Submission Guidelines

The manuscripts submitted to *IJLTR* should follow the APA style. Contributing authors are advised to read this document carefully and adhere to the instructions given below before sending their papers to the Journal office.

The first page of the paper should be a title page. The following should be included on the title page:

• Running head

• Page number

• Title

• Author's name

• Institutional affiliation

Add a biography of 50 words for each author.

In case of multiple authors, indicate which one is the corresponding author.

The second page of the manuscript is the abstract. Abstract should be between 150 and 250 words, followed by five keywords, separated by commas. The abstract should include information on the purpose of the research and/or research question, the methods and materials used, information on the analysis procedures as well as the major findings.

The body of the paper begins on page 3. The font type should be Times New Roman and the size is 12. The whole manuscript should be double-spaced throughout and the new paragraphs should be indented. The manuscript should be divided into clear sections such as: Introduction, Review of literature (which may include subsections), Method (including participants, materials, and procedure), Results, Discussion, Acknowledgements (if necessary) and References (and Appendices, if needed). The reference list should be on a new page, double spaced, and use the hanging indent method (all lines after the first one are indented). The length of the paper can be between 4000 and 7000 words. The following pages provide key information and give examples of APA style. More information on APA can also be found in the websites given below.

CITATIONS IN THE TEXT:

APA uses the author-date method of citation. The last name of the author and the date of publication are inserted in the text in the appropriate place. When referencing or summarizing a source, provide the author and year. When quoting or summarizing a particular passage, include the specific page or paragraph number, as well. When quoting in your paper, if a direct quote is **less** than 40 words, incorporate it into your text and use quotation marks. If a direct quote is **more** than 40 words, make the quotation a freestanding indented block of text and DO NOT use quotation marks.

• One work by one author:

In one experimental study (Ellis, 1998), children learned...

OR In the study by Ellis (1998), primary school children...

OR In 1998, Ellis's study of primary school children…

• Works by multiple authors:

When a work has 2 authors cite both names every time you reference the work in the text. When a work has three to five authors cite all the author names the first time the reference occurs and then subsequently include only the first author followed by et al. For example:

First citation: Masserton, Slonowski, and Slowinski (1989) state that... Subsequent citations: Masserton et al. (1989) state that...

For 6 or more authors, cite only the name of the first author followed by et al. and the year.

• Works by no identified author:

When a resource has no named author, cite the first few words of the reference entry (usually the title). Use double quotation marks around the title of an article, chapter, or Web page. Italicize the title of a periodical, book, brochure, or report. For example:

The site seemed to indicate support for homeopathic drugs ("Medical Miracles," 2009). The brochure argues for homeschooling (*Education Reform,* 2007).

• Two or more works in the same parenthetical citation:

Citations of two or more works in the same parentheses should be listed in the order they appear in the reference list (i.e., alphabetically, then chronologically).

Several studies (Jones & Powell, 1993; Peterson, 1995, 1998; Smith, 1990) suggest that...

• Specific parts of a source

Always give the page number for quotations or to indicate information from a specific table, chart, chapter, graph, or page. The word page is abbreviated but not chapter. For example:

The painting was assumed to be by Matisse (Powell, 1989, Chapter 6), but later analysis showed it to be a forgery (Murphy, 1999, p. 85).

 If, as in the instance of online material, the source has neither visible paragraph nor page numbers, cite the heading and the number of the paragraph following it. This allows the reader to locate the text in the source. For example:

The patient wrote that she was unimpressed by the doctor's bedside manner (Smith, 2006, Hospital Experiences section, para. 2).

CITATIONS IN THE REFERENCE LIST:

In general, references should contain the author name, publication date, title, and publication information. Include the issue number if the journal is paginated by issue. **For information obtained electronically or online include the DOI: DOI** - a unique alphanumeric string assigned to identify content and provide a persistent link to its location on the internet. The **DOI** is typically located on the first page of the electronic journal article near the copyright notice. When a DOI is used in your citation, no other retrieval information is needed. Use this format for the DOI in references: doi:xxxxxxx   If no DOI has been assigned to the content, provide the home page URL of the journal or of the book or report publisher. Do not insert a hyphen if you need to break a URL across lines; do not add a period after a URL, to prevent the impression that the period is part of the URL.   In general, it is not necessary to include database information. Do not include retrieval dates unless the source material has changed over time.

• Book:

Strunk, W., Jr., & White, E. B. (1979). *The guide to everything and then some more stuff.* New York, NY: Macmillan.

Gregory, G., & Parry, T. (2006). *Designing brain-compatible learning* (3rd ed.). Thousand Oaks, CA: Corwin.

• Chapter of a Book:

Bergquist, J. M. (1992). German Americans. In J. D. Buenker & L. A. Ratner (Eds.), *Multiculturalism in the United States: A comparative guide to acculturation and ethnicity* (pp. 53-76). New York, NY: Greenwood.

• Journal Article with DOI:

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, *3*, 635-647. doi:10.1037/0278-6133.24.2.225

• Journal Article without DOI (when DOI is not available):

Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. *Journal of Social Issues*, *37*(2), 1-7.

Hamfi, A. G. (1981). The funny nature of dogs. *E-journal of Applied Psychology, 2*(2), 38 - 48. Retrieved from http://www.ojs.lib.swin.edu.au/index.php/fdo

• Encyclopedia Articles:

Brislin, R. W. (1984). Cross-cultural psychology. In R. J. Corsini (Ed.), *Encyclopedia of psychology* (Vol. 1, pp. 319-327). New York, NY: Wiley.

Developmental genetics. (2005). In *Cambridge encyclopedia of child development*. Retrieved from http://www.credoreference.com.library.muhlenberg.edu:80/entry/cupchilddev /development al_genetics

Technical and Research Reports (often with corporate authors)

Hershey Foods Corporation. (2001, March 15). *2001 Annual Report.* Retrieved from http://www.hersheysannualreport.com/2000/index.htm

• Book Reviews:

Dent-Read, C., & Zukow-Goldring, P. (2001). Is modeling knowing? [Review of the book
    Models of cognitive development, by K. Richardson]. *American Journal of
    Psychology*, *114*, 126-133.

• Blog post:

Lincoln, D. S. (2009, January 23). The likeness and sameness of the ones in the middle.

[Web log post]. Retrieved from
http://www.blogspace.com/lincolnworld/2009/1/23.php

• Website with no author or date of publication:

 Census data revisited. (n.d.). Retrieved March 9, 2009, from Harvard, Psychology of

Population website, http://harvard.edu/data/index.php **Do not include retrieval
dates unless the source material may change over time**. If no DOI has been assigned
to the content, provide the homepage URL.

For more information not mentioned here, check *APA Manual of Style* (6th edition)
available at www.apastyle.org

For additional information on layout and referencing, check:

http://library.stritch.edu/research/researchGuides/APAStyelGuide6.pdf

http://calstatela.edu/library/guides/3apa.pdf

For a sample paper written in APA style, which is also the template that authors should
follow for this Journal, consult:

http://apastyle.org/manual/related/sample-experiment-paper-1.pdf

How to Submit and the Review Policy

Since the Journal uses a double-blind review system, it is essential that all author-
identifying information be removed from the paper and that author information should
only be provided in the title page. In case author's work is mentioned in the manuscript,
replace the name with Author in the text and in the reference list.

Before submitting your article to be considered for publication in the *IJLTR,* make sure
that it adheres to all guidelines given in this document; otherwise, the Journal office may

reject the paper before sending it out for review. The papers following these general criteria may be submitted to be evaluated for possible publication. Please be informed that the Journal takes plagiarism very seriously and the contributors are cautioned against this. The papers submitted to the Journal should not have already been published elsewhere except as conference presentations, nor should they be submitted simultaneously to another journal.

Currently, the Journal accepts only email submissions and in the near future, the possibility of online submission and tracking system will be available for authors. Please submit your paper (as two separate attachments; with and without title page) to the Managing Editor at the following email address: ijltreditor@gmail.com. When submitting the paper, include the following statement in your cover letter: "This manuscript titled '......' which is being submitted to *IJLTR* to be considered for publication has not already been published elsewhere and neither is it under consideration for publication somewhere else."

The journal follows a rigorous reviewing policy. Each submitted paper is first evaluated for its style consistency and appropriacy of the topic. If found faulty or not appropriate, the paper is returned to the author for further work and resubmission. The papers that meet initial submission criteria are then reviewed by members of editorial and advisory board as well as external reviewers. A final decision is made on the status of the paper based on the feedback offered by board members and anonymous reviewers to the Editor in Chief. The final decision (which takes the form of Accept as it is; Accept with minor changes; Accept with major changes; Revise and Resubmit as a new paper; and Reject) will then be communicated to the corresponding author by the Managing Editor. The Journal team strives to keep the review process as short and reasonable as possible and the contributing authors are expected to receive a decision within 4 months of submission (the latest).

For more information on *IJLTR*, please check the Journal website:

http://www.urmia.ac.ir/ijltr