Author Guidelines

WRITING THE FINAL MANUSCRIPT

Writing an effective scientific paper is not easy. In addition to the scientific part, pay attention to the writing style and format and prepare your manuscript regarding the requirements as follows:

Articles submitted for publication normally range from 3000 to 15000 words, 5-15 pages, written in English.

TEXT

It is strongly recommended to observe the given paper template of PEIJES: format A4, empty Header/Footer 1.5 cm, font Times New Roman, size 12.

TABLE

You should number each table serially with Arabic numerals and put table headings above the table – Align Left. If necessary use a smaller font size (11 pt or 10 pt but not smaller) to make tables fit the page size. Tables have to be in the relevant space in the text.

REFERENCES

Every text citation must be listed under the heading REFERENCES.

Footnotes are numbered continuously, starting with 1, font size 1 and bottom of page.

Materials can be sent via e-mail, as an attachment, formatted as Microsoft Word, or PDF, to the editor of the journal. The text should use the Times New Roman, font size 12, spaced 1 lines.

SUBMIT YOUR PAPERS

The author should submit the paper via e-mail to the executive editor at:

ifiasa@yahoo.com

Front Matter

These sections should appear in all manuscript types.

Title: The title of your manuscript should be concise, specific and relevant.

Authors List and Affiliations: Authors' full first and last names must be provided. Please read the criteria to qualify for authorship.

Abstract: The abstract should be a total of about 250/300 words maximum. The abstract should be a single paragraph and should follow the style of structured abstracts, but without headings: Background: Place the question addressed in a broad context and highlight the purpose of the study; Conclusion: Indicate the main conclusions or interpretations. The abstract should be an objective representation of the article: it must not contain results which are not presented and substantiated in the main text and should not exaggerate the main conclusions.

Keywords: Three to ten pertinent keywords need to be added after the abstract. We recommend that the keywords are specific to the article, yet reasonably common within the subject discipline.

Body of the article must contain:

Introduction,

Scientific exposure,

Conclusions and References.

TITLE OF SUBMISSION,

CENTER, BOLD, TIMES NEW ROMAN, SIZE 16, DO NOT USE ABBREVIATIONS HERE

Author's Name(s)[1], Author's Name(s)[2], Author's Name(s)[3]

[1]Author Affiliation(s), [2]Author Affiliation(s), [3]Author Affiliation(s), COUNTRY.

[1]E-mail(s), [2]E-mail(s)

ABSTRACT

The abstract is to be in fully-justified italicized text, at the top of column as it is here, below the author information. Use the word "Abstract" as the title, in 11-point Times New Roman, boldface type, centered relative to the column, capitalized. The abstract is to be in 11-point, single-spaced type, and up to 150-250 words in length.

Please give particular attention to the abstract, which is key to ensuring that readers will be able to find your article through online search engines.

What is an Abstract?

An abstract allows readers to quickly and accurately identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them.

Abstracts at a Glance:

* Condensed version of the article * Highlights the major points covered * Concisely describes the content and scope of the work * Helps readers decide whether to read the entire article * Provides readers with a preview of research * Contains relevant keywords for searching and indexing

Writing Tips

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 150-250 words) and may include these elements:

* Statement of the problem and objectives (gap in literature on this topic)

* Thesis statement or question

* Summary of employed methods, viewpoint, or research approach

* Conclusion(s) and/or implications of research

The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

Keywords: 3 -5 keywords, in alphabetical order;

[key words or phrases should be included.] *in 11-point Times New Roman*

INTRODUCTION

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. Please follow guidelines and email your paper to ifiasa@yahoo.com.

The articles need to be not published elsewhere previously. If the article has been presented at any seminar or conference, the name of the conference, the institution where it has been presented and the date of the presentation needs to be mentioned.

The whole work must be written in Times New Roman, font size 12. Subheading must be in bold, and the first letter of each word should be in capital letters.

Heading 1 – MAIN HEADING LEVEL
Heading 2 – Subheading
Heading 3 – Subheading

All the text must be written using single line spacing, including the reference list.

The article should normally consist of the following parts: **introduction, context and review of literature, method, findings, discussion and conclusion.**

Figures, tables, graphs, images will be incorporated in to the text in corresponding position, with the central alignment, numbered with Arabic numerals (1,2,...n), accompanied by a title and a source. Examples:
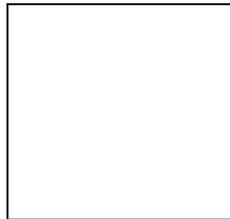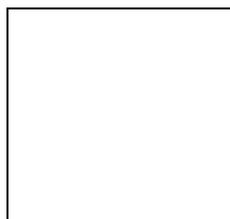
Figure no. 1. Title ...
Sursa: ...

Table no. 1. Title…

Sursa: ...
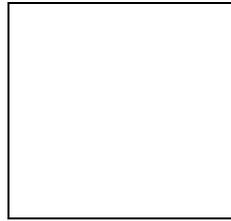
Graph no. 1. Title….

Sursa: ...

Image Title ...
Sursa: ...

All inserts, figures, diagrams, photographs and tables must be centre-aligned, clear and appropriate for black/white, grayscale or colored reproduction. In tables font size 11 must be used and vertical lines must be not be drawn. When the contents of the table cannot fit into the table, font size 10 might be used. Number of the table and the title should be written above the table. Tables (eg, Table 1) are also numbered consecutively, 1, 2, etc., from start to finish of the paper, ignoring sections and subsections, and independently from figures.

CONCLUSION

Summarize the results of the research/paper and write the conclusion with a few sentences here;
Articles without conclusions will NOT be published.

REFRENCES

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

European Commission. (2018). *Education and Training MONITOR 2018. Country analysis*. Retrieved from https://ec.europa.eu/education/sites/education/files/document-library-docs/volume-2-2018-education-and-training-monitor-country-analysis.pdf.

Foley, G. (Ed.). (2000). *Understanding Adult Education and Training* (2nd ed.). Sydney: Allen & Unwin.

Kozma, R.B. (1987). The Implications of Cognitive Psychology for Computer-Based Learning Tools. *Educational Technology, 27*(11), 20-25. Retrieved from https://www.learntechlib.org/p/170199/.

Linnenbrink, E.A. (2006). Emotion Research in Education: Theoretical and Methodological Perspectives on the Integration of Affect, Motivation, and Cognition. *Educational Psychology Review, 18*(4), 307–314. doi:10.1007/s10648-006-9028-x.

Neacșu, I. (2010). *Introducere în psihologia educației și a dezvoltării*. Iași: Editura Polirom.

Neacșu, I. & Căprioară, D. (2015). *Cercetarea în științele educației: Ghid metodologic operațional. Aplicații.* București: Editura Universitară.

Neacșu, I., Manasia, L. & Chicioreanu, T. (2016). *Elaborarea lucrărilor de licență, disertație și gradul didactic I*: *Ghid științific și metodologic.* Pitești: Editura Paralela 45.

Snyder, C.R. (1998). Hope. In H.S. Friedman (Ed.), *Encyclopedia of mental health* (pp. 421-431). San Diego, CA: Academic Press.

IMPORTANT INFORMATION FOR PUBLICATION

1. The **title of the paper** should be between **minimum 5 and maximum 12 words**. [Titlul lucrarii trebuie sa contina intre minim 5 si maxim 12 cuvinte].

2. The **abstract** of the paper should be between **minimum 150 and maximum 250 words** [Abstractul lucrarii trebuie sa fie intre minim 120 si maxim 250 de cuvinte].

3. Make sure you write the names of the authors correctly both in the text and in the Bibliography/References APA Styl, and **there is a correspondence between the names**. [Asigurati-va ca ati scris corect numele autoruilor si in text, dar si in Bibliografie si ca exista corespondenta intre nume; **citari in stil APA**]

4. Use **APA STYLE** http://www.apastyle.org/ [Utilizați **stilul APA**]
   IN-TEXT CITATIONS:
   1. If author's name occurs in the text, follow it with year of publication in parentheses and the page. Example: Piaget (1970, p.) compared reaction times...
   2. If author's name is not in the text, insert last name, comma, year in parenthesis and the page. Example: In a recent study of reaction times (Piaget, 1978, p.)…
   THE REFERENCE LIST APA style suggests using a reference list for references cited in the text of a paper rather than a bibliography.
   References should be listed at the end of the paper in alphabetical order. Authors should ensure that every reference in the text appears in the list of references and vice versa.

5. When using a quote, it must be copied exactly as written in the original work including any punctuation or incorrect spelling. To indicate a short quote (less than 40 words), enclose the quotation within double quotation marks.

Example:
„We define emotional intelligence as involving both the capacity to reason about emotions and to use emotions to assist reasoning" (Ebersöhn & Eloff, p. 16).

> For a quote that is 40 words or more, include it in your essay as a freestanding piece of text or block form and do not use the quotation marks. Double-space the entire quote. At the end of the quote, include the author's name, year of publication and page number/s after the full stop.

Example:
Metacognition can be seen as a higher level of cognitive processing because it refers to conscious decisions that we may make about wich cognitive processes and strategies to employ under certain circumstances, rather than to the cognitive skills necessary for processing information (Ebersöhn & Eloff, p. 22).

6. Please do not use footnotes, headers and page numbers. [Vă rugăm să nu utilizați note de subsol, anteturi și numere de pagină]

7. Please ensure **minimum 5 references** used in the paper [Asigurați-vă că sunt minim 5 referințe utilizate în lucrare].

8. "**Each full text must be max 15, min 5 pages**" [Asigurați-vă că fiecare articol are maxim 15 pagini, dar minim 5].

9. **Linguistic accuracy** is the responsibility of the authors. [Asigurați-vă de acuratetea lingvistica a textului].

10. Please title your files in this order: ProEdu_authorslastname.

11. The articles will be sent to the e-mail address: ifiasa@yahoo.com