

General submission Guidelines (please delete once read and followed and when ready to submit your paper)

This document consists an example of the desired layout of your full paper. Please keep the same font, format and positions. It is expected that authors will submit carefully written and proofread material in English. Spelling and grammatical and language usage errors must be addressed prior to submission. Pages should not be numbered.

The paper should be between 5.000 – 7.000 words (including references). Technical terms and definitions should be presented and defined. Acronyms should be written out at their first appearance and followed by abbreviations thereafter. This template is an A4 format with 2 cm margins left, right, top and bottom. Papers should use 12-point Times New Roman font. References should be typed in 10-point Times New Roman font. All text paragraphs should be 1,15 spaced. Spaces to be used before and after headings and subheadings as shown in this template. Position and style of headings and subheadings should follow the suggested template. No spaces should be placed between paragraphs.

Full Paper Title
(Times New Roman, 14)

Authors Name and Surname ¹

(in case of more than one authors, we do the same. In case you are the only author, please delete the above co-author's names proposal)

Co-authors Name and Surname ²

Co-authors Name and Surname ³

Abstract

The abstract should present the aim/objectives of your work, the methodological approach, the results, and the basic conclusions. It should be typed in font size 12 and 1,15 spaced. The length should not exceed 300 words.

Keywords: Please provide up to five most representative keywords. Keyword 1, Keyword 2, Keyword 3, Keyword 4, Keyword 5.

¹ Position, Affiliation, Department, University, Address, Country, e-mail: ...

² Position, Affiliation, Department, University, Address, Country, e-mail: ...

³ Position, Affiliation, Department, University, Address, Country, e-mail: ...

So far the above template is requested on a separate word document submitted to allow for peer-review

On a new word document where your full paper will be saved, please follow the template below:

Full Paper Title
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Abstract

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- 1. Introduction:** the author presents the context for the study and its position within the current debate on the topic.
Literature review: the author presents an academic discussion of the relevant theories and literature of the chosen discipline and gradually see a comprehensive discussion of the literature with the view to discuss the most recent developments in the field.
Theoretical framework: the author shares the theory that underpins the research study adopted and it's a model that the author follows to help with the methodology of the work and discussion of the data.
- 2. Methodology:** discussing the process of collecting data during the research. Qualitative analysis is a predominant tool in social research and probably the main one used when discussing the data collection tools, alongside the quantitative or a mixed methods approach. In any case, the author needs to demonstrate in this section the tools, sampling, processes of discussing the data and ethical considerations.
- 3. Data analysis:** data are presented according to the methodological framework adopted in the previous section and the author presents the results of the research based on the outlined methodology

Discussion of data: data are discussed critically in accordance with the theoretical framework adopted initially and relevant literature with the aim to show how the research advances the field.

Tables and Figures

Tables and figures should be referred to and included in the text. Each table, figure and illustration should be numbered consecutively (in Arabic numbers) and titled. Tables, figures and illustrations should be kept to a minimum. Figure captions and table headings should be sufficient to explain the figure or table without needing to refer to the text. Headings and captions styles for tables and figures are available in this template. The following is the example for Table 1.

Table 1 Title of Example Table

	CFI	TLI	RMSEA
Single common factor model	0.772	0.744	0.104
Two-factor model	0.886	0.893	0.060
Six-factor model	0.811	0.787	0.106
Revised five-factor model	0.954	0.943	0.042

Tables and figures should be placed close after their first reference in the text. Table headings should be centred above the tables. Figure captions should be centred below the figures.



Figure 1: Title of Example Figure

4. Conclusion: The conclusion should state concisely the most important propositions of the paper as well as the author's views of the practical implications of the results. Future research on the study of the paper is also advised to be proposed as well as its limitations.

5. Acknowledgments

Please place acknowledgments, if any, here.

6. References

Papers should be supported by references. These should be set out according to the APA referencing style (6th edition) as follows. In the text references should be cited by the author's name and year of publication in brackets – for example (Whitney & Rolfes, 2011), or ‘... as noted by Whitney & Rolfes (2011)’. The reference list, placed at the end of the manuscript, must be typed in alphabetical order of referenced authors.

Rules and Format:

The reference list is arranged in **alphabetical order** of the authors' last names.

If there is more than one **work by the same author**, order them by publication date – oldest to newest.

If there is **no author** the title moves to that position and the entry is alphabetised by the first significant word, excluding words such as “A” or “The”. If the title is long, it may be shortened when citing in text.

Italicise the title of the book, the *title* of the journal/serial and the *title* of the web document.

Do not create separate lists for each type of information source. Books, articles, web documents, brochures, etc. are **all arranged alphabetically in one list**.

For papers in journals:

Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins & S. Jackson (Eds.), *Sport in Aotearoa/New Zealand society* (2nd ed., pp. 307-334). South Melbourne, Australia: Thomson.

Diamantidaki, F. (2018). The subject mentor in Modern foreign Languages' teacher education. *Journal of Media Critiques*, Vol.4, No 14

For books and monographs:

Collier, A. (2008). *The world of tourism and travel*. Rosedale, New Zealand: Pearson Education New Zealand.

Aspinall, V. (Ed.). (2014). *Clinical procedures in veterinary nursing* (3rd ed.). Edinburgh, Scotland: Elsevier .

Diamantidaki, F. (2019). *Teaching Literature in Modern Foreign Languages*. Bloomsbury Academic.

Diamantidaki, F., Pan, & Carruthers. (2018). *Mandarin Chinese Teacher Education Issues and solutions*. Teaching Chinese: Vol. 1 (1st ed.). London UK: UCL IOE Press.

For chapters in edited books:

Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins & S. Jackson (Eds.), *Sport in Aotearoa/New Zealand society* (2nd ed., pp. 307-334). South Melbourne, Australia: Thomson.

Diamantidaki, F. (2016). Using literature in the KS3 foreign language classroom. In Christie, Conlon (Eds.), *Success stories from secondary foreign languages classrooms: Models from London school partnerships with Universities*. (pp. 56-77) London: Trentham books.

For websites: Communication Institute of Greece (2019, February 27)
<http://coming.gr/index.php/publications-of-coming/>

For conference paper (online):

MacColl, F., Ker, I., Huband, A., Veith, G., & Taylor, J. (2009, November 12-13). *Minimising pedestrian/cyclist conflict on paths*. Paper presented at the Seventh New Zealand Cycling Conference, New Plymouth, New Zealand. Retrieved from http://cyclingconf.org.nz/system/files/NZCyclingConf09_2A_MacColl_PedCycleConflicts.pdf

For e-books: Sadun, E., Grothaus, M., & Sande, S. (2011). *Taking your iPad 2 to the max* (2nd ed.) [e-book]. Retrieved from <http://books.google.co.nz>

Full information on the APA referencing style can also be found at <https://www.apastyle.org/> with frequently asked questions and answers for your convenience.

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For example: **EDU2019_KEFALAKI.doc**

For the full paper doc please save it under the following reference:

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Last but not least, please respect the deadlines mentioned on your Acceptance Letter and the other(s) to follow according to the peer-reviewing process. JEICOM retains the right to refuse publication in case authors do not conform to the deadlines.

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