

## MANUSCRIPT REQUIREMENTS

To facilitate the peer reviewing process, it is essential that the contributors adhere to the guidelines presented below.

### **PAPER TITLE [TIMES NEW ROMAN, UPPER CASE, 14 PT., BOLD, CENTERED, UP TO 12 WORDS]**

**Author Name(s), First M. Last<sup>1</sup> [Times New Roman, 12 pt., Bold. Omit Titles and Degrees]**

*<sup>1</sup>Institution, Country [Times New Roman, 12 pt., Italic]*

### **Abstract [Times New Roman, 11 pt, Bold]**

The page format should be A4 (21 x 29,7cm). The text should be in one column format, justified, with 1.5 line spacing. The left, right, top, and bottom margins should be 2.5 cm.

The abstract should summarise the paper in 200 - 300 words, and it should contain all information necessary for the reader to determine: 1) the topicality of the research, 2) the aim of the study, 3) the methodology of the study, 4) the obtained results and the most important conclusions, 5) the significance of the results. The title and abstract must not contain special characters, bullets and numbering symbols, reference citations, and abbreviations.

*Keywords:* 5-8 keywords in the alphabetic order (Times New Roman, 11 pt., Italic).

### **Introduction [Times New Roman, 14 pt., Bold]**

The length of the article should be between 3000 and 6000 words, including figures, tables, and bibliography. The article should be written in English, and it should comprise Introduction, Methodology, Results, Discussion and/or Conclusions, References.

The introduction states the problem and presents the premise on which the research was based. It goes into more detail about this problem than the abstract, justifies the significance of the problem, provides an overview of the previous research, and presents the aim of the study. It can also include the theoretical framework, literature review, etc., and it can be titled differently in accordance to the topic.

Abbreviations should be defined the first time they appear in the article.

### **Subsections [Times New Roman, 12 pt., Bold]**

Subsections can be added in the Introduction or any other part of the article. Their application is limited by the size of the manuscript.

### **References in the text [Times New Roman, 12 pt., Bold]**

The following table (see Table1) shows examples of the basic in-text citation types.

#### **Table 1**

*In-text references*

<b>Author type</b>	<b>Parenthetical citation</b>	<b>Narrative citation</b>
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation		
First citation <sup>a</sup>	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

<sup>a</sup> Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the abbreviation for all mentions of the group in the text.

## **Methodology [Sections - Times New Roman, 14 pt., Bold]**

The Methodology section shows how the study was conducted. Be sure to describe the methods and procedures of sampling and data collection.

## **Results [Sections - Times New Roman, 14 pt., Bold]**

The Results section summarises the data. Use tables and figures to display the main results.

### **Table and figure design [Times New Roman, 12 pt., Bold]**

All drawings, tables and other non-text content must be numbered. Insert figures and tables after they are cited in the text. Use reference to the figures and tables in the text (see Figure 1) or (see Table 1) even at the beginning of a sentence.

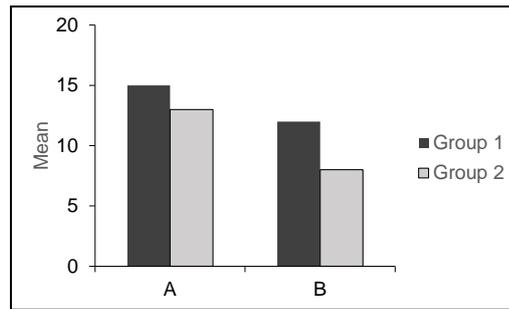
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Example:

### **Figure 1 [font Times New Roman, 12 pt., Bold]**

*Figure captions should be above the figure [Times New Roman, 12 pt., Italic]*



Note. If needed.

Table design example:

**Table 1 [font Times New Roman, 12 pt., Bold]**

*Descriptive Statistics and Correlations for Study Variables [Times New Roman, 12 pt., Italic]*

Variable	<i>n</i>	<i>M</i>	<i>SD</i>	1	2	3
1. Internal–external status <sup>a</sup>	3,697	0.43	0.49	—		
2. Manager job performance	2,134	3.14	0.62	-.08**	—	
3. Starting salary	3,697	1.01	0.27	.45**	-.01	—
4. Subsequent promotion	3,697	0.33	0.47	.08**	.07**	.04*
5. Organizational tenure	3,697	6.45	6.62	-.29**	.09**	.01
6. Unit service performance	3,505	85.00	6.98	-.25**	-.39**	.24**
7. Unit financial performance	694	42.61	5.86	.00	-.03	.12*

Note. A linear transformation was performed on the starting salary values to maintain pay practice confidentiality.

<sup>a</sup>0 = internal hires and 1 = external hires.

\* $p < .05$ . \*\* $p < .01$

## Discussion [Sections - Times New Roman, 14 pt., Bold]

The Discussion section is a place to analyse and interpret your results. Draw conclusions and explain how your data led to these conclusions. Discuss whether your hypothesis was validated or not by your results. Determine the limitations of the study and further steps for investigation.

## Conclusions [Sections - Times New Roman, 14 pt., Bold]

Conclusions should be based on the results, and, if possible, they should give solutions to the problem outlined in the introduction. Conclusions can be represented using plain text or separated by points using an appropriate style.

- Do not include references in the conclusions; they should be author's ideas.
- Do not leave hyperlinks formatting.

## Author Note

Include acknowledgements and information on grants/funding if applicable.

## **References [Sections - Times New Roman, 14 pt., Bold]**

References should be in the APA 7<sup>th</sup> edition referencing style. You may find further information at [https://extras.apa.org/apastyle/basics-7e/?\\_ga=2.57600746.1764102395.1617815764-308508714.1610391745#/lessons/BRFzel2\\_9kudcM78vQP9xuzReqou919n](https://extras.apa.org/apastyle/basics-7e/?_ga=2.57600746.1764102395.1617815764-308508714.1610391745#/lessons/BRFzel2_9kudcM78vQP9xuzReqou919n)