

**Author Guidelines for the HRVB Conference Proceedings**  
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**Abstract**

The HRVB conference book of proceedings is derived from papers that have already been reviewed, accepted, and presented at the International conference "Human Rights and Violent Behaviour (HRVB): The Social and Educational Perspective, held at the University of Cyprus, on 18<sup>th</sup> -19<sup>th</sup> of NOVEMBER 2011. Not all presentations are deemed appropriate for this book. The purpose of these Guidelines is to describe how you should prepare your paper for publication in the book. If you are going to submit a paper for review in proceedings, please read this document carefully! **You should use this document as a template.** Keep the formatting but replace the written text with your own text.

*Keywords:* guidelines, APA Style, Selected Readings

**Introduction**

All of the articles will be reproduced exactly as submitted by the authors in their final copy. The editors will **not** retype or reformat your papers. *If the paper is improperly formatted, it will not be considered for publication.* The editors are very gratified by the contributors' willingness to adhere to these guidelines and to make requested revisions.

Each submitted paper will be read by at least two reviewers. Based on the reviewers' recommendations, the senior editor will decide to publish the manuscript as submitted, publish the manuscript with suggested revisions, or reject the manuscript for publication. In all cases the author will be notified of the decision, and receive the editors' comments via email no later than the 30<sup>th</sup> of April. In the event your work is accepted with revisions, you will have several weeks to make these final corrections and return your final copy. Please keep these Guidelines. You will need them for your final edit as well.

**Guidelines for Submitting Manuscripts**

Manuscripts should be typed in Tahoma size 10, single-spaced for 8.5 x 11 inch, A4, or equivalent paper, with margins as follows: 2.2 cm on top, & bottom margins, 3 cm on right margin, and 3.8 cm on left margin. The manuscript should be 10-20 pages long. Please do not include page numbers. MS Word or RTF with formatting are preferred. Except for Font type and size, and margins (see above), papers must be formatted according to the Publication Manual of the American Psychological Association (6th ed.).

For more information on the APA style, please see:

1. <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
2. <http://www.apastyle.org/manual/whats-new.aspx>
3. <http://owl.english.purdue.edu/owl/section/2/10/>

Manuscripts to be considered for publication should be submitted digitally via email attachment to the Senior Editor, Mary Koutselini via [edmaryk@ucy.ac.cy](mailto:edmaryk@ucy.ac.cy). Please send:

- 1 digital copy of the complete paper (MSWord or RTF file) that includes the title of the work (preferably not exceeding 40 letters and spaces) followed by an abstract of 150-250 words and a list of 4 or 5 keywords or brief phrases. **This copy must have all author information removed.** Please check the word processor preferences to ensure anonymity.
- and, a separate file with the title of the work (preferably not exceeding 40 letters and spaces) names and contact information for all authors (include name, highest degree, mailing address, phone, fax, e-mail, and institutional affiliation as appropriate).

## Headings

Indicate headings and subheadings for different sections of the paper clearly. Do not number headings. APA Style uses a unique headings system to separate and classify paper sections. There are 5 heading levels in APA. The 6th edition of the APA manual revises and simplifies previous heading guidelines. Regardless of the number of levels, always use the headings in order, beginning with level 1. The format of each level is illustrated below:

APA Headings	
Level	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Headings</b>
2	<b>Left-aligned, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase heading with a period.</b>
4	<b><i>Indented, boldface, italicized, lowercase heading with a period.</i></b>
5	<i>Indented, italicized, lowercase heading with a period.</i>

In APA Style, the Introduction section never gets a heading and headings are not indicated by letters or numbers. Levels of headings will depend upon the length and organization of your manuscript. Regardless, always begin with level one headings and proceed to level two, etc.

For more information see: <http://owl.english.purdue.edu/owl/resource/560/16/>

## Endnotes

Use endnotes instead of footnotes. These should also appear on the final page of your document (after the References page). Center the word "Endnotes" at the top of the page. Indent five spaces on the first line of each footnote. Then, follow normal paragraph spacing rules. Double-space throughout.

## References

### a) Reference citations in- text.

Please follow the APA referencing style (6<sup>th</sup> ed.) for in-text citations.

See <http://owl.english.purdue.edu/owl/resource/560/02/>

### b) Reference list.

A full list of references quoted in the text should be given at the end of the paper in alphabetical order of authors' last names (or chronologically for a group of references by the same authors) typed double spaced. Your references should begin on a new page separate from your document; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). To present your references, please follow the APA referencing style (6<sup>th</sup> ed.)

#### ***Journal Article.***

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225–229. doi: 10.1037/0278-6133.24.2.225

#### ***Authored book.***

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York, NY: McGraw-Hill.

### **Chapter in an Edited Book.**

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309–330). Hillsdale, NJ: Erlbaum.

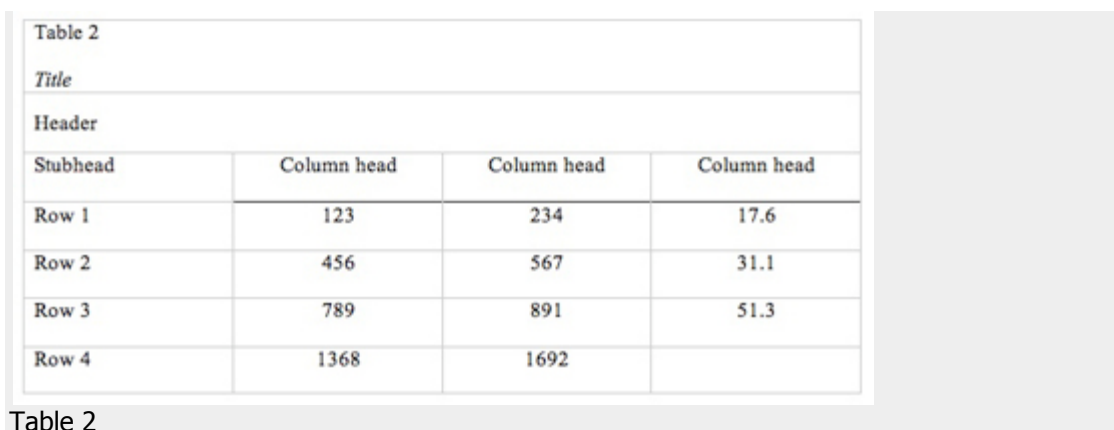
For more information see: <http://owl.english.purdue.edu/owl/resource/560/05/>

### **Tables and Figures**

Figures, tables, or graphics should be submitted in the highest resolution and quality available. Unfortunately, we cannot use color pictures in the book of proceedings. Thus please submit all color photographs in black and white.

#### **Tables.**

Number all tables with Arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead, combine the related tables. If the manuscript includes an appendix with tables, identify them with capital letters and Arabic numerals (e.g. Table A1, Table B2). The following image illustrates the basic structure of tables.



The diagram shows a table with the following structure:

Table 2			
<i>Title</i>			
Header			
Stubhead	Column head	Column head	Column head
Row 1	123	234	17.6
Row 2	456	567	31.1
Row 3	789	891	51.3
Row 4	1368	1692	

Table 2

For more information see: <http://owl.english.purdue.edu/owl/resource/560/19/>

#### **Figures.**

Figures such as illustrations, photographs and drawings, charts, graphs, and scatter plots, etc. should supplement related text. The APA has determined specifications for the size of figures and the fonts used in them. Figures of one column must be between 2 and 3.25 inches wide (5 to 8.45 cm). The height of figures should not exceed the top and bottom margins. The text in a figure should be in a sans serif font (such as Helvetica, Arial, or Futura). The font size must be between eight and fourteen point. Use circles and squares to distinguish curves on a line graph (at the same font size as the other labels). For figures, make sure to include the figure number and a title with a legend and caption. These elements appear **below** the visual display. For the figure number, type *Figure X*. Then type the title of the figure in upper and lowercase letters. Follow the title with a legend that explains the symbols in the figure and a caption that explains the figure.

For more information see: <http://owl.english.purdue.edu/owl/resource/560/20/>

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Also, note that even material that you have originally produced may require copyright release if they have been printed in another source and the copyright has been transferred to that publisher.

Normal footnote procedures will be used to quote materials for text. To cite a visual (Figure) and note that copyright permission has been received, please insert a citation in parenthesis following the title of the Figure, indicating that permission has been granted.

### **Summary**

It is our hope that these guidelines will assist the authors in the preparation of their manuscripts. If you need any additional assistance, contact Mary Koutselini, Senior Editor for the Selected Readings via [edmaryk@ucy.ac.cy](mailto:edmaryk@ucy.ac.cy).