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Instructions for Authors

Journal of Educational and Management Studies (JEMS) publishes papers of high quality in any area of Educational and Management Studies and related goals ... [view full aims and scope](#) .

Submission to the journal is on the understanding that the article has not been previously published in any other form and is not under consideration for publication elsewhere.

KK

1. **Research Paper:** Please provide full author information, a set of keywords and an abstract in the title page. Supplementary materials can be published if necessary. Authors are encouraged to be concise although currently there is no length limit on research paper. Short Research Communication presents a concise study, or sometimes preliminary but innovative research findings that might be less substantial than a full research paper.

2. **Short Research Communication** is limited to 2500 words. It should have a set of keywords and an abstract summarizing background of the work, the results and their implications. Results and Discussion Section should be combined and followed by Conclusion.

Materials and Methods will remain as a separate section. The number of references is limited to 30 and the number of figures and/or tables combined is limited to 10.

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4. **Commentary:** This is the place for discussing controversial and/or interdisciplinary topics, viewpoints and any other issues of interest. It is limited to a maximum of 10 references, 1 display (figure/table), and 1000 words including all contents.

5. **Review or mini-review should be authoritative and of high interest. A minimum of two figures/illustrations should be included in the review or mini-review that should be some 3000 or 5000 words long (excluding references and figure legends). High quality reviews from leading researchers in their fields are particularly welcome.**

Submission

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before submission



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attach the revision (MSword) and submit when completed. Manuscripts with significant results

are typically reviewed and published at the highest priority.

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Date of issue

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Publication Charges

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Format for Publication

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Main Format:

First page of the manuscripts must be properly identified by the title and the name(s) of the author(s). Font type is Times New Roman and font sizes: 14pt for the title, 10pt for the main text, double spaced, in A4 format with 2cm margins. All pages and lines of the main text should be numbered consecutively throughout the manuscript. Unknown abbreviations in the article title are not allowed.

Manuscripts should be arranged in the following order:

First page

- a. TITLE (brief, attractive and targeted);
- b. Name(s) and Affiliation(s) of author(s) (including post code) and corresponding author's E-mail;
- c. ABSTRACT;
- d. Key words (separate by semicolons; or comma,);
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Text

- f. INTRODUCTION (should provide clear statement of the problem, the relevant literature on the subject, and the proposed approach or solution)
- g. METHODS (should be complete enough to allow experiments to be reproduced)
- h. RESULTS (should be presented with clarity and precision)
- i. DISCUSSION; (should interpret the findings in view of the results obtained in this and in past studies on this topic)

Results and Discussion can be presented jointly if preferred.

- j. CONCLUSION; (elaborate on the importance of the work or suggest the potential applications and extensions)

Discussion and Conclusion can be presented jointly if preferred.

- k. Appendix (if needed)
- l. Acknowledgements (if there are any);
- m. REFERENCES;
- n. Tables;
- o. Figures

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Article Sections Format:

First page

The first letter of each word in **title** should use upper case. Include in the first page the article title, author's names, affiliations, corresponding author's phone number or email.

Abstract

should not contain citations to references. Also provide 3-6

keywords

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Author's names: please provide full names. **Important!** Please write first name and middle name before surname or lastname, e.g., "Mike Johnson" (not "Johnson, Mike"; not "Johnson M."; not "M. Johnson").

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Please do not add number before subtitles.

Citation of Tables and Figures

Tables and Figures should be numbered consecutively. Citation of tables and figures should use the format: Table 1, Table 2, ... Figure 1, Figure 2, ... (or Fig. 1, Fig. 2, ...). Parts in a figure can be identified by A, B, C, D, ... and cited as Fig. 2A, Fig. 2B, Fig. 2C. However, the abbreviation of "Table" to "Tab." for example "Tab. 1" should be avoided.

Formulae, numbers and symbols

Typewritten formulae are preferred. Subscripts and superscripts are important. Check disparities between zero (0) and the letter O, and between one (1) and the letter l.

Describe all symbols immediately after the equation in which they are first used.

For simple fractions, use the solidus (/), e.g. 10 /38.

Equations should be presented into parentheses on the right-hand side, in tandem.

Levels of statistical significance which can be used without further explanations are *P < 0.05, **P < 0.01, and ***P < 0.001.

In the English articles, a decimal point should be used instead of a decimal comma.

Use Symbol fonts for "±"; "≤" and "≥" (avoid underline).

Numbers up to 10 should be written in the text by words. Numbers above 1000 are

recommended to be given as 10 powered x.

Greek letters should be explained in the margins with their names as follows: Αα - alpha, Ββ - beta, Γγ - gamma, Δδ - delta, Εε - epsilon, Ζζ - zeta, Ηη - eta, Θθ - theta, Ιι - iota, Κκ - kappa, Λλ - lambda, Μμ - mu, Νν - nu, Ξξ - xi, Οο - omicron, Ππ - pi, Ρρ - rho, Σσ - sigma, Ττ - tau, Υυ - ipsilon, Φφ - phi, Χχ - chi, Ψψ - psi, Ωω - omega.

Please avoid using math equations in Word whenever possible, as they have to be replaced by images in xml full text.

References:

References should not be formatted as footnotes. Avoid putting personal communications, unpublished observations, conference abstracts or conference papers as references. A reference style for EndNote may be found here. For security reason, please sign in with your Google Account and download the file.

In the text, a reference identified by means of an author's name should be followed by the date of the reference in parentheses (Surname and Surname, 2014). When there are more than two authors, only the first author's name should be mentioned, followed by 'et al.' (Surname et al., 2014). In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like '2014a' and '2014b' after the date to distinguish the works. All listed references should be in alphabetic orders.

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Mehrotra P. (1988). Adaptive significance of leaf in relation to other parts in oak forest herbs of Kumaun Himalaya, Ph.D. Thesis, Kumaun University, Nainital, India.

Malott, R.W., & Suarez, E.T. (2004). "Principles of behavior", Upper Saddle River, NJ: Pearson

Baumeister, R.F. & Leary, M.R. (1995). The need to belong: Desire for interpersonal attachments as a fundamental human motivation. *Psychological Bulletin*, 117 (3), 497– 529.

Wentzel, K.R. and Watkins, D.E. (2002). Peer relationships and Collaborative learning as Contexts for academic enablers. *School Psychology Review*, 31: 366-377.

Mohammadian Y., Malekpour F., Malekpour A., Zoghipour S., Malalekpour K. (2015). Study on Mental Workload of Teachers and Its Correlation with Their Quality of Life. *J. Educ. Manage. Stud.*, 5(2): 144-149.

Conference: Goodenow, C. (1991). The sense of belonging and its relationship to academic motivation among pre-and early adolescent students. Paper presented at the annual conference of the American Educational Research Association, Chicago, IL (ERIC Document Reproduction Service No. ED 151-351).

Book: Juvonen, J. (2006). Sense of belonging, social bonds, and school functioning. In p. Alexander, & P. Winn (Eds.), *Handbook of Educational Psychology*, Second ed. Macmillan, New York, p. 655-674.

Web Site: Shaughnessy, M.F. (1991). [hwww.itari.in/categories/Creativity/17.a157568](http://www.itari.in/categories/Creativity/17.a157568).

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Abbreviations

Abbreviations should be presented in one paragraph, in the format: "term: definition". Please separate the items by ";".

E.g. EFL: English as a foreign language; QOL: quality of life;

Ethics Committee Approval and Patient Consent

Experimental research involving human or animals should have been approved by author's institutional review board or ethics committee. This information can be mentioned in the manuscript including the name of the board/committee that gave the approval. Investigations involving humans will have been performed in accordance with the principles of [Declaration of Helsinki](#) . And

the use of animals in experiments will have observed the

Interdisciplinary Principles and Guidelines for the Use of Animals in Research, Testing, and Education

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If the manuscript contains photos or parts of photos of patients, informed consent from each patient should be obtained. Patient's identities and privacy should be carefully protected in the manuscript.

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Where available, URLs for the references have been provided.

The text is single-spaced; uses a 12-point font; and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

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(Revised on 10 July 2016)



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