**Guidelines**

Papers that are to be published in the academic journal *Magistra Iadertina* should follow the APA citation style guidelines and authors should adapt their papers accordingly.

Your paper should use the 1, 5 spacing on standard-sized paper (8, 5" x 11"), with 1" (2, 54 cm) margins on all sides. Each paper should include the paper title and the page number at the top of every page in capital letters (within the header section). This part can be a shortened version of your paper's title since it shouldn’t exceed 50 characters including spacing and punctuation. When it comes to the font of the text, you should use 12-point Times New Roman. Your paper always needs to include the following major sections: the ***Title Page, Abstract, Main Body*,** and***References*.** The title page should contain the **title** of the paper, the **author's name**, and the **institutional affiliation**.

When creating a title page, type your **title** in upper and lowercase letters centred in the upper half of the page. The title ought to be centred and written in boldface, while the **author's name** needs to be stated beneath without any titles (Dr.) or degrees (PhD). Beneath the name, you should state your **institutional affiliation**.

**1. In-text- citations:**

**One work by one author:**

It is not necessary to state the years of work multiple times within one paragraph as long as there is no possibility that different works are involved.

e.g. Rogers (2000) states …

In recent studies of reaction time, Rogers (1994) states…

In 1994, Rogers compared….

**Papers with multiple authors:**

In the case of two authors, the names of both authors should always be provided each time the reference is mentioned in the text.

When a paper has three, four or more authors, the names of all authors should be stated the first time, while in later citations only the name of the first author will suffice, followed by “et al.“

e.g. Wesserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found…. (when first mentioned in the text)

Wesserstein et al. (1994) found…. (each subsequent citation)

**Two or more papers in parentheses:**

In the text, it is possible to quote the author in such a way that both the author and the year are placed in parentheses. The order of citing two or more papers within the earnings should correspond to the order of papers in the bibliography, and according to the following rules:

Two or more works by the same authors should be arranged according to the year of publication, from older to more recent.

e.g. Previous research (Edeline and Weinberger, 1991, 1999)….

Past research (Gogel, 1984, 1990, in press)….

Two or more works by different authors are to be listed in alphabetical order of the first author's last name.

e.g. Several studies (Balda, 1980; Kamil, 1988; Pepperberg and Funk, 1990)…

**In-text citations with the stated page(s):**

Use the abbreviation ‘p.’ for a single page, and ‘pp.’ for a range of pages

e.g. Rogers (2000: 56) states that…

Rogers (2000: 56–58) states that…

The claims of similarity between the terms (Jones & Black, 2003: 104; Jones et al., 2005: 35–36) were made to…

**Online sources:**

The same rules apply to the literature found on websites as to the previously cited citations from the literature, except that the list of references at the end also states the date of the visit to the website.

Official website (organization, association)

e.g. IFIS (2008) Food Science Central. International Food Information Service, <http://www.foodsciencecentral.com>. Retrieved January 21, 2008.

**2. References**

The bibliography lists all the sources you cited in your work, so the references listed in the text must appear in the bibliography and vice versa. Each entry in the list of references must also be listed in the text.

The basic APA citation form for the **book** is:

Surname, Initial(s). (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name.

e.g. Stoneman, R. (2008). Alexander the Great: A life in legend. London: Yale University Press.

The basic APA citation form for the **edited book with author(s)** is:

Surname, Initial(s) (Year of publication). *Title of work: Capital letter also for subtitle* (E. Editor, Ed.). Publisher.

e.g. Plath, S. (2000). *The unabridged journals.* K. V. Kukil (Ed.). New York, NY: Anchor.

The basic APA citation form for the **edited book with no author** is:

Editor, E. (Ed.). (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher.

e.g. Leitch, M. G., & Rushton, C. J. (Eds.). (2019). A new companion to Malory. Cambridge, UK: D. S. Brewer.

The basic APA citation form for the **article in a periodical (journals/conference proceedings)**:

Surname, Initial(s), Surname, Initial(s), & Surname, Initial(s) (Year). Title of article. *Title of Periodical, volume number* (issue number), pages.

e.g. Scruton, R. (1996). The eclipse of listening. The New Criterion, 15(3), 5–13.

The basic APA citation form for the **article or chapter in an edited book** is:

Surname, Initial(s) (Year of publication). Title of chapter. In E. E. Editor & F. F. Editor (Eds.), *Title of work: Capital letter also for subtitle* (pages of chapter). Publisher.

e.g. Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2nd ed., 50–95). New York, NY: Publishers.

The basic APA citation form for the **online source with an author** is:

Surname, Initial(s) (Year, Month Date). *Title of page*. Site name. Retrieved Month Date, Year, from URL

e.g. Price, D. (2018, March 23). *Laziness does not exist*. Medium. Retrieved March 24, 2020, from  <https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>

The basic APA citation form for the **online source with no author** is:

 *Title of page*. (Year, Month Date). Site name. Retrieved Month Date, Year, from URL

e.g. *Tuscan white bean pasta.*(2018, February 25). Budgetbytes. Retrieved March 24, 2020, from <https://www.budgetbytes.com/tuscan-white-bean-pasta/>

Authors should be sorted alphabetically according to the surname of the first author in the paper. The reference should look like this:

e.g. Surname, I. (year). Article title. *Journal Title*, 1 (3), 123–234.

Surname, I. (year). *Book title*. Place of publication: Publisher.

Surname, I. (year). Chapter title. In I. Surname (Ed.) *Title of the book* (123–345). Place: Publisher.

If the paper is from a journal, the title of the journal is put in italics, if it is from a book, the title of the book is in italics. When it comes to a chapter in a book, the title of the book is in italics, followed by the number of pages of the chapter that are not in italics.

The works of the same author are ranked according to the year of publication (older according to newer).

Kim, L. S. (1991)

Kim, L. S. (1999)

The work of one author precedes a group of authors when the first author is the same.

Kaufman, J. R. (1991)

Kaufman, J. R. and Cochran, D. F. (1987)

Papers with the same first author but different second or third authors ought to be listed according to the surname of the second author (if two authors are the same then you adjust according to the surname of the third author, etc).

If there are several authors in the paper and they are all the same, they are listed according to the year of publication. The works of the authors that carry the same surname, but have different initials, are listed in alphabetical order according to their initials.

**3. Tables and Figures**

The tables in the text must be numbered sequentially with a concise and clear title. You need to use Arabic numerals for numbering, and the size of the table title, as well as the text in the table, should be 12 (Times New Roman). The line spacing within the table is 1, not 1,5 as in the rest of the text. The ‘Table’ mark with the corresponding number, as well as its title, should be aligned to the left and positioned above the table. The ‘Table’ mark should be in bold, while table title should be in italics.

The body is the main part of the table, which includes all the relevant information organized in cells (intersections of rows and columns). Do not use the vertical lines in tables. Entries should be centre aligned unless left aligning them would make them easier to read (longer entries, usually). The first column (which usually lists names, categories, etc.) is usually left-aligned. When reporting the data, you have to be consistent, i.e. never change the units of measurement or the number of decimal places in the same column. If it is necessary to adjust the table so that it fits better, you may use the font smaller than 12.

When providing the data on statistical significance (p), it is sufficient to state 2 decimal points, unless you want to emphasize the extremity of statistical significance (for example, p <0.001).

For example:

**Table 1**

*Table Title*

|  |  |  |  |
| --- | --- | --- | --- |
| College | New students | Graduating students | Change |
| University A | 110 | 103 | +7 |
| University B | 223 | 214 | +9 |
| University C | 197 | 120 | +77 |
| University D | 134 | 121 | +13 |
| University E | 202 | 210 | -8 |
| Total | 866 | 768 | 98 |

Figures and other graphic representations must also be numbered as they are ordered, while the titles should be concise and clear. Similarly to the tables, the font size should be 12 (Times New Roman) and the spacing should be 1. The ‘Figure’ mark itself with the corresponding number, as well as its title, should be left-aligned and positioned below the table. The ‘Figure’ mark should be in bold, and the table title should be in italics. In addition to the mark and title, you can add notes (legend) below the title if necessary.

For example:

**

**Figure 1**

*Figure Title*

*Note.* Number of boys = 30, number of girls = 31, total *N* = 61.

More information about the APA citation format can be found on the following link:

<https://www.mendeley.com/guides/apa-citation-guide>