

# Editorial Style and Conditions

## Style Guidelines:

MENAVEX is using the APA Style. Please ensure that your manuscript respects the following basics:

- All text should be double-spaced.
- Use one-inch margins on all sides.
- All paragraphs in the body are indented.
- Make sure that the title is centered on the page with your name and school/institution underneath.
- Use 12-point of Calibri Font.
- All pages should be numbered in the upper right-hand corner.
- We recommend using one space after most punctuation marks.

## Word Limits:

- Research papers should be between 8000 and 13000 words, inclusive of references, endnotes.
- Research notes should be between 5000 to 8000 words, inclusive of references, endnotes.
- For Book review, it should be between 1000 and 1500 words.
- For Conference reporting and Review, articles should be between 2000 and 4000 words.

## Citations & Quotations:

- To cite a direct quote in APA, you must include the author's last name, the year, and a page number, all separated by commas. If the quote appears on a single page, use "p."; if it spans a page range, use "pp."

- An APA in-text citation can be parenthetical or narrative. In a parenthetical citation, you place all the information in parentheses after the quote. In a narrative citation, you name the author in your sentence (followed by the year), and place the page number after the quote.
- Punctuation marks such as periods and commas are placed after the citation, not within the quotation marks.

Example:

- Evolution is a gradual process that “can act only by very short and slow steps” (Darwin, 1859, p. 510).
- Darwin (1859) explains that evolution “can act only by very short and slow steps” (p. 510).

**Shortening a quote:**

- If some parts of a passage are redundant or irrelevant, you can shorten the quote by removing words, phrases, or sentences and replacing them with an ellipsis (...). Put a space before and after the ellipsis.
- Be careful that removing the words doesn't change the meaning. The ellipsis indicates that some text has been removed, but the shortened quote should still accurately represent the author's point.

Example:

- As Darwin (1859) puts it, “natural selection acts solely by accumulating slight, successive, favorable variations ... it can act only by very short and slow steps” (p. 510).

**Long quotations:**

- If you quote more than a few lines from a source, you must set on a new line and indented to create a separate block of text. No quotation marks are used. You have to use a block quote when quoting more than around 40 words from a source.
- In APA styles, you indent block quotes 0.5 inches from the left, and add an in-text citation after the period. Some other citation styles have additional rules.

Example:

- Although Brontë lived an isolated life, she writes about human emotion with remarkable insight, as exemplified by Heathcliff's impassioned speech:

Catherine Earnshaw, may you not rest as long as I am living; you said I killed you – haunt me, then! The murdered DO haunt their murderers, I believe. I know that ghosts HAVE wandered on earth. Be with me always – take any form – drive me mad! only DO not leave me in this abyss, where I cannot find you! Oh, God! it is unutterable! I CANNOT live without my life! I CANNOT live without my soul! (Brontë, 1847, 268)

For more details, please read this article: McCombes, S. & Caulfield, J. (July 14, 2022). How to Quote | Citing Quotes in APA, MLA & Chicago. Scribbr. Retrieved October 21, 2022, from <https://www.scribbr.com/working-with-sources/how-to-quote/>

**References:** In order to cite references that you relied on in your article, the following forms must be followed, depending on the nature of the publication you relied on: a book, an article in a locality, a report, a letter, and so on. Below you will find examples for each type of reference, and how you can mention them in a peaceful manner and use the APA model:

### Book:

- Provide the author, year of publication, title, and publisher of the book. Use the same format for both print books and electronic books.
- If the book includes a DOI, include the DOI in the reference after the publisher name.
- Do not include the publisher location.
- If the ebook without a DOI has a stable URL that will resolve for readers, include the URL of the book in the reference.
- If the electronic book is from an academic research database and has no DOI or stable URL, end the book reference after the publisher name. Do not include the name of the database in the reference. The reference in this case is the same as for a print book.

### Whole authored Book:

#### Example:

- Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>
- Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.
- Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

- Parenthetical citations: (Jackson, 2019; Sapolsky, 2017; Svendsen & Løber, 2020)
- Narrative citations: Jackson (2019), Sapolsky (2017), and Svendsen and Løber (2020)

Edited Book:

Example:

- Hygum, E., & Pedersen, P. M. (Eds.). (2010). Early childhood education: Values and practices in Denmark. Hans Reitzels Forlag. <https://earlychildhoodeducation.digi.hansreitzel.dk/>
- Kesharwani, P. (Ed.). (2020). Nanotechnology based approaches for tuberculosis treatment. Academic Press.
- Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). Microaggression theory: Influence and implications. JohnWiley&Sons. <https://doi.org/10.1002/9781119466642>
- Parenthetical citations: (Hygum & Pedersen, 2010; Kesharwani, 2020; Torino et al., 2019)
- Narrative citations: Hygum and Pedersen (2010), Kesharwani (2020), and Torino et al. (2019)

### **Chapter in an Edited Book/Ebook References:**

- Do not create references for chapters of authored books. Instead, write a reference for the whole authored book and cite the chapter in the text if desired.
- Use this format for both print and ebook edited book chapters.
- If the chapter has a DOI, include the chapter DOI in the reference after the publisher name.
- Do not include the publisher location.
- If a chapter without a DOI has a stable URL that will resolve for readers, include the URL of the chapter in the reference.
- For ebook chapters without pagination, omit the page range from the reference.

Example:

- 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>
- Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

- Thestrup, K. (2010). To transform, to communicate, to play—The experimenting community in action. In E. Hygum & P. M. Pedersen (Eds.), *Early childhood education: Values and practices in Denmark*. Hans Reitzels Forlag. <https://earlychildhoodeducation.digi.hansreitzel.dk/?id=192>
- Parenthetical citations: (Aron et al., 2019; Dillard, 2020; Thestrup, 2010)
- Narrative citations: Aron et al. (2019), Dillard (2020), and Thestrup (2010)

### **Journal article:**

- Author's name. (Year of publication). Title of the article. Name of the Journal. Issue number, pages.. <https://doi.org/XXXXX/XXXXXX>
- If a journal article has a DOI, include the DOI in the reference.
- Always include the issue number for a journal article.
- If the journal article does not have a DOI and is from an academic research database, end the reference after the page range (for an explanation of why, see the database information page). The reference in this case is the same as for a print journal article.
- If the journal article does not have a DOI but does have a URL that will resolve for readers (e.g., it is from an online journal that is not part of a database), include the URL of the article at the end of the reference

### Example:

- Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>
- Parenthetical citation: (Grady et al., 2019)
- Narrative citation: Grady et al. (2019)

### **Report by a Government Agency or Department:**

### Example:

- National Cancer Institute. (2019). Taking time: Support for people with cancer (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>
- Parenthetical citation: (National Cancer Institute, 2019)
- Narrative citation: National Cancer Institute (2019)

## **Newspaper article :**

### Example:

- Carey, B. (2019, March 22). Can we get better at forgetting? The New York Times. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>
- Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. The Washington Post, A1, A4.
- Stobbe, M. (2020, January 8). Cancer death rate in U.S. sees largest one-year drop ever. Chicago Tribune.
- Parenthetical citations: (Carey, 2019; Harlan, 2013; Stobbe, 2020)
- Narrative citations: Carey (2019), Harlan (2013), and Stobbe (2020)