

Guidelines for Paper submission

PAPER ACCEPTANCE PROCEDURE

- Papers should be submitted in Microsoft Word and only as e-mail attachments sent via e-mail at e-mail address: iswca5@unishk.edu.al

Only the papers written and prepared in accordance with Submission guidelines will be considered for publication!

- The paper should be written in **English**.

- Papers have to be previously unpublished and they cannot be under consideration for publication in other journals.

FORMAT

The paper is submitted in the following format: A4 format, the entire manuscript, including references, should be typed single spaced, Justify, with margins of 1 inch each side, with 12 font size and Times New Roman font style, Justify. Manuscripts should be submitted in Word (save your file in docx format Word 2007 or higher) .

Review

To ensure the academic standard, before being officially accepted for publication, every paper is anonymously reviewed by a blind reviewer from the respective field. Paper is peer-reviewed.

Paper length

Including abstract and references is determined according to paper categorisation and may not exceed 3000 - 6000 words or 6-12 pages.

The title

Centred, Times New Roman, bold, sentence case, font size 14 points, bold, in English version, Capitalize Each Word should be applied. Under the title the name(s) and address(es) of the author(s) (full postal address and Internet e-mail address, font size 12 points, centered).

Abstract

Should be sent in English, containing 250 – 500 words, written in Times New Roman, font size 12 points, justify. The abstract should be placed at the beginning of the paper, labelled Abstract, label font size 12 points, bold.

Key words: there should be an alphabetized list of the most important concepts discussed in the paper contain (4-6 keywords, *italic*).

THE TEXT OF THE RESEARCH PAPER

The text should basically consist of the following sections: **Introduction, Methods, Results, Discussion and Conclusions**. In exceptional cases, Results and Discussion sections may be combined.

Subtitles should not be numbered, font should be Times New Roman, sentence case (Usual Title Capitalization should be used), font size 12 points, bold with one empty line above the subtitle. The first line in each paragraph should be indented and there should be no empty lines in between paragraphs.

References: It should contain references according to the rules of academic writing and containing bibliography at the end. Use the APA system of reference (please check here for details: http://www.uk.sagepub.com/repository/binaries/pdf/APA_reference_style.pdf) which in the text cites authors and year of publication, and the full reference in a List of References at the end of the main text.

Graphs, figures and tables: All graphs, figures and tables should have a title, be numbered in the order in which they appear in the text (e.g. Table 1) and should be referred to in the text. All tables and figures should be numbered sequentially with Arabic numerals as they are referred to in the text. Graphs, figures and tables should be black, white and grey, high-quality and print-ready. Tables and figures, titles and captions *should be centred, single spaced, font Times New Roman, 10pt, placed above the tables and without space.*

For any questions or further clarification, please contact us at: iswca5@unishk.edu.al