

Guidelines for proceedings preparation

Please send your proceedings to: kl@arenacs.ua

Deadline for sending proceedings: 15th of September 2018

General guidelines:

All proceedings should include: title, authors' full names, affiliations, and e-mail addresses, abstract in Ukrainian and English (or only in English, if the paper is written in English), and 3 to 6 key words.

Proceedings should have between 7.500 and 10.000 characters with spaces (not including the references).

The title should be short and informative, and should not exceed 200 characters with spaces.

The abstract should be between 100 and 250 words. The abstract should not contain subheadings.

Original scientific papers should include the following elements: introduction, aim of the paper, method (sample, instruments and procedure, statistical analysis of data), results, discussion (separate or included in results), conclusion and list of references. Footnotes can provide additional information about the cited sources but cannot replace a reference. Each reference cited in the text must appear in the reference list.

Guidelines for technical preparation of proceedings:

Proceedings' language:

Proceedings should be written in Ukrainian (Latin) or English, in Microsoft Word, Times New Roman font type. The text should be fully justified, on A4 paper size, with margins set at 2 cm, line spacing 1.5 for the text and 1 for tables.

Proceedings' structure:

- Title – capital letters, bold, font size 14 pt
- Authors' full names and affiliations – font size 12 pt; authors' e-mail addresses should be provided in footnotes
- Abstract – font size 12pt
- Key words – italic, font size 10 pt

- Text of the paper – font size 12 pt
- Subheadings – bold, 12 pt
- Table and graph titles – italic, font size 12 pt
- Table contents – font size 10 pt
- Reference list – font size 12 pt

Tables are numbered with Arabic numerals in the order they are given in the text of the paper. Symbols and/or abbreviations used in tables should be explained in the legend below them.

Graphs should be in Excel, Word or SPSS; characters and/or abbreviations used in charts should be explained in the legend below them. Same data should not be presented both in tables and graphs.

Tables, charts and pictures from other sources can be used only with the author's permission.

Proceedings' references:

Used literature is stated in the text according to *The Publication Manual of the American Psychological Association (APA) 6th Edition* as follows:

- When citing reference with one or two authors, their surnames are always listed: (Johnson & Stevens, 1999; Stevens, 2011; Popović i Jovanović, 2009; Popović, 2013).
- When citing references with three to five authors, all authors are listed in the first citation: (Kernis, Cornell, Sun, Berry & Harlow, 2013; Hu, Wood, Smith & Westbrook, 2004) and only the surname of the first author in every subsequent citation: (Kernis et al., 2013; Hu et al., 2004).
- When citing references with more than five authors, only the first author is given: (Anđelković i sar., 2007; Davidson et al., 2012).
- If two authors have the same surname, initial letters of their names should be added in front of each: (E. Johnson, 2001; L. Johnson, 1998; A. Babić, 2014; B. Babić, 2012).
- If the reference is without authors, institution and year are given: (AIDD, 2010).

More references are cited in alphabetical order and more references of the same author are cited chronologically (from the oldest to the latest).