

## **Guidelines to Authors**

All papers sent for publication are blind peer reviewed by referees. They should be written according to the following guidelines. Papers in Greek should be accompanied by a long abstract in English. Papers in English or other (non-Greek) language will be published together with a long abstract in Greek. Submissions should not normally exceed 6,000 words in length (inclusive of notes and bibliography). Authors of articles will be emailed a proof as a pdf file, and will normally be expected to return these within ten working days of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors. All rights of reproduction of published articles in any form are reserved by the Museum Education and Research Laboratory, University of Thessaly, Greece.

## **General Style Guidelines**

### **Body text**

Manuscripts should be formatted using 1,15 spacing, Times New Roman 12pt., with pages numbered consecutively throughout.

Manuscripts should be prefaced by a Title, and an abstract of about 500 words (not exceeding 550 words).

### **Headings**

No more than 3 levels of headings should be used.

**The primary headings should be in bold,**

*The secondary in italics and bold,*

*The 3<sup>rd</sup> level headings in italics normal (not bold).*

### **Quotations**

Quoted matter, if more than 20 words, should normally be indented, without quotation marks.

Quotations of up to 20 words should form part of the text, and should be indicated by double quotation marks. Single quotation marks should be used only for quotations within quotations.

### **Foreign words**

In general, foreign words and phrases, both in main text and endnotes should be provided in translation, followed by the transliterated foreign word in square brackets (i.e. vista [view]).

### **References**

Sources should be cited in the text within parentheses, by the author's last (family) name, and the publication date of the work cited, with no intervening punctuation.:

(Adams 2003). In addition, a page number or other locator may be added (Adams 2003a: 33-35).

All sources referred to in the text and endnotes must be compiled by the author in the **References**, at the end of the text, in which the year of publication appears immediately after the author's name. All entries must be in alphabetical order. The entries are arranged chronologically by year of publication in *ascending* order.

Titles in English should be capitalized headline-style unless they are in a foreign language. Titles of books and journals are italicized; titles of journal articles are presented in Roman and enclosed in quotation marks. Noun forms such as editor, translator, volume, and edition are abbreviated: Ed., Eds., vol., ed.

### Examples

#### **Books**

Calfee, R. C., & Valencia, R. R. (1991). *APA Guide to Preparing Manuscripts for Journal Publication*. Washington, DC: American Psychological Association.

Maccoby, E.E., & Jacklin, C. N. (1974). *The Psychology of Sex Differences*. Stanford, CA: Stanford University Press.

#### **Articles in collective volumes**

Pratto, F., Sidanius, J., & Stallworth, L.M. (1993). Sexual selection and sexual and ethnic basis of social hierarchy. In L. Ellis (Ed.), *Social Stratification and Socioeconomic Inequality* (pp. 111-137). Westport, CT: Praeger.

#### **Articles in journals**

Kernis, M.H., Cornell, D.P., Sun, C.R., Berry, A., & Harlow, T. (1993). "There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem", *Journal of Social Psychology*, 38, 1190-1204.

Turner, J.C. (1975). "Social comparison and social identity: Some prospects for intergroup behavior", *European Journal of Social Psychology*, 5, 5-34.

#### **Articles in the internet**

Kaplan, A., & Krueger, J. (1999). Compliance after threat: Self-affirmation or self-presentation? *Current Research in Social Psychology*, 4, 178-197. Retrieved 2/7/2015 from <http://www.uiowa.edu/~grp/proc/crisp/crisp.4.7.htm>

### **Spelling**

Preferred spelling should follow the Oxford English Dictionary. Contributors may opt to use American or UK English standards of spelling but must indicate this at the time of their submission.

### **Notes**

All notes of a substantive nature should be provided as **endnotes**, using the footnote tool in Microsoft Word, and using Arabic numerals, (1), (2), etc.

Illustrations, tables etc.

Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Authors are responsible for obtaining and paying for all copyright and reproduction charges.

### **Presentation of submissions**

#### **PAGE HEADER**

Please use a page header consisting of two-three basic words of your title. The page header and the page number should appear in the upper right hand corner of every page within your paper. Insert five spaces between the header and the page number.

#### **COVER PAGE** (First page)

- Page header and page number
- Title of the paper
- Identification and communication information: First Name and Surname of contributor or contributors, Title, Institutional Affiliation, Address, Telephone, E-mail address

#### **SECOND PAGE – THE ABSTRACT**

- Page header and page number
- Title of Abstract
- Body of the Abstract (not exceeding 550 words)

#### **THIRD PAGE – THE TEXT**

- Page header and page number
- Title: **Times New Roman, bold, 14 pt.**
- Body text: Times New Roman, 12 pt., 1,15 spacing, not exceeding 6000 words.

For further reference or details not covered in this Guide, please contact the editors.