

**“LOYOLA UNIVERSITY AWARD FOR RESEARCH IN DEVELOPMENT STUDIES”
STYLE GUIDE FOR SUBMISSIONS OF ORIGINAL WORKS (TEMPLATE)**

Tagline or Title (in bold, no more than 60 characters is recommended - including spaces-, avoid acronyms)

Summary. This should be informative enough to allow readers to identify the content and objective of the work, and decide whether or not the work is of interest to them. It should not exceed 150 words.

Keywords. The author(s) may suggest a maximum of seven (may be modified or supplemented by the editorial board); Separated by semicolon.

1. Style guide for main body

The text of the work shall be adapted to the format suggested in this template¹.

The text shall use single spacing and font size 12. The maximum length shall not exceed 60,000 characters including spaces.

For the numbering of each section, the following standards shall be applied:

2. Arabic numerals for titles (bold, font size 13)

2.1. Arabic numerals (italics, font size 12)

2.1.1. Arabic numerals for secondary subtitles (font size 12)

Bibliographic references shall be incorporated into the text, following the provisions of the 6th edition APA style guide: author's surname and year (in brackets), adding, where appropriate, the reference pages (Surname, 2019, p. 2).

At the end of the work, references shall be ordered in alphabetical order of the author, or first author in case there are several. For different works by the same author or authors, the chronological order according to the year of publication shall be used. In case there is more than one work by the same author or authors for one year, a letter will be added after the year to identify the reference (for example, 2006a; 2006b).

The criteria for the submission of references shall be as outlined in the APA 6th edition style guide:

For articles: Surname (in capital letters), first initial (in capital letters). Year of publication (in parentheses). Title of the article. Title of the journal where the

¹ Acknowledgements. When including acknowledgements, these shall go as a first footnote. Use the suggested font and size.

article can be found (in italics), number of the journal, and pages of the journal. Hanging indent will be applied.

Example:

Surname, A., Surname, B., and Surname, C. (date). Title of article. *Name of Journal*, Volume (number), pp-pp.

For books: Surname (in capital letters), first initial (in capital letters). Year of publication (in parentheses). *Book title* (in italics). Place of publication: publisher. Hanging indent shall be applied.

Example: Surname, A. (Year). Title. Place of publication: Publisher.

Pictures and figures. If they are to be included, they shall be numbered consecutively and independently, have a brief title and indicate their sources. Figures shall be presented in a format that is suitable for direct reproduction, and placed in the appropriate places in the text rather than at the end.

Highlighted elements. If necessary, highlight any part of the text using italics instead of underlining (except URL addresses) although highlighting is generally not recommended.

Acronyms and abbreviations. The use of abbreviations saves space, but an article loses readability if employed excessively. Whenever their use is required, a definition shall be offered when they are employed for the first time.

3. Bibliographic references

Surname, A., Surname, B., and Surname, C. (date). Title of article. *Name of Journal*, Volume (number), pp-pp.

Example: Surname, A. (Year). Title. Place of publication: Publisher.