Guidelines to Preparing Manuscripts for Journal *"applied Research"*

(2016)

Recommendations for manuscript submission

1 Manuscript submission

Manuscripts for the *Magazine for applied research* should be edited in a current text processing program (e.g. Microsoft Word). The manuscripts must be submitted to the publisher. The mailing address can be found on page 2 of this document and on the web page of the Cellule de Recherche (www.cellulederecherche.lu).

2 Formal recommendations for manuscript preparation – Length of text

The manuscripts must be written in APA style described in the Publication Manual of the American Psychological Association (APA – 6th Version).

The complete text (including the bibliography) should be written in WORD (font "Times New Roman"; font size 12 pt; line pitch of respectively 1,5 or 2; upper, left and right margin with each 2,5 cm; lower margin of 2 cm). The page numbers should be placed in the upper right corner.

The length of the manuscript is limited to 30,000 characters including space characters, foot notes and reference list. Reports or statement should contain fewer characters.

The rules of the new German spelling reform apply to German texts.

3 Title Page – Address and Affiliation - Keywords

The title page contains the title of the draft as well as the author's name(s) and his(their) institutional affiliation(s). The declaration of titles with the author's names (Dr., Mag., Dipl.,etc.) should be omitted. The draft's main idea should be included in the title wherefore unnecessary abbreviations or words should be avoided.

A draft with multiple authors should always specify the corresponding author to whom the corrections and reviews will be sent to. If no corresponding author has been specified, the first correction of the draft will be sent to the first author written on the title page. The title page should also include *key words*, which help to index the manuscript if accepted (*key words* must be appear in the running text).

4 Running text – Headings – Tables – Figures - Formatting

In-text headings should follow the decimal system (e.g. 1.1, 1.1.2, etc.). Essays do not need to consider this note.

Every table/figure is followed by a table or figure number, a heading as well as – if necessary – relevant notes. Image or graphic files should be saved on separate sheets as *.tif-* or *jpg.-*file and should be cited in the running text as "Insert Table/Figure X here".

Tables/Figures should be enclosed separately in an email attachment and require a resolution of at least 300 dpi for photos and 600 dpi for drawings. It is important that the author(s) own the necessary rights to the figures used in the draft.

Quotation marks must appear at the beginning and the end of a citation. Accentuations (e.g. foreign-language words) need to be highlighted in *italic* in the text. Citations also need to be provided with a reference to the specific page number (Peters, 1998, p. 45). Other design elements (bold, underlined, fonts, etc.) should be omitted – only headings are allowed to be **bold** for better visualization. Not mentioned examples for text formatting can be looked up in the APA-Manual (6th Version).

5 Foot notes

Please keep footnotes to the bare minimum and insert them either on the appropriate page or at the end of the draft. Foot note numbers are placed behind the relevant word as a superscript[1] or at the end of the sentence after a period. [2]

6 Citations

Citations in text require the surname of the author and the publication's year of appearance. Publications by one author with the same publication date must be marked with the letters a, b, c, etc. The same applies for the reference list. Multiple papers within parentheses must be arranged alphabetically and separated by a semicolon. Example: (Fuchs, 1996, 2000; Müller & Sand, 1995; Peters, 1989a, 1989b).

References of two or more authors must be separated with a comma. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses. Examples:

- According to Peters and Meyer (1996) …
- …could be shown (Peters & Meyer, 1996).
- According to Peters, Meyer and Luchs (2000) …
- …could be shown (Peters, Meyer, & Luchs, 2000).

There are a few rules to be followed when citing multiple authors: Two authors are mentioned every time. Three, four or five authors are referred to only the first time – on every other citation only the first author is mentioned and the remaining authors are replaced with „et al.". For six or more authors, use the first author's last name followed by the abbreviation *et al*.. In the reference list the names of the first six authors must be listed.

Further examples can be looked up in the APA-Manual (6th Version).

7 Reference list

Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. The reference list must be arranged alphabetically and found at the end of the manuscript.

Following is an excerpt of the references most frequently used:

Books without publisher:

Surname, Initials Forename. (Year). *Complete title of work*. Location: Publisher.

Surname, Initials Forename, & Surname, Initials Forename. (Year). *Complete title of work*. Location: Publisher.

Books with publisher:

Surname, Initials Forename, & Surname, Initials Forename (Eds.). (Year). *Complete title of work.* Location: Publisher.

Periodicals:

Surname, Initials Forename. (Year). Title of article. *Title of Periodical, Issue*(Volume), page numbers.

Surname, Initials Forename, & Surname, Initials Forename. (Year). Title of article. *Title of Periodical, Issue*(Volume), page numbers.

References of articles from the same author should start with the oldest paper and order them in chronological order.

Online sources:

Surname, Initials Forename. (Year). *Title of work*. URL [call date].

For further clarification, please consult the APA-Manual (6th Version).