

[JEECAR Manuscript Formatting Style Guidelines](#)

The editorial staff of JEECAR journal welcomes the submissions of scholarly articles and book reviews. This paper gives the author guidelines to follow when formatting the article for submission.

The JEECAR Journal is committed to the editorial principles of all aspects assigned by the [Committee on Public Ethics](#).

Submission Preparation Checklist

- A. Authors must comply with the following guidelines to ensure full consideration of their submitted work:
 1. The submitted must not have been previously published, nor is it before another journal for consideration (or an explanation has been provided to Comments to the Editor).
 2. The submission file is in Microsoft Word document file format.
 3. When available, URLs for references have been provided.
 4. The text is single-spaced, uses a 12-point Times New Roman font, employs italics, rather than underling (except with URL addresses).
 5. All illustrations, figures, and tables are placed within the text at the appropriate points rather than at the end. All these entities should have a title placed at the bottom [JEECAR Manuscript Example](#) of the illustrations, figures, and tables.
 6. Articles not in compliance will be returned to the author.
- B. A high-quality article is written in an academic style which employs the use of critical thinking, relevant research, and credible conclusions.
- C. Critical thinking uses evaluating, analyzing, and synthesizing when discussing the concepts presented in the paper. Just stating the facts is not considered to be high-quality academic writing. An author should interpret or evaluate the results. Relevant interpretations should accompany figures and charts.
- D. Research should be relevant to the topic of the paper. Extraneous research should be excluded from the article. Again, the research should be evaluated and analyzed to present the reader with the quality of the research.
- E. A good conclusion and recommendations is a summary of all information presented in the paper. No new information should be introduced in the conclusion.

Citations and quotations of references

1. **Footnotes:** The use of footnotes and endnotes are prohibited. Incorporate additional material within the main text when possible.
2. Use an author-date citation in the text. Each reference cited in the text must be listed in the reference page and each entry in the reference page must be cited in the text. Ex.: (Dessler, 2009) stated that.....**Note: page numbers are not in these types of citations.**
3. When citing multiple authors, all authors are listed in the first citation. Ex.: Smith, Jones, Joseph, and (Liliy, 2007) found that....After the first citation, the following can be cited in this manner: (Smith et al., 2007) noted that.....**Note: page numbers are not in these types of citations.**
4. When quoting an author in text, page numbers are used. Ex.: (Miele, 2013) stated that “the ‘placebo effect’ which had been.....in this manner” (p.276).

Reference Page

The reference page lists all the cited authors in the article alphabetically by the author's surname. They are not numbered. Bibliographies are **not** used in the article. For the purposes of the JEECAR Journal, references will be single spaced with a hanging indent.

For Citations and Referencing techniques see link to the [Example of provided Manuscript](#).

Construction of Article

Articles (**5,000 words max.**) should contain the following elements:

- **Title Page** – List title of article. This is a double-blind review process. Do not put names on paper.
- **Abstract** – 150 words is the maximum number of words.
- **Keywords** - should follow the Abstract. List five or six Keywords.
- **Problem Definition** – Define the problem and its relationship to important scientific and practical tasks.
- **Analysis of recent research and publications** – With detailed discussions and the allocation of the unsolved problem to be analyzed in the article.
- **Formulation of objectives for Article** – Discuss the research problem.
- **Presentation of key research findings** – Give full justification of formalized scientific results.
- **Conclusions and recommendations** – Present areas for further research.
- **References** – See above.
- **Author Biographies** - Please write a short, professional bio about each author at the end of the paper. The maximum number of words for the bio is 100 words.

These elements should be presented in the order as listed above. Funding sources or other acknowledgements should be included on a separate page labeled “**Acknowledgements**”.

Formatting of the Article

1. **The article has a maximum of 5,000 words.** This limit applies to all sections of the article, including the Title, Author (s)/affiliation, abstract, keywords, figure/tables (each figure of table is counted as 250 words), legends, and references.
2. Omit author names on the article. Inspect your document and remove all information related to article editors. The names of all authors have to be provided when submitting an article through on-line registration process.
3. Omit page numbers. The publisher will number the pages. The page size is 8.5 “x 11”. A 1.0 spaced copy of your proposed manuscript or abstract (150 words) and the title page must be posted on www.ieeca.org/journal (preferred method). ONLY in case of technical difficulties, the article can be submitted by email in Microsoft Word to journal@ieeca.org. **REMEMBER – to submit your article online, you will need to register as an Author.**
4. All features of the article are single-spaced (abstract, problem definition, etc.).

5. **Headings:** All headings should be in bold type and 12 point font. **FIRST LEVEL** headings should be centered and set in all capital letters. Second-level headings should be set flush-left, with initial letters in capitals. One blank line should appear before and after each heading.
6. **Margins, Spacing, Justify Flush Left and Right:** All margins should be set to 1 inch.
7. **Appendices:** all appendices should immediately follow the body of the paper and precede the reference page. Number each appendix accordingly.

Review Process

All articles in the printed version of the journal are peer-reviewed. The review process is a double-blind process. Neither the authors nor the reviewers know who wrote or reviewed the article. Per standard practice, only the Editor assigned to handle a paper knows the identity of the authors and the reviewers.

Complete Review Process: Each research article submitted to the journal is assigned to an Editor who screens the article for suitability and fit with the journal. After the initial screening, the Editor selects two Reviewers who examine the paper and make recommendations to the Editor. The Editor makes the final decision concerning publication of the article. The entire review process is done electronically. All correspondence is sent only to the first author of a paper. It is the responsibility of the first author to communicate with the other authors of the paper.

English Language Proficiency Requirement: When Editor recommends that submitted article needs some grammar improvement, authors would need to refine the use of English in their manuscripts and might consider using the services of a professional English-language editing companies.

The following article is to be used as a sample of a correctly written and structured paper: [JEECAR Manuscript Example](#).