

General Guidelines

Each paper proposal should include the following sections:

- An abstract, briefly explaining the study context, the main aim(s), findings and key conclusion(s) (this must not contain references)
- Up to five keywords
- An introduction, outlining the objective/purpose, educational or academic significance or novelty of research, perspectives and/or theoretical framework
- Data sources, methods, statistical techniques, and/or modes of inquiry
- Results and discussion
- Conclusions and/or point of view.

Authors should aim to clearly highlight the scholarly/scientific significance of the study. Please prepare your proposal for anonymous review by removing any reference to the author(s). Only submissions in PDF format will be accepted.

Spelling

The use of American English (please consult the [Merriam-Webster's Collegiate Dictionary](#)) should be consistently applied throughout the manuscript.

Inclusive language

IEA is committed to reducing bias in language and promoting the fair treatment of individuals and groups. Authors are required to avoid language that might imply bias against persons based on gender, sexual orientation, racial or ethnic group, disability or age.

Abstracts

For each paper, we need an abstract of approximately 400 words. These abstracts will be freely accessible online and included in the printed conference program. Authors should avoid using personal language (I/we/our), and the abstract should not contain references or undefined abbreviations. Bear in mind that a well-constructed abstract will encourage other delegates to attend your presentation, so a good context, clear aims, and a short summary of the general findings are essential elements. Do not quote references in an abstract.

Abbreviations and numbers

Technical terms and abbreviations should be defined the first time they appear in the text.

Please always use internationally accepted signs and symbols for units (also called SI units).

Numerals should follow the British/American method of decimal points to indicate decimals and commas to separate thousands in numbers of more than four digits.

Figures and Tables

Figures and tables (display items) are often the quickest way to communicate large amounts of complex information that would be complicated to explain in text. Many readers will only look at your display items without reading the main text of your manuscript. Therefore, ensure your display items can stand alone from the text and communicate clearly your most significant results, and give each table and figure a caption that ensures that the graphical content is comprehensible without reference to the main text.

When deciding which of your results to present as display items consider the following questions:

- Are there any data that readers might rather see as a display item rather than text?
- Do your figures/tables supplement the text and not just repeat what you have already stated?
- Have you put data into a table that could easily be explained in the text, such as simple statistics or p values?

Please place tables and figures as close as possible to their first citation. Number tables and figures consecutively and ensure that all tables and figures are cited in the text in sequential order. Never write “the following table/figure” – ensure that you cite the number instead.

Remember to write about your results, not your tables, figures, and statistics - writers of scientific papers often pay too little attention to helping the reader understand the *meaning* of data presented in tables and figures. Please note that a consistent sans serif font (8-10 pt) is best for figures, and authors should avoid effects such as shading, outline letters, etc.

References

The reference style that should be followed is the style for “Social Sciences, Psychology” (also known as [APA style](#)). All References should be included at the end of each chapter.

Permissions

We advise authors to contact the copyright holders of any third-party material as soon as possible, as it may sometimes take quite some time before permission is granted.

Useful references

[A short list of commonly misused words](#)

[The Purdue online writing guide to APA style](#)

A brief, but comprehensive summary of the basics of good academic writing is: Lertzman, K.P. (1995). Notes on writing papers and theses. *Bulletin of the Ecological Society of America*, 76: 86-90. Although the original is a pay download, this paper is widely cited by universities when teaching presentation, and thus may be downloaded freely from many university websites.

Manuscript Submission Checklist

Title page	Title (and subtitle) final	
Authors/Editors	All author names included	
	E-mail addresses of all authors included	
Abstract	Included	
Keywords	Included	
Text	Heading levels and special text elements consistently styled	
	No heading levels skipped	
Abbreviations	All abbreviations are defined	
Language	Language checked	
Units	SI units and numbers used	
References	Reference list included at the end	
	APA style used for references	
	Citations in text agree with reference list	
Figures	All figures mentioned in text included	
	Consecutively numbered	
	Consecutively cited in text	
	Figure captions included	
Tables	Prepared with the table function	
	Consecutively numbered	
	Consecutively cited in text	
Format	PDF file with all fonts and special characters embedded	
Permissions	Obtained for all material from other works unless they can be used without permission under a copyright exception	