Instructions to Authors for AsTEN Journal

Files should be in MS Word format only. Figures and tables should be embedded and not supplied separately. Please make sure that you use as much as possible normal fonts in your documents. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. To avoid unnecessary errors you are strongly advised to use the 'spellchecker' function of MS Word.

Article Structure

All intending authors must register at the Normal Lights' online platform: http://po.pnuresearchportal.org/ejournal/index.php/asten. If you are already enrolled as an author, you may simply log in and begin the submission process.

Articles should be prepared in the following order:

Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. The title is not more than 12 words and be written with 16 font size and centered. The rest of the details in the title page should be in 10-point Arial.

The title page should include:
A concise and informative title
The name(s) of the author(s)
The affiliation(s) and address (es) of the author(s)
The email address of the corresponding author

Abstract. The abstract is a summarization or synopsis of the complete document, written in one paragraph, which should include these elements: Purpose, methods, results, conclusion and recommendations.

Abstract Writing Style

- Use specific words, phrases, concepts, and keywords from your paper.
- Use precise, clear, descriptive language.
- The abstract should be written with correct English-language grammar and spelling.
- Write from an objective, rather than evaluative, point of view.

- Define unique terms and acronyms the first time used.
- Write one paragraph, from 100 to 150 words in length and be written with 10 font size.
- Use complete sentences and use verb in active voice.
- The first line must not be indented from the rest of the text.
- One double space, 10-point Arial, separates the abstract, the affiliation, and the first section of the article.

Keywords*:* Immediately after the abstract, provide a maximum of 5 keywords be written with 10 font size in alphabetical order.

Key Elements of an Article

1. *Introduction:* to explain the theoretical background, related research, the practical applications and the nature and purpose of the article. Cited literature must be within a decade range.
2. *Methods:* Method section that describes the participants (e.g., demographics, selection criteria, and group assignment), the materials (e.g., task[s], equipment, instruments, including a discussion of their validity and reliability, if appropriate), and the procedures employed in the study such as treatment(s) and data analysis.
3. *Results (findings) and discussion:* Results should be clear and concise. Discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.
4. *Conclusion and recommendations*: The main conclusion of the study may be presented in the conclusion section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

(Authors may deviate from the aforecited key elements as subsections when doing/ writing a qualitative research. But, in principle, the four elements are still in this article.)

Acknowledgements

(when appropriate): Collate acknowledgements in a separate section at the end of the article before the references and do not include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.) and the research sponsors

Formatting your document

The manuscript should have a title followed by an abstract consisting of 150-200 words that summarizes the purpose, methods and results of the study, with 3-4 key words. The maximum length of a submitted article is eight pages or about 4,000-6,000 words excluding the title, authors' information, list of references and abstract.

The text may be divided into four parts which are the following: 1. Introduction/ background of the study; 2. Methodology; 3. Results and Discussion; and 4. Conclusion and Recommendations.

Section heading should have a font size of 11, boldfaced, calibri font while the main text should be typed using font size 9 Calibri, with justified horizontal alignment, double spaced and with 1.5 left and 1.0 right margins. The first line of all paragraphs does not need to be indented.

Figures and tables must be consequently numbered in Arabic and titles or labels typeset in 8 point Calibri. In-text citation and bibliography are presented using the APA Style. Please refer to the APA Publication Manual for detailed procedures and examples.

Use APA 6 in reporting statistical results. Below is an example for t-test.

Table 3 shows that there is no significant difference in the posttest mean scores in the WGCTA of COPT (M=53.1, SD= 8.31) and TTA (M=52.4, SD=6.53), t (73) = 0.352, p =0.363. This result suggests that the critical thinking skills of students who were taught using COPT and those who were exposed to TTA were comparable even after intervention.

Consult APA 6 for other statistical tests.

Discussion

The discussion part should answer each research question based on the results. Font size 10, Cambria and justified. Headings for subtopics should be italicized, bold face.

Conclusion and Recommendations

Font size 10, Cambria and justified.

References

Follow APA 6 in reporting bibliography.

Appendices (if any)

Reference List

The list of references must be comprehensive, as it includes all pertinent information about the sources of ideas and arguments. Author's name and initial must be followed by a comma and a full stop (period), respectively. Period separates entries like author's names, year of publication, title of article or books, journals and books must be italicized. Electronic sources must include dates of access and site addresses. (Please refer to the APA Publication Manual for way of citing references.) Examples are as follows:

Periodicals

Periodicals include items published on a regular basis such as journals, magazines, newspapers, and newsletters.

General reference form:

Author, A. A., Author, B.B., & Author, C.C. (year). Title of article. *Title of Periodical*, xx, pp-pp. doi:xx.xxxxxxxxxxxxxxx

Journal article with DOI

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times or terminally ill patients. Health Psychology, 24, 225-229. Doi: 10.1037/0278-9133.24.2.225

Journal article with DOI, more than seven authors

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G.,…Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research, 6*, 249-267. doi: 10.1080/14622200410001676305

Journal article without DOI (when DOI is not available)

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. E-Journal of Applied Psychology, 2(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.ph./ejap

Magazine article

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology, 39*(5), 26-29.

Online magazine article

Clay, R. (2008, June). Science vs. ideology. Psychologists fight back about the misuse of research. *Monitor on Psychology, 39*(6). Retrieved from http://www.apa.org/monitor/

Newsletter article, no author

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*. Retrieved from http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html

Newspaper article

Scwarz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

- Precede page numbers for newspaper articles with p. or pp.
- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with comma (e.g., pp. B1, B3, B5-B7).

Online newspaper article

Brody, J. E., (2007, December 11). Mental reserves keep brain agile. The New York Times. Retrieved from http://www.nytimes.com.

Editorial without signature

Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006). *Journal of Contingencies and Crisis Management, 14*, 1-2.

Online-only supplemental material in a periodical

Marshall-Pescini, S., & Whitten, A. (2008). Social learning of nut-cracking behavior in East African sanctuary-living chimpanzees (Pan *troglodytes schweinfurthii*) [Supplemental material]. Journal of *Comparative Psychology, 122*, 186-194. Doi: 10.1037/0735-7036.122.2.186.supp.

When DOIs are assigned, use them as noted in the examples that follow.

For an entire book, use the following reference formats:

Author, A. A. (1967). *Title of work*. Location: Publisher.

Author, A. A. (1997). *Title of work*. Retrieved from http://www.xxxxxxx

Author, A. A. (2006). *Title of work*. Doi: xxxxx

Editor, A. A. (Ed.). (1986). *Title of work*. Location: Publisher

For a chapter in a book or entry in a reference book, use the following formats:

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). Location: Publisher.

Author, A. A., & Author, B. B. (1993). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). Retrieved from http://www.xxxxxxx

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). doi: xxxxxxxxxxxxxxx