Paper Submission Guide

Asian Institute of Research publications

Updated: 03 January 2022

## 1. General Requirements

### 1.1 Language and Numbers

Please write your text in proper English; American or British usage is accepted, but not a mixture of both. When writing numbers, use a period, not a comma, to represent the decimal point and a space to separate numbers of more than five digits into groups of three, whether on the left or the right of the decimal point (i.e., 10 000.471 85, but 1000.4718). We only accept manuscripts written in English.

### 1.2 Length of Paper

Papers between 3 000 and 8 000 words are preferred.

## 2. Title Page

To ensure the integrity of the peer review process, every effort should be made to prevent the identities of the authors and reviewers from being known to each other.

When you upload a submission file, author identities should be removed from it. You should upload the title page as a supplementary file for the editor to review.

### 2.1 Title

Be concise and informative. The title is often used in information-retrieval systems and should be no more than 12 words in length and not contain abbreviations or words that serve no purpose. If you choose to have a subtitle, it should be italicized and centered directly below the main title.

### 2.2 Authors’ Names and Affiliations

The preferred form of an author’s name is first name, middle initial(s), and last name; this form reduces the likelihood of mistaken identity. To assist researchers as well as librarians, use the same form for publication throughout your career; that is, do not use initials on one manuscript and your full name on a later one. Determining whether Juanita A. Smith is the same person as J. A. Smith, J. Smith, or A. Smith can be difficult, particularly when citations span several years and institutional affiliations. Omit all titles (e.g., Dr., Professor) and degrees (e.g., PhD, PsyD, EdD).

The authors’ affiliation identifies the location of the author(s) at the time the research was conducted, which is usually an institution. Include a dual affiliation only if two institutions contributed substantial support to the study. Include no more than two affiliations per author. If an author has no institutional affiliation, list the city and state of his/her residence. The names of the authors should appear in the order of their contributions, centered between the side margins. For names with suffixes (e,g., Jr. and II), separate the suffix from the rest of the name with a space instead of a comma. Only provide a complete mailing address of the [corresponding](javascript:void(0);) [author](javascript:void(0);) for correspondence.

*Example:*

Anne Smith1, Mary A. Meade1,2, David Wolf II1 & Charles Rockefeller Jr.2

1 School of Management, Northern Canada University, Toronto, Canada

2 School of Economics, Peking University, Beijing, China

Correspondence: David Wolf II, School of Management, Northern Canada University, Toronto, Ontario, M3A 2K7, Canada. Tel: 1-613-947-3592. E-mail: davidwolf@gc.ca

## 3. Preparation of Text

Manuscripts should be organized in the following order:

Title; abstract; keywords (indexing terms, normally three-to-six items); introduction; material studied, area descriptions, methods and/or techniques; results; discussion; conclusion; acknowledgements; references.

### 3.1 General Rules for Text

Please use the following rules for the entire text, including abstract, keywords, headings, and references.

Font: Times New Roman; Size: 10 pt.

Paragraph Spacing: Above paragraph — 0 pt.; below paragraph — 4 pt.

Line Spacing: fixed, 12 pt.

Heading 1: Times New Roman; 10 pt.; Bold; for example, **1. First-level Heading**

Heading 2: Times New Roman; 10 pt.; Italic; for example, *1.1 Second-level Heading*

Heading 3: Times New Roman; 10 pt.; for example, 1.1.1 Third-level Heading

### 3.2 Abstract

A concise and factual abstract is required. It should be between 150 and 250 words. The abstract should state briefly the purpose of the research, the principal results, and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. References should therefore be avoided, but, if essential, they must be cited in full in the abstract without relying on the reference list.

### 3.3 Keywords

Immediately after the abstract, provide 3-10 keywords in alphabetical order, avoiding general and plural terms and multiple concepts (e.g., “and,” “of”). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. Listing your keywords will help researchers find your work in databases.

### 3.4 Subdivision of the Article

Divide your article into clearly defined and numbered sections (e.g., 1., 2., 3., etc.). Subsections should be numbered 1.1, 1.2, etc., and sub-subsections should be numbered 1.1.1, 1.1.2, etc. Note that the abstract is not included in section numbering. Use this numbering also for internal cross-referencing: do not just refer to “the text.” Any subsection, ideally, should not be more than 600 words. Authors are urged to write as concisely as possible but not at the expense of clarity.

### 3.5 Equations

The text size of equations should be similar to normal text size. The formula should be placed center justified with serial number on the right. For example:

*a=[(1+b)/x]1/2* (1)



### 3.6 Tables

Number tables consecutively in accordance with their appearance in the text. Place a table’s caption above the table’s body and its description below the body. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

For example:

Table 1: Estimated Distance (cm) for Letter and Digit Stimuli

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 95%CI | |
| Condition | *M*(*SD*) | LL | UL |
| Letters | 14.5(28.6) | 5.4 | 23.6 |
| Digits | 31.8(33.2) | 21.2 | 42.4 |

*Note*.CI=confidence; LL=lower limit, UL=upper limit.

You may resize the tables to fit the page size.

### 3.7 Figures and Schemes

Number figures consecutively in accordance with their appearance in the text. Place a figure’s caption and description below the figure body. A minimum resolution of 300 DPI is required. You may resize the figures or schemes to fit the page size.



Figure 1: Figure Title

*Note.* Avoid abbreviating the titles of tables, figures, and equations (i.e., Tab. 1, Fig. 2, Eq. 3) in the caption or in running text. Do not write “the table above/below” or “the figure on page 32,” because the position and page number of a table or figure cannot be determined until the pages are typeset.

## 4. References

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. They may provide key background information, support or dispute your thesis, or offer critical definitions and data. Citation of an article implies that you have personally read the cited work. In addition to crediting the ideas of others that you used to build your thesis, provide documentation for all facts and figures that are not considered common knowledge. Citations in the text and reference list should follow the referencing style of **APA Referencing Style (7th Edition).**

APA referencing style is an author-date referencing system published by the American Psychological Association. This form of writing research papers is used mainly in the social sciences, like psychology, anthropology, sociology, as well as education and other fields.

**Significant changes from the 6th edition to 7th edition:**

* Multiple authors – in text citations for three or more authors should include the name of the first author only, followed by et al. Reference list entries for works by up to and including 20 authors should include all authors’ names. For works by more than 20 authors, include the names of the first 19 authors followed by an ellipsis (…) and then the final author’s name.
* Place of publication is no longer included in references.
* Include the issue number in parentheses immediately after the volume number, for all journals that have an issue number.
* DOIs are now given in the following format: https://doi.org/xxxxx
* It is not necessary to include the words “Retrieved from” before a URL.
* Database names and URLs for items in academic research databases should not be included in references, except for databases such as Cochrane, ERIC and Factiva that include works of limited circulation – for these items include the name of the database and the URL for the specific work.
* For electronic works that do not have a DOI or a directly linking URL, the reference should be the same as the reference for a printed version of the work.

*4.1. Journal articles*

|  |  |  |
| --- | --- | --- |
| **Material Type** | **In Text Citation** | **Reference List Entry** |
| Journal Article with a DOI | ((Vogels et al., 2009) | Vogels, A. G. C., Crone, M. R., Hoekstra, F., & Reijneveld, S. A. (2009). Comparing three short questionnaires to detect psychosocial dysfunction among primary school children: a randomized method. BMC Public Health, 9, 489. https://doi.org/10.1186/1471-2458-9-489 |
| Journal Article with a DOI: More Than 20 Authors and Including Page Number | (Wiskunde et al., 2019, p. 1936) | Wiskunde, B., Arslan, M., Fischer, P., Nowak, L., Van den Berg, O., Coetzee, L., Juárez, U., Riyaziyyat, E., Wang, C., Zhang, I., Li, P., Yang, R., Kumar, B., Xu, A., Martinez, R., McIntosh, V., Ibáñez, L. M., Mäkinen, G., Virtanen, E., . . . Kovács, A. (2019). Indie pop rocks mathematics: Twenty One Pilots, Nicolas Bourbaki, and the empty set. Journal of Improbable Mathematics, 27(1), 1935–1968. https://doi.org/10.0000/3mp7y-537 |
| Journal Article with a URL | (Ahmann, 2018) | Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. Journal of Postsecondary Education and Disability, 31(1): 24-58. https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31 |

*4.2. Books, E-Books and Book Chapters*

|  |  |  |
| --- | --- | --- |
| **Material Type** | **In Text Citation** | **Reference List Entry** |
| Book: Single Author | (Matthews, 1999) | Matthews, J. (1999). The art of childhood and adolescence: The construction of meaning. Falmer Press. |
| Book: Two Authors | (Colcough & Colcough, 1999) | Colclough, B., & Colclough, J. (1999). A challenge to change. Thorsons. |
| Book: 3-20 Authors | (Dwee et al., 2012) | Dwee, D., Dion, H. B., & Brown, I. S. (2012). Information behaviour concept: A basic introduction. University of Life Press. |
| Book: More than 20 Authors | (Author et al., Year) | Include the first nineteen authors’ names, then insert three ellipses and follow with the final author’s name. |
| Chapter or Article in Edited Book | (Yura, 2020) | Yura, P. (2020). ‘Good or bad’: How people think of me is not important. In B. Rudy & H. Dion (Eds.), Mental health policy (pp. 368-389). University of Life Press. |

*4.3. Conference Publications*

|  |  |  |
| --- | --- | --- |
| **Material Type** | **In Text Citation** | **Reference List Entry** |
| Paper Presentation from the Internet | (Balakrishnan, 2006) | Balakrishnan, R. (2006, March 25-26). Why aren’t we using 3d user interfaces, and will we ever? [Paper presentation]. IEEE Symposium on 3D User Interfaces, Alexandria, VA. https://doi.org/10.1109/VR.2006.148. |
| Unpublished Paper Presentation | (Brown & Caste, 2004) | Brown, S., & Caste, V. (2004, May). Integrated obstacle detection framework [Paper presentation]. IEEE Intelligent Vehicles Symposium, Detroit, MI.. |
| Paper Presentation in Print Proceedings | (Rowling, 1993) | Rowling, L. (1993, September). Schools and grief: How does Australia compare to the United States [Paper presentation]. In Wandarna coowar: Hidden grief. 8th National Conference of the National Association for Loss and Grief (Australia), Yeppoon, Queensland (pp. 196-201). National Association for Loss and Grief. |

*4.4. A-V Materials*

|  |  |  |
| --- | --- | --- |
| **Material Type** | **In Text Citation** | **Reference List Entry** |
| DVD | (Moore, 2003) | Moore, M. (Writer/Director). (2003). Bowling for Columbine [DVD]. AV Channel. |
| Radio Programme | (Browning, 2006) | Browning, D. (Presenter). (2006, June 9). Black soccer heroes. Message Stick [Radio programme]. Guest speaker Dr. John Maynard. ABC Radio. |
| Sound Recording | (Javanese Voice & Amin, 1999) | Javanese Voice (Performers), & Amin, Z. (Director). (1999). Music for simple life [Album]. Javanese Studies, University of Life. |
| Television Series Episode | (Masters, 2006) | Masters, C. (Presenter). (2006, March 27). Big fish, little fish. Four Corners [Television series episode]. ABC Television. |
| Video Recording | (Russell & Wiseman, 1995) | Russell, G. (Writer, Producer and Narrator), & Wiseman, P. (Producer). (1995). Tackling bullies: An Australian perspective [Video recording]. Video Classroom. |
| YouTube/Vimeo Video | (NRK, 2007) | NRK. (2007, February 26). Medieval helpdesk with English subtitles. [Video]. http://www.youtube.com/watch?v=pQHX-SjgQvQ |

*4.5. Datasets*

|  |  |  |
| --- | --- | --- |
| **Material Type** | **In Text Citation** | **Reference List Entry** |
| Dataset | (Ryff et al., 2019) | Ryff, C., Almeida, D., Ayanian, J., Binkley, N., Carr, D. S., Coe, C., Davidson, R., Grzywacz, J., Karlamangla, A., Krueger, R., Lachman, M., Love, G., Mailick, M., Mroczek, D., Radler, B., Seeman, T., Sloan, R., Thomas, D., Weinstein, M., Williams, D. (2019). Midlife in the United States (MIDUS 3), 2013-2014 (ICPSR 36346) [Dataset]. https://doi.org/10.3886/ICPSR36346.v7 |
| Dataset Repository | (University of Life, Centre of Animals, 2011) | University of Life, Centre of Animals. (2011). Concept of animal behaviour. https://www.concept/NYTRW |
| Dataset Deposit Record | (Theure & Gentaz, 2018) | Theure, A., & Gentaz, E. (2018). Data from: The regulation of emotions in adolescents: age differences and emotion-specific patterns [Dataset]. https://doi.org/10.5061/dryad.n230404. Referenced in https://doi.org/10.1371/journal.pone.0195501 |
| Dataset Description Article | (Lemaignan et al., 2018) | Lemaignan, S., Edmunds, C.E.R., Senft, E., & Belpaeme, T. (2018). The PInSoRo dataset: Supporting the data-driven study of child-child and child-robot social dynamics. PLoS ONE, 13(10), Article e0205999+. https://doi.org/10.1371/journal.pone.0205999 |

*4.6. Internet Documents*

|  |  |  |
| --- | --- | --- |
| **Material Type** | **In Text Citation** | **Reference List Entry** |
| Electronic Document | (Murray, 2005) | Murray, G. (2005). A duty of care to children and young people in Western Australia: Report on the quality assurance and review of unsubstantiated allegations of abuse in care: 1 April 2004 to 12 September 2005. Western Australia, Department of Child Protection. http://www.community.wa.gov.au/NR/rdonlyres/851183A4-A822-4592-AB66-C410E453AEEC/0/DCDRPTGwennMurrayreportwithcover2006.pdf |
| Government Publication | (Australia. Department of Health and Aged Care, 2000) | Australia. Department of Health and Aged Care. (2000). National youth suicide prevention strategy. http://www.health.gov.au/hsdd/mentalhe/sp/nysps/about.htm |
| Government Publication: Curriculum Document | (Western Australia. School Curriculum & Standards Authority, 2017) | Western Australia. School Curriculum & Standards Authority. (2017). Curriculum and assessment outline: Humanities and Social Science. http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/curriculum-browser/humanities-and-social-sciences |

*4.7. Newspaper articles*

|  |  |  |
| --- | --- | --- |
| **Material Type** | **In Text Citation** | **Reference List Entry** |
| Newspaper Article in Print | (Kissane, 1998) | Kissane, K. (1998, September 5). Kiss or kill: Who is the victim when a battered woman kills? The Age: Extra, p. 6. |
| Newspaper Article with URL | (Devlin, 2010) | Devlin, H. (2010, January 28). Neuron breakthrough offers hope on Alzheimer’s and Parkinson’s. The Times. http://www.timesonline.co.uk/tol/news/science/medicine/article7005401.ece |

*4.8. Podcasts*

|  |  |  |
| --- | --- | --- |
| **Material Type** | **In Text Citation** | **Reference List Entry** |
| Podcast | (Brown, 2018) | Brown, D. (Speaker). (2018). Scholarship strategies, 2018 University of Life Lecture [Audio podcast]. University of Life. https://listeningme./083729 |
| Podcast Lecture from LMS | (Huge, 2019) | Huge, F. (Speaker). (2019, Dec 29). Challenges in rural development [Audio podcast]. In Rural and Global Studies. University of Life. https://ruraldevelopment//874814 |
| Podcast Radio Programme | (Gary, 2007) | Gary, S. (Host). (2007, December 23). Black hole death ray. StarStuff [Audio podcast]. ABC News Radio. http://abc.net.au/newsradio/podcast/STARSTUFF.xml |

*4.9. Social Media*

|  |  |  |
| --- | --- | --- |
| **Material Type** | **In Text Citation** | **Reference List Entry** |
| Blog Post | (Flower, 2015) | Flower, R. (2015, June 1). How a simple formula for resolving problems and conflict can change your reality. Pick The Brain. http://www.pickthebrain.com/blog/how-a-simple-formula-for-resolving-problems-and-conflict-can-change-your-reality/ |
| Blog Comment | (Stephen, 2017) | Stephen. (2017, February 21). Re: Why you should let your passion die [Comment]. PsychCentral. https://psychcentral.com/blog/discuss/102347/ |
| Facebook Post | (University of Life Office, 2010) | University of Life Office. (2010, December 20). Psychology of learners [Status update]. Facebook. https://www.facebook.com/41764892 |
| Facebook Comment | (Toto, 2011) | Toto, H. (2011, September 1). Re: Psychology of learners [Comment]. Facebook. https://www.facebook.com/qu4qwyierqw |
| Tweet | (Kruszelnicki, 2017) | Kruszelnicki, K. [@DoctorKarl]. (2017, February 19). Fact-checker scientist @bengoldacre, evidence-based medicine, dead cat #Shirtloadsofscience: http://apple.co/2kXmeCd: http://bit.ly/2faxmw5 [Tweet]. https://twitter.com/DoctorKarl? ref\_src=twsrc^google| twcamp^serp|twgr^author |
| YouTube/Vimeo/Ted Talk video | (Setrakian, 2017) | Setrakian, L. (2017, January). Lara Setrakian: 3 ways to fix a broken news industry. [Video]. https://www.ted.com/talks/lara\_setrakian\_3\_ways\_to\_fix\_a\_ broken\_news\_industry#t-521404 |
| YouTube Comment | (Kirk, 2017) | Kirk, J. (2017, February). Re: Medieval helpdesk with English subtitles. [Comment]. YouTube. http://www.youtube.com/watch?v=pQHX-SjgQvQ |
| Instagram Post | (University of Life Library, 2019) | University of Life Library. (2019, May 22). An artwork showing history of animals {Photographs]. https://www.instagram.com/73q64723648913 |
| Instagram Comment | (Black, 2011) | Black. (2011, May 23). Re: An artwork showing history of animals {Comment]. Instagram. https://www.instagram.com/3649238y |
| App | (StudentVIP, 2017) | StudentVIP. (2017). Lost on Campus (Version 4.1.3) [Mobile app]. Apple App Store. https://www.apple.com/au/ios/app-store/ |

*4.10. Theses*

|  |  |  |
| --- | --- | --- |
| **Material Type** | **In Text Citation** | **Reference List Entry** |
| Published Thesis | (May, 2017) | May, B. (2017) A survey of radial velocities in the zodiacal dust cloud. Canopus Publishing. |
| Unpublished Thesis | (Neo, 2000) | Neo, M. C. (2000). The role of education as a process of human release from various problems of life [Unpublished M.Appl.Psy. thesis]. University of Life. |
| Thesis from a Database | (Sonny, 1999) | Sonny, Z. (1999). Computer education for children (Publication No. 01230123) [Doctoral dissertation, University of Life]. ProQuest Dissertations & Theses Global. |
| Thesis from a Repository | (Vells, 2015) | Vells, T. (2015). Language for life [PhD thesis, University of Life]. UOL Library Repository. https://reporepo/9iqw4qwriq |