# The IDEA Journal of Applied Research

Technical Requirements for the Manuscripts

A manuscript submitted to The IDEA Journal of Applied Research (IDEA JAR) must adhere to the specified editorial guidelines in terms of presentation and formatting.

## Style of Presentation

1. Submissions to IDEA Academy must be in Microsoft Word format, saved in the word processor's native file type.
2. The manuscript should be formatted in a single-column layout, with simplicity in design.
3. Use Arial font, size 10, single-spaced, with 2.0 cm margins on all sides.
4. Text should be justified with a 1.27 cm indentation for the first line of each paragraph.
5. Maintain single-line spacing throughout the document, including in the abstract, references, endnotes, and appendices. Sentence spacing should be a single space.
6. Number all manuscript pages, starting from the Title/Abstract Page.
7. Structure the article into defined sections: Introduction, Methodology, Results, Discussion, and Conclusions, with appropriate subheadings. IDEA JAR permits up to three heading levels.
8. Apply the Harvard referencing style for citations and reference lists. Guidelines are available upon request.
9. Use footnotes sparingly and keep them brief, incorporating literature citations within the text.
10. Number figures and tables sequentially as they appear in the text, ensuring high-quality illustrations and captions. Table footnotes should be placed below the table, adhering to the text formatting guidelines.
11. Define abbreviations/acronyms at their first mention and provide a list of these terms, adhering to internationally recognized standards.
12. Supplementary material can be included in appendices, which should be used judiciously and labeled alphabetically if multiple.
13. Utilize the "spell-check" and "grammar-check" features of your word processor to minimize errors. Consider using Grammarly for additional verification.
14. Verify the originality of your manuscript with CopySpider Software and attach the plagiarism report. Explain significant revisions and justify any unaltered content or similarities above 25%.
15. Alphabetically order in-text reference lists, separating authors with semicolons. Adhere to specific citation formats based on the number of authors.
16. For direct quotations, include page numbers after the year, separated by a colon and a space.
17. Ensure the correct sequence for numbered elements like tables, figures, and equations.
18. Verify all mathematical content, use leading zeros for decimals, and limit statistics to two decimal places.
19. Organize references, figures, tables, and appendices at the manuscript's end, starting each on a new page. Submit original image files used within the text.

# Readability

Manuscripts submitted to IDEA JAR are evaluated for their scholarly contributions to international scientific research as well as for their clarity and accessibility. Authors are advised to adhere to the following guidelines to enhance readability:

- Strive for engaging and clear writing. Use varied sentence structures and maintain brevity to prevent reader confusion within long sentences. Avoid lengthy paragraphs that may deter reader engagement.
- Employ the active voice ("I conducted") rather than the passive voice ("The experiment was conducted") to clarify the actions and actors. When discussing your own work, use the first person ("I" or "we") to articulate your contributions.
- Refrain from using obscure technical jargon that may alienate readers. When technical terms are necessary, introduce and define them at their first occurrence within the text.
- Prior to submission, thoroughly review your manuscript for spelling and punctuation accuracy. Ensure consistency in capitalization, spelling, hyphenation, and overall formatting throughout your document.

# References

## The British Standard Harvard Referencing System

The reference system used at IDEA Academy is the **British Standard Harvard Style**. This style is an author-date citation style where sources are cited in the text and in the list of references which is presented in alphabetical order by the author's surname.

## In-text citations

### Primary Sources

There are two ways of using in text citations:
- \- introduce a discussion of an author's idea into your work using the author's surname within the sentence and the year of publication in brackets e.g. Kotler (2017), states that... however Smith (2018) challenges this...
- \- ending your paragraph with the citation e.g. The introduction of change may cause conflict in any organisation (Milner, 2015).

Vary the styles used and the words used to introduce ideas. Think about the point of view of the author and whether it agrees with your views. e.g. Bartlett (2014) *argues / claims / observes / proposes* etc.

Citations may change depending on the number of authors and other factors. Follow the below guidelines:

***One author*** – Surname and year of publication
According to Kotler (2018).....
....(Kotler, 2018).

***Two or three Authors*** – All surnames and year of publication Kotler and Smith (2019) found that....
...(Kotler & Smith, 2019)

***More than 3 authors*** – take the first surname and add 'et al.' (meaning and others) Kotler et al., (2019) observed that...
(Kotler et al., 2019)

***Organisation as author*** – if the author is an organisation use the organisation's name: According to the World Health Organisation (2020) the population...
Single citation only: The pandemic has created serious... (World Health Organization, 2020) Multiple citations: The population... (World Health Organisation [WHO], 2020) ... (when citing for the first time) The spread of the pandemic is described as... (WHO, 2020) (only abbreviate when quoting for the second time and after).

***Unknown date*** – write n.d. Xuereb (n.d.) states.... ...(Xuereb, n.d.)

***Multiple works of the same author in the same year*** – add lowercase letters next to year Grima (2009a).....Grima (2009b)....

***Citing more than one source*** – name all authors in alphabetical order and separate with a semi colon ... (Abela, 2016; Philips,2004)

***Citing a website*** – Include the name of the author or of the organisation if the author is unknown and the year it was published (not the year you have accessed it) ...(Harvard Business Review, 2018)

When using a **direct quote** (using the authors exact words) - state the author's surname(s) without initials, year of publication and the **page number** within brackets. Don't forget to put the text in quotation marks ("x") and not apostrophes ('x').
If a quote is more than two sentences you should indent it:
e.g.

"'In learner-driven knowledge and skills creation, learners are provided with symbolic tools for the development of active learning methods. The primary objective of the model is to provide a conceptual frame of factors which are related to 21st century skills and interactions for improved student engagement in learning. Digital storytelling is a pedagogical method that triggers such student engagement" (Niemi, 2011, p. 38).

Avoid using many direct quotes in your work. Direct quotes should not be too long either. You cannot have whole paragraphs of direct quotes.

## Secondary Referencing

It is always recommended to use primary reference. Secondary referencing should only be used if for some reason you cannot use the original. Secondary references are cited as follows:
e.g. ...18 to 24-year-olds represent 33% of the population but only account for 7% of the voters' (Cregg, 2006 cited in Young, 2015, p.137)
e.g. Cregg (2006) cited in Young (2015) asserts that ...
For your reference list give the details of the source you have – in this case Young (2015).

# Reference List

**Every citation in your work needs to be added to your reference list** which comes at the end of your article. The list must be in alphabetical order.

## Referencing Books

Note: All surnames and initials should be in **BLOCK LETTERS**. Pay careful attention to punctuation, italics, bold etc.

### Standard Books

All authors need to be included in your reference (do not use et al.). Books are referenced as follows.

AUTHOR SURNAME, FIRST NAME(S) INITIAL(S)., Year of Publication. *Title*. Edition (if not the 1st). Place of Publication: Publisher.
e.g. CHAN, A., 2016. *Management of Change*. 2nd ed. Oxford: OUP.
CHAN, A. & XUEREB, T., 2020. *Marketing Tools in the digital era*. 4th ed. Cambridge: CUP.

### Edited book

EDITOR(S), ed.(s) Year. *Title*. Edition – if not the 1st. Place of publication: Publisher. e.g. MUNCIE, J. and E. McLAUGHLIN, eds., 2001. *Controlling crime*. London: Sage.
• Chapter from an edited book

AUTHOR(S), Year. Title of chapter. In: AUTHOR(S)/EDITOR(S), ed.(s). *Book title.* Edition. Place. of publication: Publisher, Pages. (use p. or pp.)
e.g. DAVIES, S., 2002. The Professor, Agnes Grey and Wuthering Heights. In: H. GLEN, ed. *The Brontes*. Cambridge: Cambridge University Press, pp. 75-100.
• Corporate/Organisation Author
ORGANISATION NAME, Year of Publication. *Title*. Edition (if not the 1st). Place: Publisher.
e.g. INSTITUTE FOR CHARTERED ACCOUNTANTS, 2011. *Auditing Financial Institutions*. 2nd ed. London: Sage.
• Ebooks
AUTHOR(S) SURNAME, FIRST NAME INITIAL(S)., Year of Publication. *Title* [online]. Edition (if not the 1st). Place: Publisher. [Viewed date]. Available from: http://www.....
e.g. BROWN, M., 2007. *Writing guide for university students* [online]. 2nd ed. Bristol: Bristol University Press. [viewed 13th April 2020]. Available from: http://www.bristoluniversity.com/
• Same Author, Different Year
If you are referencing various works of the same author, start with the latest publication. e.g. XUEREB, T., 2019. *Title*. Edition (if not the 1st). Place of Publication: Publisher.
XUEREB, T., 2017. *Title*. Edition (if not the 1st). Place of Publication: Publisher. • Same Author, Same Year
If you are referencing various works of the same author all published in the same year distinguish among them by adding lower case letters (a,b,c) right after the year of publication. Put them in

alphabetical                                                                                      order.

e.g. CHAN, A., 2016a. *Title*. Edition (if not the 1st). Place of Publication: Publisher.

CHAN, A., 2016b. *Title*. Edition (if not the 1st). Place of Publication: Publisher. **Referencing Journals**

• Article from Printed Journal

AUTHOR(S) SURNAME, FIRST NAME INITIAL(S)., Year of Publication. Article Title. *Journal Title*. **Volume Number** (Part or Issue or Month), Page Number(s) (Note p or pp are not used in this case).

e.g. HARJU, V., 2014. Project Management Skills for 21st Century. *Project Management Journal*. **5**(7), 57-60.

For works with four or more authors, the standard states that all names should be given if possible. However, for many more than three authors, it is acceptable to just include the name of the first author                      followed                      by                      "et                      al.".

e.g. WANG, T., et al. 2014. The efficacy of plasma biomarkers in early diagnosis of Alzheimer's disease. *International Journal of Geriatric Psychiatry*. 29(7), 713-719.

• E-journal

AUTHOR(S) SURNAME, FIRST NAME INITIAL(S)., Year of Publication. Article Title. *Journal Title* [Online]. **Volume Number** (Part or Issue or Month), Page Number(s) (Note p or pp are not used in this case)..

[Viewed             date].             Available             from:             http://www....

e.g. WILDING, P.M., 2008. Reflective Practice: a learning tool for student nurses. *British Journal of Nursing* [Online]. **17**(11), 720-724. [Viewed 13th April 2021]. Available from: http://www.magolinelibrary.com

Other Common Sources

• Conference Proceedings

Editors(s) Surname, First Name Initial(s)., ed. Year of Publication. *Title of Conference Proceedings.* Location of Conference, Date of Conference. Place of Publication: Publisher

e.g. Tristan, K., ed. 2010, *Proceedings of the 1st International Workshop on Nursing Skills.* Valletta, Malta, 2010. Msida: University of Malta Press.

• Websites

AUTHOR(S) SURNAME, INITIAL(S). or Organisation Name, Year of Page Creation or Last updated. *Title Website* [Online]. Organisation. [Viewed date]. Available from: web address. e.g. WORLD HEALTH ORGANISATION, 2015. Covid-19 Pandemic [Online]. *World Health Organisation*. [Viewed 13th April 2021]. Available from: http://www.who.int/topics/covic- 19/en/

Non-Text Material

This refers to images found online, drawings, paintings, sculptures and so on. If no author is available, start with the title and if there is no date, use 'n.d.'. If you want to reference an image that you found on Google images do **NOT** cite Google images directly. Click through the image and visit the website where it's found.

Reference as follows:

AUTHOR(S)/CREATOR(S) SURNAME, FIRST NAME INITIAL(S)., Year. *Title/description of image.* [Viewed date].                    Available                    from:                    https://www....

e.g. KOTLER, P., 2005. *The 5Ps of Marketing.* [Viewed on 13th April 2021]. Available from: https://www.marketingpriciples.com

• Legal Documents:

- Acts of Parliament: TITLE OF ACT, year (chapter number of the act; abbreviated to 'c.'). Place of Publication: Publisher.

- Statutes: TITLE OF THE STATUTORY INSTRUMENT, year (SI year/Number). Place of Publication: Publisher

• Newspaper Articles

AUTHOR(S) SURNAME, FIRST NAME INITIAL(S)., Year. Article Title. *Name of Newspaper*. Day and Month, Page Number(s)

e.g. KUCHLER, H., 2014. Cyber Security Flaws in Shops and Airports Increase Risk of Attack. *Financial Times*. 08 August, p.13


• Online Newspaper Articles

AUTHOR(S) SURNAME, FIRST NAME INITIAL(S)., Year. Article Title. *Name of Newspaper* [Online]. Day and Month, Page Number(s). [Viewed date]. Available from: http://www...

e.g. KUCHLER, H., 2014. Cyber Security Flaws in Shops and Airports Increase Risk of Attack. *Financial Times* [Online]. 08 August. [viewed 13th April 2021]. Available from: https://www.ft.com

• Theses and Dissertations

AUTHOR SURNAME, FIRST NAME INITIAL(s)., Year of Publication. *Title*. Qualification, Place of Publication: Awarding Institution.

e.g. REID, I., 2010. *Design for Community & Regeneration.* PhD thesis, Glasgow: Glasgow University.


Authors should make certain that the reference for each citation in the text is complete, and that the cited dates and the spellings of the authors' names in the text and references agree. Include full page range for all journal references and book chapters. Include both the volume and issue (number [if applicable], season, month, or date) for journal/periodical references.