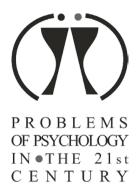
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ISSN 2029-8587 /print/, ISSN 2538-7197 /Online/

GUIDE FOR AUTHORS

General Information

The publication language is English. All authors must take care of the language revision on their own. The language must be clear and accurate. The work should be written in an impersonal style. The editor reserves the right to send the manuscript to be reviewed. If English is a second language for the author, please consider having the manuscript proof read and edited before submitting.

Format of Manuscripts

Title

The main research idea/problem should be reflected in the title. The title should show the nature of the research/study. It is recommended to avoid the title of the question form. The recommended length for a title is no more than 12 words (APA, 2.01, p. 23).

The title of the paper 14-point, bold with capital letters, align left; titles in the text (chapters) 12-point bold, not numbered; sub-titles (subchapters) 12-point, italic, not numbered. There must be 1 empty line before and after a title or a subtitle. The text chapters must be separated by 1 empty row. The title should be concise and informative. Avoid abbreviations.

Author names and affiliations

Full names/surnames should be provided. Please indicate affiliations of the author(s). All the e-mails should be indicated below.

Abstract

The first page of the manuscript must begin with the title of the paper and an abstract which should be about 150 - 250 words. For the papers reporting original research, state in brief: the primary/main aim (the research questions addressed or any hypothesis tested); the research design; the methods and procedures employed; the number of participants; the main outcomes and results; the conclusions drawn from these data and results, including their implications for further research or application/practice. An abstract represents briefly a content of a text. Do not cite references in the abstract. The abstract should grip the reader's attention.

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Please provide 3 to 5 keywords in alphabetical order. Note that a keyword does not have to be made of only one word. At least one of these should indicate the topic area and one should indicate the methodology of the research.

The structure of the manuscript (recommended)

The body of the text of the manuscript must generally have the following parts:

- abstract + keywords;
- introduction (it can be divided into some subchapters if needed);
- methodology of research (it is recommended to divide /rubricate);
- results of research;
- discussion:
- conclusions and/or implications;
- acknowledgements (if any);
- references (in APA style);
- appendix (if any).

P.S. The structure can be different if the paper is only theoretical qualitative research.

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The length of the manuscript

The manuscript should be not shorter than 6 pages (including references, tables and figures). Manuscripts should be typed on A4, in Times New Roman 12-point font size, single-spaced, 2.5 cm with all the margins, word-document (Word 6.0 or later) format.

Acronyms

Acronyms should be defined the first time they appear.

Tables and figures

Tables and figures should be valuable, relevant, and visually attractive. Tables (made in Word or another software) and figures must be referred to in the text and numbered in the order of their appearance. Each table and figure should have a complete, descriptive title; and each table column an appropriate heading. The texts in tables and figures should be 11-point (in some cases 10) and their width should be 12 cm at maximum. The figures should be in format .jpg (unless done in Word or Excel); resolution 1200 dpi. Figures, tables (black and white colour, without ground-colour) and captions should be inserted within the manuscript at their appropriate locations. All the graphics (figures) must be editable. The font size should be Times New Roman for all figures and tables. Figures should be *carefully* explained in the text and cited in numerical order.

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Focus the discussion to the two important questions: What is already known about your topic? What your research adds? It is recommended that the aim and major findings of the research should be reminded. And then the similarities and differences of the findings with previous research studies should be exemplified in detail.

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This part is not a summary. Bring out the significance of your research. Show how you've brought closure to the research problem, and point out remaining gaps in knowledge by suggesting issues for further research. The main research outcome should be clearly seen.

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Notes

Note 1: Manuscripts in which references are not in the APA style will be returned without review.

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Note 3: All papers must meet the criteria of originality and scientific quality. Obviously, they must also comply with style and format requirements. The paper will not be subject to further review, if the manuscript is NOT WITHIN THE SCOPE and/or there is POOR USAGE OF LANGUAGE (all manuscripts must be written in clear and grammatical English).

Note 4: Submitted papers will be assessed based on their novelty, technical quality, potential impact, and clarity of writing.

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ISSN 2538-7197 (Online)
PROBLEMS
OF PSYCHOLOGY
IN THE 21st CENTURY
Vol. 15. No. 2, 2021

ISSN 2029-8587 (Print)

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Problems of Psychology in the 21st Century, ISSN 2029-8587 **Vol. 15, No. 2, 2021** ISSN 2029-8587 (Print) ISSN 2538-7197 (Online)

Compiler Vincentas Lamanauskas Linguistic Editor Ilona Ratkevičienė Designer Loreta Šimutytė-Balčiūnienė Paste-up artist Linas Janonis

20 December 2021. Publishing in Quires 4. Edition 80

Publisher

Scientia Socialis Ltd., 29 Donelaicio Street, Siauliai, Lithuania E-mail: scientia@scientiasocialis.lt Phone: +370 687 95668 http://www.scientiasocialis.lt

Printing

Šiauliai printing house 9A P. Lukšio Street LT-76207 Šiauliai, Lithuania Phone: +370 41 500 333.

Fax: +370 41 500 336 E-mail: info@dailu.lt