INSTRUCTIONS FOR AUTHORS

Title of your paper. Capitalize first letter (TNR, 16 pt, Bold, Centered)

First Author[*a], Second Author[b], Third Author[c] (TNR,14 pt.,Centered)
[a] *First author affiliation, City, Country (TNR,11 pt., Italic, Centered)*
[b]*Second author affiliation, City, Country (TNR,11 pt., Italic, Centered)*
[c]*Third author affiliation, City, Country (TNR,11 pt., Italic, Centered)*

Abstract (TNR, 11, Bold, Left alignment)
Type here your abstract (TNR, 11 pt., Justify). It must be submitted in English and the length must have at least 200 words and not exceed 300 words.

Keywords*: Type here 5-10 keywords, separated by semicolons;(TNR, 11 pt., Italic, Justify)*

1.Main text (Section heading, TNR, 11pt, Bold, Left alignment)

Type here your main text, using **Times New Roman, Font size 11, Single space, Justify.**

The paragraphs continue from here and are only separated by headings, subheadings, images and tables. Leave one line space before the heading, subheadings, images and tables.

The **section headings** are **arranged by numbers**, bold, using Times New Roman, 11 pt, Left alignment.

Files should be in MS Word format only. Figures and tables should be embedded and not supplied separately.

References style

The references cited in the article are listed **at the end of the paper in alphabetical order of authors' names.**

References of the same author are listed chronologically.

References should be listed at the end of the paper. Authors should ensure that every reference in the text appears in the list of references and vice versa.

Examples of reference style are shown below. Please take care to follow the reference style precisely.

[*]Corresponding author, academic title, Tel.:004-07XX-XXX-XXX; fax:004-02XX-XXX-XXX. *E-mail address:xxxxxx*. (TNR, 10, Justify)

***For Books*

Books with single author:

Bryman, A. (2012) *Social research methods,* 4th ed., New York: Oxford University Press.

In-text reference: (Bryman 2012: p. 56) or, *for more than one page* (Bryman 2012: pp. 56-57)

Books with two or three authors:

Strunk, W. Jr. and White, E. B. (1979) *The elements of style,* 3rd ed., New York: Macmillan.

In-text reference: (Strunk and White 1979: p. 75)

Books with more than three authors (use the Latin abbreviation *et al.* in the citation rather than listing all of the authors**):**

Solomon, M., Bamossy, G., Askegaard, S. and Hogg, M.K. (2006) *Consumer behaviour: a European perspective*, 3rd ed., Harlow: Financial Times.

In-text reference: (Solomon et. al. 2006: p. 68)

Books of the same author(s) in the same year (use the letters a, b, c, etc., after the year).

Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin.

Napier, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.

In-text reference: (Napier 1993a: p. 45) and (Napier 1993b: p. 57)

Chapter in a Book:

Holton, R. (2005) "Globalization". In Harrington, A. (Ed.), *Modern social theory: An introduction*, Oxford: Oxford University Press, 292-312.

In-text reference: (Holton 2005: p. 297)

***For Journal Articles*

Articles with one author

Schneider, B. (2014) "Achieving Citizenship and Recognition through Blogging about Homelessness", *Journal of Arts and Humanities*, 3(8), 79-89.

In-text reference: (Schneider 2014: p. 85)

Articles with two and more than two authors

Van der Geer, J., Hanraads, J. A. J., and Lupton, R. A. (2000) "The art of writing a scientific article", *Journal of Scientific Communications*, (163), 51-59.

In-text reference: (Van der Geer, Hanraads and Lupton 2000: p. 56)

***For Link / URL*

Council of Europe (2016) Prisons and Community Sanctions and Measures [online] Available: http://www.coe.int/t/DGHL/STANDARDSETTING/PRISONS/default_en.asp [accessed 23 February 2016].

In-text reference: (Council of Europe 2016)

For more details, please see:
http://www.hw.ac.uk/is/docs/Harvardguide.pdf

Tables/ Figures

All photographs, schemas, graphs and diagrams are to be referred to as figures.

All tables/figures should be numbered with Arabic numerals. Headings should be placed above tables/figures, centered. Leave one line space between the heading and the table. All tables/figures must be numbered consecutively, all figures, and all tables respectively.

Under the table and figures, if it is the case, insert the *Source* (Left alignment).

Table no. 1. An example of a table

Type here the text	Column I	Column II
Type here	X	A
Type here	Y	B
Type here	Z	C

Source: Please follow the reference style

Page setup: B5 JIS. Manuscripts should have minimum 3.000 words, without abstract and references. The optimal size of an article is between 5000 and 6000 words, without abstract and references.

All submissions will be double-blind reviewed by at least two reviewers.

Submission:

Submit manuscripts as an e-mail attachment to the Editorial Office at:

sswr@yahoo.com

no later than 15th of May and 15th of November.

Authors are fully responsible for the entire content of their papers and they are assuming all responsibility for the ideas expressed in the materials published. The article submission implies that the work has never been published before, that it was not considered for reviewing and publication anywhere else.