### **Paper Style Guide**

### (Title must be in this style. It is center aligned, bold, italic, first letter of each word capitalized. The font style is Calibri (body), font size is 14pt. The number of words must not exceed 20 for the whole title, or if the title is separated into the main title and subtitle, the maximum number of words for the main title is 10 and 15 for the subtitle.)

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# ABSTRACT

Each article must include an abstract of up to 250 words. If the abstract contains multiple paragraphs, please do not use indentation, and do not leave space between the paragraphs. Articles whose language is not English must have an English abstract and keywords. Both British and US English are accepted, but the choice must be consistent throughout the article.

# KEYWORDS

Five keywords/key phrases must be provided with the text. The first letter of each keyword and the first letter of the first word of each key phrase must be capitalized. Key phrases cannot contain more than three words.

For the corresponding author and other authors, the numbering must be done by giving superscript as stated above (**Name Surname1**, **Name Surname2**). The first letter of each name and surname must be capitalized, and the rest of the name must be lowercase.

# DOCUMENT FORMAT

Papers must be less than 4500 words, excluding bibliography, abstract, tables, and captions. JAH highly encourages presentation the knowledge through visual media like videos, figures, diagrams, tables etc. All texts must be submitted in .doc or .docx format. Please name your files as follows: Surname\_paper title (e.g., Vitruvius\_Ten Books on Architecture). Please name your revised files as follows: Surname\_paper title\_r#

For the articles with multiple authors, please use the surname of the corresponding author in the file naming.

The main text body must be in Calibri Light font with 11pt font size and 1.15 line spacing. The abstract must be Calibri Light in 9pt size, and the line spacing must be 1. Except for the abstract section, 1 line space (1.15 line spacing) is required between the paragraphs. The paper size must be A4. Page margins must be 2.54cm on the right and left sides. All pages must be in portrait (vertical) orientation. Landscape (horizontal) orientation cannot be unsed.

# HEADING 1

Headings must be bold, capitalized, left aligned with 0.2cm indentation. The font is Calibri (body), font size is 12pt.

## HEADING 2

Second-level headings must use this style. The style is all capital, left aligned with 1.2 indentation. The font is Calibri (body), font size is 12pt.

### Subheading Style 3

This is the style of third-level headings. The style is italic, left aligned with 1.2 indentation, the first letter of each word is capitalized. The font is Calibri (body), font size is 12pt.

# ILLUSTRATIONS AND CAPTIONS

Authors can include up to 15 illustrations. They can be in black&white or full color. Illustrations must be of high quality, fully and easily readable, unblurred (except for deliberate blurring of sensitive information), without any unreadable text, with a minimum resolution of 200 dpi. The maximum allowed illustration dimensions are 16 (width) x 20 (height) cm. Please use the figures as large as possible to make the article easier to understand.

All illustrations must be submitted as separate files, in .tiff or .jpg format, and numbered consecutively in order of appearance within the text. Please name your illustrations as follows: Surname\_Fig 1, Surname\_Fig 2, …

Mention the illustrations in the main body of the text by referring to their number in brackets as follows (In color as indicated below, including the brackets, the hex code for the color is #118CDD, RGB codes the color are 17-140-221): (Fig. 1), (Fig. 2), … **This color is different from the default turquoise in Microsoft Word. Please use the “More Colors” function in Microsoft Word to register the correct color and use only it in the manuscript.**

Please be aware that only the figure names and other characters inside the bracelets must be colored. Punctuation between the colored terms and immediately after them must be in black. You can find some examples below:

**Table 1**. *Wrong and correct examples of in-text color usage.*

|  |  |
| --- | --- |
| **Wrong** | **Correct** |
| (Fig. 1)**,** (Fig. 2)**.** | (Fig. 1)**,** (Fig. 2)**.** |
| expressed in Figure 1**.** | expressed in Figure 1**.** |
| as indicated (surname, 2020)**.** | as indicated (surname, 2020)**.** |

Figures must be placed after they are first cited in the main text body but must be as close as possible, in accordance with the rules in this guideline. All figures must be cited before they are used in the main text body.

All figures must be horizontally centered on the page. Two figures cannot be placed side by side horizontally. If multiple illustrations are required to my placed side by side, they must be in the same figure. If needed, different illustrations in the same figure can be marked with lowercase letters. You may see Figure 1 for a demonstration. The markings in the Figure 1 is only exemplary, any marking style that uses lowercase letters, reasonably done, and clearly distinguisanle is acceptable. Numbers and captions must be written below the figures. All lines of the captions must be center-aligned.

If figure references are used outside of parentheses in the text, indicate them as follows (in the color indicated below, including the brackets, the hex code for the color is #118CDD, RGB codes the color are 17-140-221): Figure 1, Figure 2, … (e.g., The cover of the JAH journal is can be seen in Figure 1.)

The figure caption must be in the following style: “**Figure 1**. *JAH cover.*”The figure name must be in bold, first letter capital. The font type is Calibri (body), font size is 11pt. The explanation text for the figure must be italic, the first letter capitalized. Please end the figure caption with a full stop. The color is the color indicated in the example. The hex code for the color is #118CDD, RGB codes the color are 17-140-221.



**Figure 1**. *JAH cover, teal version (a), orange version (b).*

Descriptive captions must include the author or the source of the image and the date. If the figure belongs to the authors, it is not necessary to indicate the source.

Please provide a list of the illustrations and their captions in a separate file, named as follows: Surname\_Illustrations

# TABLES

All tables must be submitted in one separate file in .doc or .docx format. All tables must be numbered consecutively in order of appearance within the text. Please name the tables file as follows: Surname\_Tables

Mention the tables in the main body of the text by referring to their number in brackets as follows (In color as indicated below, including the brackets, the hex code for the color is #118CDD, RGB codes the color are 17-140-221): (Table 1), (Table 2) …

Tables must be placed after they are first cited in the main text body but must be as close as possible, in accordance with the rules in this guideline. All tables must be cited before they are used in the main text body.

All tables must be horizontally centered on the page. Headings in the tables must be center-aligned, bold and 10 pt. The texts in the tables must be center-aligned and between 8 pt and 10 pt. All tables must be in text format, not in picture format.

If table references are used outside of parentheses in the text, indicate them as follows (in the color indicated below, including the brackets, the hex code for the color is #118CDD, RGB codes the color are 17-140-221): Table 1, Table 2 … (e.g., The empty table of the JAH journal is expressed in Table 1.)

The table caption must be in the following style: “**Table 2**. *Empty template.*”The table name must be in bold, first letter capitalized. The font type is Calibri (body), font size is 11pt. Numbers and captions must be written above the tables. All lines of the captions must be center-aligned. The caption text for the table must be italic, first letter capitalized. Please end the table caption with a full stop. The color is the color indicated in the example. The hex code for the color is #118CDD, RGB codes the color are 17-140-221.

**Table 2**. *Empty template.*

|  |  |  |
| --- | --- | --- |
| **Title 1** | **Title 2** | **Title 3** |
| Text 1 | Text 2 | Text 3 |
|  |  |  |

For tables spanning more than one page, the same number and caption must be written above the continued table, with the expression “continued” added in brackets (e.g., **Table 1.** (continued) *Empty Template.*).

# QUOTATIONS

If less than three lines, quotations must be in-text, in guillemets («…»). If they are three lines or more, they must be separated from the text, italic, left aligned with 1.5cm indentation, without quotation marks.

# REFERENCES AND FOOTNOTES

All references will be using APA style. Each quotation requires a reference. References in the text must be by author and year with the surname of the author (in small capitals), year of publication as follows (In color as indicated below, including the brackets): (Surname, 2001), (Surname & Surname, 2001), (Surname et al., 2021), (Surname, 2001; pp. 210).

References about the website in the text must be by URL number as follows: (URL-1), (URL-2) ...

# ACKNOWLEDGEMENT

If the paper is supported by any body, or if the research presented in the paper is part of a project, thesis, course, etc., or if the authors want to thank anyone, dedicate the paper to anyone, or make any statement about the paper it must be stated here. The maximum number of words for this heading is 150 words.

# CONFLICT OF INTEREST

The authors must explicitly indicate any possible conflict of interest here. Otherwise, authors must include this sentence: The Author(s) declare(s) that there is not any conflict of interest that would affect this paper directly or indirectly.

# BIBLIOGRAPHY

The bibliography must be at the end of the text and alphabetically ordered.

If you are citing more than one work by an author (or group of authors listed in the same order), order the bibliography entries by the year of publication (earliest first). If you are citing more than one work by an author (or group of authors listed in the same order) and the works are published in the same year, order the bibliography entries by the titles of the works, adding lowercase letters to the year of publication (1996a, 1996b).

It is encouraged to use APA 7th Edition, which is exemplified below. The references must be written in 10 pt. with 1 line spacing between each source. To indicate references, select the hanging to indent (1,27 indent value) from the parenthesis dialog box. The references must be listed in alphabetical order of authors’ names and in chronological order for each author. For the punctuation and spelling rules, the APA styling reference must be followed.

Further details about the APA reference styling are available at <http://www.apastyle.org/>

<https://apastyle.apa.org/instructional-aids/reference-examples.pdf>

<https://dergipark.org.tr/tr/pub/nsb/page/9435>

**Books**

Author, A. (Year). *Title of the book* (edition). Publisher, Doi number, or URL

Ewert, E.W., Mitten, D.S., & Overholt, J.R. (2014). *Natural environments and human health*. CAB International.

<https://doi.org/10.1079/9781845939199.0000>

Foxall, G. R. (2018). *Context and cognition in consumer psychology: How perception and emotion guide action*. Routledge.

Schmidt, N. A., & Brown, J. M. (2017). *Evidence-based practice for nurses: Appraisal and application of research* (4th ed.). Jones & Bartlett Learning, LLC.

**Book chapter:** Author, A. (Year). Publisher. In A. Editor Surname & A. Editor Surname (Eds.), *Title of the Book* (2nd ed., pp. #-#), Publisher. Doi number or URL.

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

**Journals**

Author, A. A., Author, B. (Year). Article title. *Title of the Journal*, volume(number), #–#. Doi number.

**Journal with doi number:** Author, A. A., Author, B. (Year). Article title. *Title of the Journal*, volume(number), #–#. Doi number.

**Journal with Arxiv number**: Author, A. A., Author, B. (Year). *Article title*. Arxiv number.

Ashing‐Giwa, K. T., Padilla, G., Tejero, J., Kraemer, J., Wright, K., Coscarelli, A., Clayton, S., Williams, I., & Hills, D. (2004). Understanding the breast cancer experience of women: A qualitative study of African American, Asian American, Latina and Caucasian cancer survivors. *Psycho‐Oncology, 13*(6), 408-428. <https://doi.org/10.1002/pon.750>

Washington, E. T. (2014). An overview of cyberbully in higher education. *Adult Learning*, *26*(1), 21–27. <https://doi.org/10.1177/1045159514558412>

Moody, M. S. (2019). If instructional coaching really works, why isn’t it working? *Educational Leadership, 77*(3), 30–35.

Dayton, K. J. (2019). Tangled arms: Modernizing and unifying the arm-of-the-state doctrine. The University of Chicago *Law Review, 86*(6), 1497–1737. <https://bit.ly/2SkWwcy>

**Conferences**

**Conference and poster presentation:** Author, A. A., Author, B. (Year, Conference Dates). Title of the paper, [Types of presentation]. Title of the Conference, Located City, Country. URL

Davidson, R. J. (2019, August 8–11). *Well-being is a skill* [Conference session]. APA 2019 Convention, Chicago, IL, United States. <https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_Program_190708.pdf>

**Conference proceedings:** Author, A. A., Author, B. (Year). Title of the paper. In A. Surname of Editor(s), *Title of the Conference Proceeding* (pp. #-#). Publisher. Doi number or URL

Bedenel, A.-L., Jourdan, L., & Biernacki, C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), *Lecture notes in computer science: Vol. 11353. Learning and intelligent optimization* (pp. 225–240). Springer. <https://doi.org/10.1007/978-3-030-05348-2_21>

Morgan, R., Meldrum, K., Bryan, S., Mathiesen, B., Yakob, N., Esa, N., & Ziden, A. A. (2017). Embedding digital literacies in curricula: Australian and Malaysian experiences. In G. B. Teh & S. C. Choy (Eds.), *Empowering 21st century learners through holistic and enterprising learning: Selected papers from Tunku Abdul Rahman University College International Conference 2016* (pp. 11-19). Springer. <https://doi.org/10.1007/978-981-10-4241-6_2>

**Thesis**

**Published thesis:** Author, A. (Year). Title of the thesis. (Publication No.) [Doctoral dissertation / Master’s Thesis, University Name]. Name of the Database.

Horvath-Plyman, M. (2018). Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition (Publication No. 10937367) [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global.

**Unpublished thesis:** Author, A. (Year). Title of the thesis. (Publication No.) [Unpublished Doctoral dissertation / Master’s Thesis]. University Name.

Harris, L. (2014). Instructional leadership perceptions and practices of elementary school leaders [Unpublished doctoral dissertation]. University of Virginia.

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Author, A. A. (Year). *Report name*. (Report No.). Institution. URL

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World Health Organization. (2014). *Comprehensive implementation plan on maternal, infant and young child nutrition.*

<https://apps.who.int/iris/bitstream/handle/10665/113048/WHO_NMH_NHD_14.1_eng.pdf?ua=1>

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<https://www.brookings.edu/wpcontent/uploads/2019/04/how_playful_learning_can_help_leapfrog_progress_in_education.pdf>

**Online resources**

**Web page:** URL-1. Author, A. / Institution (Year, Month Day). *Title of the content*. Title of the Web Page. Retrieved Month Day, Year, from URL.

URL-1. Center for Systems Science and Engineering. (2020, May 6). *COVID-19 dashboard by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU).* Johns Hopkins University & Medicine, Coronavirus Resource Center. Retrieved May 6, 2020, from <https://coronavirus.jhu.edu/map.html>

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Rutledge, P. (2019, March 11). The upside of social media. *The Media Psychology Blog*.

<https://www.pamelarutledge.com/2019/03/11/the-upside-of-social-media/>

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**Online Newspaper Article:** Author, A. (Year, Month Day). Title of the content. *Title of the Newspaper.* URL.

Roberts, S. (2020, April 9). Early string ties us to Neanderthals. *The New York Times.*<https://www.nytimes.com/2020/04/09/science/neanderthals-fiber-string-math.html>

**Online Dictionary:** Author, A. (Year, Month Day). Title of the content. In title *of the dictionary.* Retrieved Month Day, Year, from URL

American Psychological Association. (n.d.). Internet addiction. In *APA dictionary of psychology*. Retrieved April 24, 2020, from https://dictionary.apa.org/internet-addiction

1. **Corresponding author.** [↑](#footnote-ref-1)