

GENERAL

- (1) Please make sure that you do not infringe on any copyright laws!
- (2) Please follow APA guidelines unless specified otherwise. This applies specifically to citations and referencing. Compare, for example, articles in *Theory & Psychology* if you are not sure.
- (3) The deadline for submissions is 31 December 2011. Do not resend a previously submitted version and please check that your submission conforms to the requirements!
- (4) Submit your paper in MS Word format as an attachment.
- (5) LENGTH: 5000 words maximum for the whole manuscript. Please ensure that your document does not exceed the maximum length of 10 pages.
- (6) Due to the nature of this volume (proceedings and space limitations), REMOVE ALL footnotes or endnotes (include them in the main text if they are important).
- (7) Please spell-check your document, and correct spelling errors.

FORMATTING

- (1) Provide a copy-ready manuscript.
- (2) No headers and no footers.
- (3) A step-by-step procedure that you can follow:
 1. Select paper size / page set up: JB5 (JIS B5) (182 x 257mm)
 2. Format the margins as follows: Top and Bottom = 1" (2.54 cm), Left & Right = 1" (2.54 cm).
 3. Select font: Times New Roman
 4. Select line spacing: 1 (Single Space)
 5. Write: Chapter X [Align Center. Font size: 10.5 pt. Bold] Add 1 blank line
 6. Write: Title of your paper [Align Center. Font size: 14 pt. Bold] Add 1 blank line Make sure that BLANK LINE has a font size of 10.5 pt.
 7. Write: Name(s) of author(s) [Use "&" symbol for 2 names; commas and "&" symbol for more than 2 names] [Align Center. Font size: 11 pt. Regular]
 8. Write: Your affiliation(s) [Institution, country] [Align Center. Font size: 11 pt. Italics] Add 3 blank lines Make sure that ALL BLANK LINES have a font size of 10.5 pt.
 9. Write: SUMMARY [UPPER CASE. Align Center. Font size: 12 pt. Bold] Add 1 blank line Make sure that BLANK LINE has a font size of 10.5 pt.
 10. Enter your summary. 150 words (+/- 10 words). [JUSTIFY {this means that the text is set so it aligns along both the left and right margins}. Font size: 9 pt. Regular] Add 2 blank lines Make sure that ALL BLANK LINES have a font size of 10.5 pt.
 11. Write your First level heading [UPPER CASE. Align Center. Font size: 12 pt. Bold] Add 1 blank line {for second level headings see 13.} Make sure that BLANK LINE has a font size of 10.5 pt.
 12. Enter your text. [Justify. Font size: 10.5 pt] Add 1 blank line Use 0.2" [0.51 cm] tabs in order to indicate new paragraph. But do not indent the first line of a paragraph following a heading or the SUMMARY.

13. Write your Second level heading. [If you use Second level headings [Use sentence case {no upper case}. Align CENTER. Font size: 10.5 pt]
Add 1 blank line
Make sure that BLANK LINE has a font size of 10.5 pt.
14. Enter your text. [JUSTIFY. Font size: 10.5 pt]
Add 1 blank line
Etc. See: 13. and 14. Or: 11. and 12. Etc.
Add 3 blank lines
16. Write: REFERENCES [UPPER CASE. Align Center. Font size: 12 pt. Bold]
Add 1 blank line
Make sure that BLANK LINE has a font size of 10.5 pt.
17. List references in APA style. [Justify. Font size: 9 pt. Regular] [Use a hanging indent of 0.2" [0.51 cm] – see any APA journal of what is meant by a hanging indent in a reference section]
IMPORTANT: Indent (0.2" [0.51 cm]) block quotations on both sides (left and right margins) (quotations over 40 words).
IMPORTANT: All tables, diagrams and figures should be included where the author wants them to be included.
DO NOT UNDERLINE TEXT BUT USE ITALICS!

CAPTUS' ADDITIONAL RULES

1. No double spaces.
2. Use M-dash for additional information, after thought, or comment (e.g., John reasoned—wrongly we suggest—that ...)
3. Use Hyphen to join inclusive numbers (e.g., pp. 12-24).
e.g., and i.e., both should have a comma.
4. Unlike APA the first time a reference with more than three authors is mentioned, use first author and et al.
5. Do not superscript nd, rd or th in 2nd, 3rd, 4th ...
6. When referencing an edited book there's a comma - In J. Smith & D. Barnes (Eds.), - and in referencing a translator, the name follows "trans." - (Trans. R. Hurley)

MORE WORK

1. Send your file as an MS Word attachment.
2. 2nd attachment: Send a short biography (a maximum of 50 words) and your e-mail address.
3. Subject Index: In the same 2nd attachment include an index of 15 words (maximum)
4. Name Index: In the same 2nd attachment include a list of all persons mentioned in your paper.