**JABBS Manuscript Formatting Guidelines**

Before you submit your manuscript, it’s important you read and follow the guidelines below. You will also find some useful tips in our structure your journal submission how-to guide.

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| **Article Title** | Times New Roman, font **size** **Small Two**, bold, **single-lin**e spacing, 0 lines before and after the paragraph, aligned to the left. **Capitalize** the first letter of each word in the title, except for conjunctions and prepositions. |
| **Author Names** | Times New Roman, font **size** **10**, line spacing set as a fixed value of **12 points**, 0 lines before and after the paragraph, aligned to the left.   1. Provide the given name(s) and family name(s) of each author. The order of authors should match the order in the submission system. Carefully check that all names are accurately spelled. 2. Please clearly indicate the corresponding author and provide their contact information. It is important that the email address and contact details of your corresponding author are kept up to date during the submission and publication process. |
| **Author's affiliation** | Times New Roman, font **size** **8**, line spacing set as a fixed value of **14 points**, 0 lines before and after the paragraph, aligned to the left.  The author's Affiliation must contain the following accurate information: **[Department]**, **[University], [Address], [City], [Postal Code], [Country]**. |
| **Citation** | Times New Roman, font **size 8**, the line spacing is set as a fixed value of **14 points**, with 0 lines before and after the paragraph, and it is left-aligned.  Use AP 7th edition |
| **Abstract** | 1. The title "Abstract" is in Times New Roman, font **size** **10**, bold, with a fixed line spacing of **14 points**, 0 lines before and after the paragraph, and is justified. 2. The content of the abstract section is in Times New Roman, font **size 10**, with **single-line** spacing, 0 lines before and after the paragraph, and is justified.   You are required to provide a concise and factual abstract which does not exceed 250 words. The abstract should briefly state the purpose of your research, principal results and major conclusions. Some guidelines:   1. Abstracts must be able to stand alone as abstracts are often presented separately from the article. 2. Avoid references. If any are essential to include, ensure that you cite the author(s) and year(s). 3. Avoid non-standard or uncommon abbreviations. If any are essential to include, ensure they are defined within your abstract at first mention. |
| **Keywords** | 1. The title "Keywords" is in Times New Roman, font **size 10**, bold, with **single - line** spacing, 0 lines before and after the paragraph, and is justified. 2. The content of the keywords section is in Times New Roman, font size **10**, with **single - line** spacing, 0 lines before and after the paragraph, and is justified. 3. You are required to provide 1 to 7 keywords for indexing purposes. Keywords should be written in English. Please try to avoid keywords consisting of multiple words (using "and" or "of"). 4. We recommend that you only use abbreviations in keywords if they are firmly established in the field. 5. Keywords should be separated by ";" |
| **Heaading Level 1** | Times New Roman, font **size 11**, bold, with a fixed line spacing of **14 points**, **0.5 lines** before and after the paragraph, indented **3** characters after the text, and left - aligned. |
| **Other headings at all levels** | Times New Roman, font **size** **10**, italicized, with a fixed line spacing of **14 points**, **0.5 lines** before and after the paragraph, and left - aligned. |
| **Main Text** | Times New Roman, font **size** **10**, with **single - line** spacing, first line indented by **1** character, and justified.  For the abbreviations of some words, after the first annotation, the abbreviated form can be directly used in the following text. |
| **Tables** | 1. The tables in the article shall be numbered consecutively with **Arabic** numerals. For instance, the first table shall be labeled as "Table 1", and so forth. 2. The title of each table shall be in Times New Roman font, **size** **10**, with a fixed line spacing of **14 points**. It should be centered, with **0.5** lines before and after the paragraph. The table number, such as "Table 1", shall be in bold.The **first letter** of each word in the title of the table should be **capitalized** (excluding conjunctions and prepositions). 3. The content within the tables shall be in Times New Roman font, size 10, and centered. The table headers shall be in bold.The footer annotation part of the table should be written below the table. The font should be Times New Roman, size 10, and left-aligned. 4. The tables shall adopt a three-line style. The upper and lower lines shall be **1-point** black straight lines, and the dividing line below the table header shall be a **0.5-point** black straight line. 5. There shall be a blank line both above and below the table in relation to the main text. 6. The table should be on a single page, and try not to split it across pages. In case of special circumstances where it is necessary to split the table across pages, use the form of a continued table and mark "(Table x. continued)" in the upper left corner of the table on the second page. The font should be Times New Roman, size 10, with a fixed line spacing of 14 points, left-aligned, and in bold. |
| **Figures** | 1. The images in the article shall be numbered consecutively with **Arabic** numerals. For example, the first image shall be labeled as "Figure 1", and so on. 2. The title of each image shall be in Times New Roman font, **size** **10**, with a fixed line spacing of **14 points**. It should be centered, with **0.5 lines** before and after the paragraph. The image number, such as "Figure 1", shall be in bold.The **first letter** of each word in the title of the image should be **capitalized** (excluding conjunctions and prepositions). 3. There shall be a blank line both above and below the image in relation to the main text. 4. The font within the images shall be centered, in Times New Roman font, **size 8.5**, with **single-line** spacing, and 0 lines before and after the paragraph. It can also be adjusted according to specific circumstances. |
| **Funding** | Times New Roman, font **size 10**, with **single-line** spacing, first line indented by **1 character,** and justified.   1. Authors must disclose any funding sources who provided financial support for the conduct of the research and/or preparation of the article. The role of sponsors, if any, should be declared in relation to the study design, collection, analysis and interpretation of data, writing of the report and decision to submit the article for publication. If funding sources had no such involvement this should be stated in your submission. 2. List funding sources in this standard way to facilitate compliance to funder's requirements:   Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].   1. It is not necessary to include detailed descriptions on the program or type of grants, scholarships and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding. 2. If no funding has been provided for the research, it is recommended to include the following sentence:This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors. |
| **Appendices** | Times New Roman font, **size 10**. Set the line spacing to single space, indent the first line by **1 character**, and justify the text.  You can use the following format for appendices:   1. Identify individual appendices within your article using the format: A, B, etc. 2. Give separate numbering to formulae and equations within appendices using formats such as Eq. (A.1), Eq. (A.2), etc. and in subsequent appendices, Eq. (B.1), Eq. (B. 2) etc. In a similar way, give separate numbering to tables and figures using formats such as Table A.1; Fig. A.1, etc. |
| **Acknowledgements** | 1. Times New Roman, font **size 10**, with **single - line** spacing, first line indented by **1 character**, and justified. 2. Include any individuals who provided you with help during your research, such as help with language, writing or proof reading, in the acknowledgements section. |
| **Data Availability Statement** | 1. Times New Roman, font **size 10**, with **single - line** spacing, first line indented by **1 character**, and justified.   2. To foster transparency, you are encouraged to state the availability of any data at submission. Ensuring data is available may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you can state the reason why (e.g., your research data includes sensitive or confidential information such as patient data) during the submission process. |
| **Ethics statement** | 1. Times New Roman, font size 10, with single - line spacing, first line indented by 1 character, and justified.  2. This section should confirm that the research adheres to ethical standards, such as obtaining informed consent and maintaining confidentiality if involving human subjects, stating whether it has passed institutional ethics review (if applicable), declaring no conflicts of interest, and clearly indicating if no human subjects are involved, to ensure research integrity and transparency. |
| **Conflicts of Interest** | 1. Times New Roman, font **size 10,** with **single-line** spacing, first line indented by **1 character,** and justified. 2. Declare conflicts of interest or state “The authors declare no conflicts of interest.” Authors must identify and declare any personal circumstances or interest that may be perceived as inappropriately influencing the representation or interpretation of reported research results. Any role of the funders in the design of the study; in the collection, analyses or interpretation of data; in the writing of the manuscript; or in the decision to publish the results must be declared in this section. If there is no role, please state “The funders had no role in the design of the study; in the collection, analyses, or interpretation of data; in the writing of the manuscript; or in the decision to publish the results”. |
| **Reference (List)** | 1. Times New Roman, font **size** 10, with **single-line** spacing, justified alignment, and set 0.5 line spacing after each paragraph, and there is no need to number the references. 2. The format of the references should follow the APA 7th edition. 3. Authors’ names in References are inverted: last name, first name initial(s).   1 Author,Invert the name: last name, first name. Only write the initials of the first and middle names.e.g.:Irving, J. W.  2 Authors,Use an ampersand “&”instead of the word “and.”e.g.:Groarke, L. A., & Tindale,  C. W.  3-20 Authors,List all the names by inverting them.Before the last author’s name, put an ampersand “&.”Shapiro, S. J., Wong, K.,  Perreault, W. D., & McCarthy, E. J.  **The references should correspond one-to-one with the cited literature in the text.** |
| **Journal Article from an Online Database** | Author’s last name, initials. (Year, month day). Article title. *Journal title, Volume #(Issue #)*, Page range #-#. URL or DOI. Journal title and Volume #(Issue #) should be **italicized**.  e.g.:Hansen, B., Skirbekk, B., Oerbeck, B.,Wentzel-Larsen, T., & Kristensen, H. (2013). Persistence of sleep problems in children with anxiety and attention deficit hyperactivity disorders. *Child Psychiatry & Human Development, 44(2),* 290-304. https://doi.org/10.1007/s10578-012-0325-y |
| **Article from a Website/Newspaper/Magazine** | Author’s last name, initials. (Year, month day). *Article title.* Website/newspaper/magazine name. URL. Article title should be **italicized**.  e.g.:Chan, A. B. (2019, May 22). *Chinese Canadians.* The Canadian Encyclopedia.<http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians> |
| **Article from a Website with a Group Author** | Group author’s full name. (Year, month day). *Article title*. Website name. URL.Article title should be **italicized**.  e.g.:Canadian Space Agency. (2020, April 22). *Creating Moon Craters.* Government of  Canada. https://www.asc-csa.gc.ca/eng/activities/fun-experiments/creating-moon  craters.asp |
| **Article from a Website without an Author** | “Article title.” (Year, month, day). Website name. URL  e.g.:“How to create a realistic travel budget that actually works.” (n.d.). Budgetbakers.  https://budgetbakers.com/blog/create-realistic-travelbudget |
| **E-book** | Author’s last name, initials. (Year, month day). *Book title (edition if applicable)*. Publisher. URL.Book title (edition if applicable) should be **italicized**.  e.g.:Fernald, L. (2008). *Psychology: Six perspectives.* SAGE Publication. <http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?>direct=true&db=e000xna&AN=474599&site=eds-live&scope=site |
| **Lecture Notes** | Author’s last name, initials. (Year, month day). [Lecture notes on topic]. Department name,  Institutional name. URL  e.g.: Anderson, R. (2020, January 1). [Lecture notes on how to summarize]. Department of English, Alexander College. https://canvas.alexandercollege.ca/courses/62/pages/how-to  summarize?module\_item\_id=2573 |
| **PowerPoint Slides** | Author’s last name, initials. (Year). *Title of presentation [PowerPoint slides]*. Platform name. URL.Title of presentation should be **italicized**.  e.g.: Chan, H. (2019). *How to be an academic angel and avoid plagiarism [PowerPoint slides].*  Canvas@AC.https://canvas.alexandercollege.ca/courses/62/files/5615?module\_item\_id=2592 |
| **For Books** | Author’s last name, initials. (Publication year). *Book title (edition if applicable)*. Publisher.Book title (edition if applicable) should be **italicized.**  **e.g.**：Adler, F., Mueller, G. O. W., & Laufer, W. S. (2007). *Criminology (6th ed.).* McGrawHill. |
| **Anthology (Edited Collection)** | Author’s last name, initials. (Publication year). Article title. In Initials and last name of editor(s) (Eds.), *Book title* (pp. #-#). Publisher.Book title should be **italicized.**  e.g.:Anagnost, A. (1989). Prosperity and counterprosperity: The moral discourse on wealth in post-Mao China. In A. Dirlik & M. Meisner (Eds.), *Marxism and the Chinese experience* (pp. 210-234). M.E. Sharpe. |
| **For published  conference proceedings** | Surname, initials (year of publication), "title of paper", in editor’s surname, initials (Ed.), title of published proceeding which may include place and date(s) held, publisher, place of publication, page numbers.”Title of published proceeding” should be **italicized.**  e.g. Wilde, S. and Cox, C. (2008), “Principal factors contributing to the competitiveness of tourism destinations at varying stages of development”, in Richardson, S., Fredline, L., Patiar A., & Ternel, M. (Ed.s), *CAUTHE 2008: Where the 'bloody hell' are we?*, Griffith University, Gold Coast, Qld, pp.115-118. |
| **For unpublished  conference proceedings** | Surname, initials (year), "title of paper", paper presented at [name of conference], [date of conference], [place of conference], available at: URL if freely available on the internet (accessed date).  e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf (accessed 20 February 2007). |
| **Film Viewed on DVD or Online Streaming Site (Netflix)** | Director last name, initials. (Director). (Year). *Movie title [Film]*. Studio name.Movie title should be **italicized.**  e.g.:Welles, O. (Director). (1941). *Citizen Kane [Film]*. Paramount Pictures. |
| **Video Viewed on Sharing Site (YouTube) Created by the Uploader** | Channel name. (Year, month day). *Title of the video [Video].* Website name. URL  Title of the video should be **italicized.**  e.g.:Talltanic. (2017, January 8). *13 smallest animals in the world [Video].* YouTube. http://www.youtube.com/watch?v=bU9yc6OTqGY |
| **Video Viewed on Sharing Site (YouTube, TED) with a Different Speaker than the Uploader** | Speaker’s last name, initials. (Year, month day). *Title of the video [Video]*. Website name.  URL. Title of the video should be **italicized.**  e.g.:Walker, M. (2019, April). *Sleep is your superpower [Video]*. TED. https://www.ted.com/talks/matt\_walker\_sleep\_is\_your\_superpower |
| **Podcast** | Host last name, initials. (Host). (Year, month day). Title of podcast (Ep. #) [Audio/video podcast episode]. In *Podcast name*. Publisher. URL. Podcast name should be **italicized.**  e.g.:Lilley, S., & Soong, C. S. (Host). (2019, November 11). Grade-divided schools: A political history [Audio podcast]. *In Against the Grain*. KPFA. https://kpfa.org/episode/against-the-grain-november-11/ |
| **Photograph** | Last name, initials. (Year, month day). *Title of photograph [Photograph]*. Publisher. URL.Title of photograph should be italicized.  e.g.:Ebbets, C. C. (1932). *Lunch atop a skyscraper [Photograph]*. The New York Times.  https://6thfloor.blogs.nytimes.com/2011/09/02/reaching-the-heights/ |
| **About Author(s)** | 1. Times New Roman 10-point font, single-line spacing, justified alignment, and the author's name should be bolded. 2. Please provide a brief bio (around 100 words), include name, degree, affiliation and current position, professional background, research areas and skills, accomplishments and representative publications. |

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| **Authors** | 1. Single - line spacing, left - aligned, font is Times New Roman, font size is **five.** 2. Provide the given name(s) and family name(s) of each author. The order of authors should match the order in the submission system. Carefully check that all names are accurately spelled.Please clearly indicate the corresponding author,the corresponding author's name can be marked with an asterisk "\*". 3. The author's Affiliation must contain the following accurate information: **[Department]**, **[University], [Address], [City], [Postal Code], [Country]**. 4. It is important that the email address and contact details of your corresponding author are kept up to date during the submission and publication process. |
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| **Funding** | 1. Times New Roman, font **size 10**, with single-line spacing, first line indented by 1 character, and justified. 2. Authors must disclose any funding sources who provided financial support for the conduct of the research and/or preparation of the article. The role of sponsors, if any, should be declared in relation to the study design, collection, analysis and interpretation of data, writing of the report and decision to submit the article for publication. If funding sources had no such involvement this should be stated in your submission. 3. List funding sources in this standard way to facilitate compliance to funder's requirements:   Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].   1. It is not necessary to include detailed descriptions on the program or type of grants, scholarships and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding. 2. If no funding has been provided for the research, it is recommended to include the following sentence:This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors. |
| **Acknowledgements** | 1. Times New Roman, font **size** **10**, with single-line spacing, first line indented by 1 character, and justified. 2. Include any individuals who provided you with help during your research, such as help with language, writing or proof reading, in the acknowledgements section. |
| **Data Availability Statement** | 1. Times New Roman, font **size 10**, with single-line spacing, first line indented by 1 character, and justified. 2. To foster transparency, you are encouraged to state the availability of any data at submission. Ensuring data is available may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you can state the reason why (e.g., your research data includes sensitive or confidential information such as patient data) during the submission process. |
| **Ethics statement** | 1. Times New Roman, font **size 10**, with **single-line** spacing, first line indented by **1 character,** and justified. 2. This section should confirm that the research adheres to ethical standards, such as obtaining informed consent and maintaining confidentiality if involving human subjects, stating whether it has passed institutional ethics review (if applicable), declaring no conflicts of interest, and clearly indicating if no human subjects are involved, to ensure research integrity and transparency. |
| **Conflicts of Interest** | 1. Times New Roman, font **size 10**, with **single-line** spacing, first line indented by **1 character,** and justified. 2. Declare conflicts of interest or state “The authors declare no conflicts of interest.” Authors must identify and declare any personal circumstances or interest that may be perceived as inappropriately influencing the representation or interpretation of reported research results. Any role of the funders in the design of the study; in the collection, analyses or interpretation of data; in the writing of the manuscript; or in the decision to publish the results must be declared in this section. If there is no role, please state “The funders had no role in the design of the study; in the collection, analyses, or interpretation of data; in the writing of the manuscript; or in the decision to publish the results”. |