

# GUIDE FOR AUTHORS

Authors who wish to publish their work should take under consideration the following:

1. All manuscripts should be original work and they should not contain previously published material or be under consideration for publication in another journal.
2. The text should be between 4000 and 7000 words in length (including the abstract, references, tables, figures and appendixes).
3. The text should include a concise and factual abstract (maximum 150 words) in (a) English, French or German and (b) in Greek along with 5-6 keywords that are relevant to the subject area.
4. Also the text should also be accompanied, in a separate file, with at least one of the authors' contact details (full postal address, phone number, e-mail address) and their affiliations (e.g. Associate professor DUTH, Philologist-PhD Candidate, Department of Primary Education, University of Ioannina and so on.).
5. If the manuscript includes tables, figures etc., they should be **provided in a separated file and their place in the text has to be clearly indicated**. All illustrations should be numbered consecutively in the order in which they appear in text and all tables should be accompanied by their headings.
6. In case there are appendices, they should also be provided in a separate file.

## *Submission and Review Process*

Authors are requested to submit their papers electronically to the journal's email address (**EPISAGO@edc.uoc.gr**) in **two (2) files**. One of the files should include the author's contact details (Name, title, address, telephone and e-mail) and the other should be anonymous so that it is sent to the reviewers to assess the scientific quality of the paper. We acknowledge all manuscripts upon receipt via email. Authors will also receive a second email informing them about the reviewers' answer on whether their manuscript will be published or if it needs further improvements.

## *Manuscript Format*

The text should be written with 1.5 line spacing and 3cm wide page margins. Titles should not exceed 10 words and abbreviations should be avoided. In-text abbreviations must be defined at their first mention in the text and the actual abbreviation should be cited in brackets. Articles should be divided into clearly defined and numbered sections, subsections, paragraphs etc. in Arabic numbering, starting from 0 for the Introduction if there is one.

Section headings should be in bold lower-case letters (e.g. **3. Research methodology**), subsection headings in bold Italics (***3.1 Sample and data collection process***) and the sub-headings in Italics (1.1.1, 1.1.2, and so on).

Authors are kindly requested to be consistent regarding punctuation. Double quotation marks (“...”) are used to cite quotations. If the quotation exceeds three lines, it should be cited separately, as a separate block of double-spaced text consistently indented from the left and right margin in double quotation marks with wider margins than the rest of the text and with a full reference of the source. Single quotation marks can be used when a word is used metaphorically (for example, this student is a ‘star’) or for a reference to a word or an expression (for example, morpheme ‘πρᾶν’ can also denote..”). Italics are used for emphasis or for a specific term. Letters in bold are exclusively used for headings and for table or figures captions (**Table 3, Scheme 2, Figure 1**). Underlining and capital case letters in the text or in the reference list should be avoided.

### ***Footnotes***

Footnotes should be used sparingly. In case authors consider them necessary, they should number them consecutively throughout the article and present them separately at the end of the article (End notes).

### ***Citation in text***

Each reference must be cited in the text using the surnames of the author and the year of publication enclosed in parenthesis and if needed the specific page or pages for example, which should also be placed within the parentheses: "(Barney 1960, p 188)". (Tsoukalas, 1977 35-6), (Poulantzas 1982),“ According to Carrasquillo & Rodriguez (1996:27),..” ,“As Halliday suggests (1985:64-66)...”.

For citations with two or more authors, use the first author’s name followed by "et al" (e.g. Bimmel et al., 2000). Series of citations can be listed in alphabetical order or chronological order and separated by commas: (Alexiou, 2000, Fragoudaki & Dragona 1997), (Fragoudaki & Dragona 1997, Alexiou, 2000) albeit authors should be consistent throughout the manuscript.

### ***Reference List***

Every reference cited in the text should also be present in the reference list (and vice versa). References should be listed fully in alphabetical order according to the last name of the first author. If there are more references by the same author, they should be listed according to their chronological order. In case there are multiple authors, their initials after the first author, should precede their last names. When there are more than one initials for the first and/or middle names, they should be separated by periods and without a space in between.

### **A) Book References:**

Flanagan, I.C., W.M. Shanner & R.F. Mager (1971) *Behavioural Objectives: A Guide for Individualizing Learning*. New York: Westinghouse Learning Press.

Authors should include in their reference list, the edition of the book they have read (e.g. 3rd edition) after the name of the publishing house. When the author is also the publisher, in the publisher's position, authors can use the abbreviation (self-publ.).

### **B) Journal References**

Shepard, L.A. (2000) The role of assessment in a learning culture. *Educational Researcher*, 29 (7): 4-14.

### **C) References to book chapters from edited books or conference proceedings**

Bauman, Z. (1999) Moderne und Ambivalenz. In U. Bielefeld (Hg.) *Das Eigene und das Fremde: Neuer Rassismus in der Alten Welt?* Hamburg: Hamburger Edition, 23-50.

Scardamalia, M. & C. Bereiter (1987) Knowledge telling and knowledge transforming in written composition. In S. Rosenberg (Ed.), *Advances in applied psycholinguistics*. Cambridge: Cambridge University Press, Vol.1, 142-174.

### **D) References to unpublished work**

Author, A. A. (Year). Title of thesis: Subtitle. Unpublished thesis type, University, Location of University. Place of publication: Publisher.

### **E) References to reprinted/republished work**

Fishman, J.A. (1965) Who speaks what language to whom and when? *La Linguistique* 2:67-88. Reprinted in Li Wei (ed.) (2007) *The Bilingualism Reader*. London and New York: Routledge, 2nd ed., 55-70.

### **F) Web references**

The author names, date, reference to a source publication, full URL should be given, as well as the date when the reference was last accessed.

Rossetti, R. (1998) A teacher journal: Tool for self-development and syllabus design [on line]. Available: journal. html <http://www.geocities.com/Athens/Olympus/9260/journal.html>. [access date ]

### **G) References to newspaper and magazine articles**

These references should include the name of the newspaper/magazine, the date and the title of the article.

### **H) References to official reports and documents**

Department for Education and Skills (2002) *Supporting pupils learning English as an*

*Additional Language*, DfES 0239/2002, [www.standards.dfes.gov.uk](http://www.standards.dfes.gov.uk) Eyrudice-Unité européenne (2004) *L' intégration scolaire des enfants immigrants en Europe*, [www.Eurydice.org](http://www.Eurydice.org).

Prospective authors are kindly requested to follow the aforementioned guidelines. In another case, the submission process for their manuscripts will not be initiated.