

IJAPS Special / Themed Issue: Final Submission Checklist

To ensure a successful submission, please check that the following has been prepared. Failure to comply with any of these may result in delayed publication.

Full Manuscript

- Times New Roman
- Font size 12
- Double spaced throughout, including notes
- Between 5,000 and 10,000 words (the word limit includes Abstract and Keywords)
- Author's affiliation, email address and institutional address
- Author's biography/short profile (150–200 words)
- Images, illustrations, tables and other supplementary materials, if any, should be clearly captioned, as stated in the IJAPS style guide
- The manuscript is written using English (U.K.) spelling (e.g. *programme*, *recognise*, *analyse*, etc.)
- Numbers below 10 are spelt in full
- References (in-text, etc) should be complete and accurate

The following, if applicable, must be clearly stated at the end of the manuscript:

- An **Acknowledgement** should be placed at the end of the article text, before the References
- A statement, **Compliance with Ethical Standards**, must be made if the research involves human subjects/animals or informed consent; this statement should be placed after the Acknowledgement and before the References
- A **Disclosure Statement** on research involving conflict of interest must be declared after the Acknowledgement and before the References

Abstract

- One paragraph
- Between 200 (min) – 250 (max) words
- Up to FIVE keywords in a separate line at the end of the abstract

Format

- Margins – Normal (1" all around)
- Conforms to IJAPS style guide

Permissions (if applicable)

- Permissions** have been obtained for the use of images, illustrations, tables and other supplementary materials

Ethics declaration (if applicable)

- Permission/consent/approval** has been obtained in research that involves human subjects/animals or informed consent (e.g. private emails, interviews with writers, etc).
- See above about the statement, **Compliance with Ethical Standards**, which must be made at the end of the manuscript