-750 words; double-spaced	n/a	2-4	0	0-5	Structured or unstructured opinion of or argument about a current issue

* Objectives, Methods, Results, Conclusions, Implications for International Audience

Please note: The original manuscript must be blinded in order to be considered for review.

Please remove any form of identity such as author names/institutions/grant titles etc. from the main document. These may be added once the manuscript has been reviewed and accepted.

Layout guidelines:

- **Fonts:** All text should be written with Times New Roman font type at 12 font size and double spaced with 2.5 cm (1 inch) margins on all sides. Italic font style is restricted to Latin terms (except for abbreviations such as e.g., et al.). Do not use bold face within text.
- **Numbers:** Written out in words up to ten and unless they are used as a unit of measurement or when used at the beginning of a sentence. This does not apply for figures and tables. Use decimal points, not commas. Write symbols, mathematical signs and their respective value without spaces (e.g n=1).
- **Latin terms:** Should be italics but not in the Reference list (in vitro, in vivo, de novo, in situ, ad libitum...). Abbreviations of Latin terms should be Roman. (i.e., e.g., vs., et al...). 'Versus' should be written 'vs.' and in Roman font.

- **Language:** Write in concise English (Canadian, U.K., or U.S. English is acceptable). Non-native speaking authors may contact the editorial office for advice on appropriate language editing service providers.
- **Use of word processing software:** Save your file in the native format of the word processor used. Do not submit a PDF. You are strongly advised to use the 'spell-check' and 'grammar-check' functions to avoid unnecessary errors.
- **List of authors: The list of authors must be given in a separate title page file. On the title page:** Include author names above the title, separated by comma. Use a full stop after middle name initials. Give affiliations for each author on the bottom of the first page without designators. Give the name of the corresponding author(s) on the bottom of the first page as well. Give an email address and telephone number for the corresponding author. **As per De Gruyter policy, no author list changes are permitted after acceptance of an article.** The De Gruyter production team is instructed to enforce this policy during the production/proofing process.
- **Title:** Capitalize first word and any proper name. It should reflect the content of the manuscript and be as short as appropriate.
- **Abstract:** Structure your abstract (according to the respective article type (see table above)).
- **Keywords:** Give keywords below the abstract (non-capitalized, separated by semicolon).
- **Heading- and subheadings:** Capitalize first word and any proper name. The hierarchy of the main text must be clearly recognizable.
- **The Statistics:** Statistical methods should be explained in detail in the Methods section so that if original data are given, the results can be verified. If possible, quantitative results should be given and appropriate indicators should be used to indicate measurement error or uncertainty.
- **Abbreviations:** Both in the abstract and in the main text, abbreviations are to be spelled out at first mention. Thereafter, only these abbreviations are to be used. It is not necessary to include a list of abbreviations.
- **Figures:** Should have a minimum resolution of 300 dpi (halftone figures) and 1200 dpi (line drawings) and be of good contrast. Faint shading may be lost upon reproduction. When drawing bar graphs, use patterning instead of greyscales. Do not put boxes or borderlines around figures. Uppercase letters A, B, etc. should be used to identify parts of multi-part figures. Make sure all axes have been clearly labelled. Insert figures at the appropriate position within the article template. Additionally, upload the source files during manuscript submission.

In the text, part label figures are cited as:

- (Figure 1)
- (Figures 1, 3) - with space between comma and value
- (Figures 1-3) - closed-up

Part labels should be caps in both caption and citation. In the text, part label figures are cited as:

- (Figure 1A, C)
- (Figure 1A-C)

- **Figure legends:** Should not be embedded in the figure files themselves. Provide a short descriptive title and a legend (written on a new line) to make each figure self-explanatory. Explain all symbols used in a figure. Remember to use the same abbreviations as in the text body. Uppercase letters identifying parts of multi-part figures have to be included in parentheses.

Sources for figures are to be cited in parentheses after the caption (with permission from ...) or (modified with permission from ...).

- **Tables:** Number tables consecutively using Arabic numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. In the footnote, refer to information within the table with superscript lowercase letters, and do not use special characters or numbers. Separate units with a comma and use parentheses or square brackets for additional measures (e.g., %, range, etc). Abbreviations must be explained in the footnote as well (separated by comma and semicolon). Remember to use the same abbreviations as in the main text.

In the text, part label figures are cited as:

- (Table 1)
- (Table 1, 3) - with space between comma and value
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Sources for tables are to be cited in parentheses after the caption (with permission from ...) or (modified with permission from ...).

- **Supplemental material:** Within the text, supplemental material must be cited consecutively and be referred to as supplemental material (e.g. see Supplemental Material, Figure 1, or Supplemental Figure 1). **Please be aware**, that the typesetting vendor does not edit supplemental material.
- **Videos:** Authors are encouraged to submit videos accompanying the article as supplemental material.
- **Highlights:** Highlight bullet points (with En-dash) are allowed for all article types, should appear before the Acknowledgments (if present)/Author statements section.
- **Limitations:** Are allowed (with En-dash) for all article types, should be set before Acknowledgments (if present)/Author statements
- **Acknowledgements/Statements on ethical and legal considerations:** For every submission to IJNES, authors have to fill out and upload the [Template for Ethical and Legal Declarations](#) at the time of the original submission. Instructions on how to make declarations can be found [here](#). Statements will be automatically implemented before the reference section. **Strictly adhere** to the instructions and the wording of the template.

- **References:** References should be listed at the end of the main document. **Adhere strictly** to the reference style of the Journal (7th edition of the Publication Manual of the American Psychological Association (APA) for referencing; recommendations are found [here](#)). All references mentioned in the reference list have to be cited in the text and vice versa. Make sure that all links are live. Meeting abstracts may be cited only if published in journals. Unpublished observations and personal communications are cited only in the text. Correct linking of the references depends on strict adherence to journal style.

In-text citation		
	Direct citation	Indirect citation
Single author	Chang (1995)	(Chang, 1995)
Two authors	Kipp and Arias (2002)	(Kipp & Arias, 2002)
More than two authors	Smith et al. (2003)	(Smith et al., 2003)
Series of references	Kipp and Arias (2002), Chang (1995), and Luo et al. (2011)	Alphabetical order (Chang, 1995; Kipp & Arias, 2002; Luo et al., 2011)
Same author group with same year	Bischoff (2003a, 2003b)	(Bischoff, 2003a, 2003b)
	Smith et al. (in press-a, in press-b)	(Smith et al., in press-a, in press-b)
Author (with same surname and different initials) with same year	T.H.E. Smith et al. (2003) and A. Smith et al. (2003)	Alphabetical order (A. Smith et al. 2003; T.H.E. Smith et al. 2003)
Secondary citations	Laurence (2001) found no correlation between the variables (as cited in Brooke, 2003)	(Laurence, 2001 , as cited in Brooke, 2003)
Reference list		
Reference type	Example	
Reference list order	Strictly alphabetical order	
Author initials	Abbreviated with dot and spaced	
1. Journal	Apicella, C. L., Azevedo, E. M., Christakis, N. A., & Fowler, J. H. (2014). Evolutionary origins of the endowment effect: Evidence from hunter-gatherers. <i>The American Economic Review</i> , 104(6), 1793–1805.	
2. Journal with DOI	Yuan, M., & Liu, H. (2011). Optimizing knowledge transfer by new employees in companies. <i>Knowledge Management Research & Practice</i> , 1(Suppl. 2), 1–42. https://doi.org/10.1057/palgrave.kmrp.8500141 .	
3. Collaboration	WHO. (2016). Vitamin K for newborns. <i>Journal of Midwifery & Women's Health</i> , 61(5), 675–676. https://doi.org/10.1111/jmwh.12550 .	
4. Ellipsis usage (21 or more authors, use the ellipsis after the 19th, followed by the final author name)	Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. <i>Bulletin of the American Meteorological Society</i> , 77(3), 437–471. http://doi.org/fg6rf9 .	
5. Journal article with an article number	Burin, D., Kilteni, K., Rabuffetti, M., Slater, M., & Pia, L. (2019). Body ownership increases the interference between observed and executed movements. <i>PLOS ONE</i> , 14(1), Article e0209899. https://doi.org/10.1371/journal.pone.0209899 .	

6. Reference – in press	Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer–seller differences in valuation from experience: A cognitive modeling approach. <i>Psychonomic Bulletin & Review</i> .
7. Book/monograph (location not needed)	Chambers, R. J. (1966). <i>Accounting, evaluation and economic behavior</i> . Prentice-Hall.
8. Book with edition	Hicks, J. R. (1946). <i>Value and capital</i> (2nd ed.). Clarendon.
9. Edited book	Parker, R. H., & Harcourt, G. C. (Eds.) (1969). <i>Readings in the concept and measurement of income</i> . Cambridge University Press.
10. Edited book with chapter title and editors	Baxter, W. T. (1953). Recommendations on accounting theory. In W. T. Baxter & S. Davidson (Eds.), <i>Studies in accounting theory</i> (pp. 414–427). Sweet and Maxwell.
11. Edited book series	Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed.), <i>Personnel research series</i> . Vol. 1. <i>Job analysis and the curriculum</i> (pp. 140–146). Liberty Fund.
12. Proceedings/Conferences	Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H. & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. In <i>Proceedings of the seventh international conference on enterprise information systems</i> , Miami, FL. (pp. 97–108). Springer-Verlag.
13. Electronic publication	Rampersad, T. (2005). Traditional knowledge and traditional cultural expressions [Online forum comment]. http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments
15. Thesis/Dissertation	Rahman, M. (2013). <i>Using authentic materials in the writing classes: Tertiary level scenario</i> [Unpublished doctoral dissertation]. BRAC University, Mohakhali, Dhaka, Bangladesh.
16. Unpublished manuscript	Rahman, M. (2013). <i>Using authentic materials in the writing classes: Tertiary level scenario</i> [Unpublished manuscript]. BRAC University, Mohakhali, Dhaka, Bangladesh.
16. Report	Kessy, S. S. A., & Urio, F. M. (2006). <i>The contribution of microfinance institutions to poverty reduction in Tanzania</i> [Research Report No. 06.3].
17. Patent	Williams, L. (2014). Australian Patent No. 2013296123. Canberra: IP Australia.
18. Standards	Standards Australia. (1989). <i>Electrical equipment for coal mines – Insulating materials – Materials for insulating power conducting components</i> [AS 1147.1-1989].