

# Guide for Authors

## International Journal of Digital Content Management (IJDCM)

### Guide for Authors

**International Journal of Digital Content Management (IJDCM)** is an open-access, double-blind, peer-reviewed journal published by Allameh Tabataba'i University, the leading university in Humanities and Social Sciences in Iran.

To allow for easy and worldwide access to the most updated research findings, the journal is set to be an open-access journal. Yet, the journal does not charge any fee for reviewing, processing, and publishing research papers from the authors or the research institutes and organizations. All the mentioned processes for paper publication are sponsored by Allameh Tabataba'i University.

**Fee:** After accepting the article, the authors are obliged to pay 1,000,000 Rials to publish the article. For this reason, when registering on the journal website and submitting an article, pay attention to registering the correct national code.

**The Authors are required to Complete and Submit the Conflict of Interest Disclosure and Copyright Transfer forms Below.**

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**Authors are required to include an English abstract.**

#### In-text reference:

The basics of an in-text reference in APA:

- Include author or authors and year of publication.
- Use round brackets.

Example: (Smith & Bruce, 2018)

If you quote directly from an author, you need to include the page or paragraph number of the quote in your in-text reference. Include author or authors, year of publication, and page or paragraph number of your quote.

- Use round brackets.

Example: (Smith & Bruce, 2018, pp. 25-26)

#### The Reference List

All in-text references should be listed in the reference list at the end of your document. The purpose of the reference list entry is to contain all the information that a reader of your work needs to follow up on your sources. An important principle in referencing is to be consistent.

When compiling your APA Reference List, you should:

- List references on a new page with a centered heading titled: References.
- Include all your references, regardless of format, e.g. books, journal articles, online sources, in one alphabetical listing from A - Z.
- Order entries alphabetically by surname of the author(s).
- List works with no author under the first significant word of the title.
- Indent second and subsequent lines of each entry (5-7 spaces).
- Use double spacing.
- Note that all references in APA end with a full stop **except** when the reference ends with a URL or a DOI.

### Journal article

A basic reference list entry for a journal article in APA must include:

#### Example:

Ruxton, C. (2016). Tea: Hydration and other health benefits. *Primary Health Care, 26*(8), 34-42. <https://doi.org/10.7748/phc.2016.e1162>

Material Type	In-Text Example	Reference List Example
Journal Article: Single author	"Black tea is the second most consumed beverage in the world after water" (Ruxton, 2016, p. 34).	Ruxton, C. (2016). Tea: Hydration and other health benefits. <i>Primary Health Care, 26</i> (8), 34-42. <a href="https://doi.org/10.7748/phc.2016.e1162">https://doi.org/10.7748/phc.2016.e1162</a>
	OR Ruxton (2016) suggests "Unsweetened tea can be part of a recommended diet" (p. 40).	<b>Where a DOI is available it must be included at the end of the reference, in the format <a href="https://doi.org/10.xxxx">https://doi.org/10.xxxx</a></b>
Journal Article: 2 authors	... connection and optimism (Aspy & Proeve, 2017), but others contend ...	Aspy, D. J., & Proeve, M. (2017). Mindfulness and loving-kindness meditation: Effects on connectedness to humanity and the natural world. <i>Psychological Reports, 120</i> (1), 102-117. <a href="https://doi.org/10.1177/0033294116685867">https://doi.org/10.1177/0033294116685867</a>
	OR Aspy and Proeve (2017) have found ...	

**Include page numbers for direct quotes.**

Material Type	In-Text Example	Reference List Example
Journal Article: 3 to 20 authors	<p>Cite both authors each time the reference occurs.</p> <p>... nurses must care as well as be competent (Geraghty et al., 2016).</p> <p>OR</p> <p>Geraghty et al. (2016) suggest ...</p>	<p>Geraghty, S., Lauva, M., &amp; Oliver, K. (2016). Reconstructing compassion: Should it be taught as part of the curriculum? <i>British Journal of Nursing</i>, 25(15), 836-839. <a href="https://doi.org/10.12968/bjon.2016.25.15.836">https://doi.org/10.12968/bjon.2016.25.15.836</a></p>
	<p>Cite only the surname of the first author followed by et al. and the year.</p> <p>Research indicated that "lost sense of smell is a factor" (Khan et al., 2017, p. 344).</p> <p>OR</p> <p>Khan et al. (2019) used criteria that included "reduced or lost sense of smell" (p. 344).</p>	<p>Provide the names of all authors in the reference list.</p> <p>Khan, A., Huynh, T. M. T., Vandeplas, G., Joish, V. N., Mannent, L. P., Tomassen P., van Zele, T., Cardell, L.O., Arebro, J., Olze, H., Forster-Ruhrmann, U., Kowalski, M. L., Olszewska-Ziaber, A., Fokkens, W., van Drunen, C., Mullol, J., Alobid, I., Hellings, P.W., Hox, V., ...Bachert, C. (2019). The GALEN rhinosinusitis cohort: Chronic rhinosinusitis with nasal polyps affects health-related quality of life. <i>Rhinology</i>, 57(5), 343-351. <a href="https://doi.org/10.4193/Rhin19.158">https://doi.org/10.4193/Rhin19.158</a></p>
Journal Article: 21 or more authors	<p>Cite only the surname of the first author followed by et al. and the year. Include page numbers for direct quotes.</p>	<p>Provide the names of the first 19 authors, insert an ellipsis [...] (but no ampersand [&amp;]), then add the final author's name.</p>

Material Type	In-Text Example	Reference List Example
Journal Article from most Library databases: No DOI	Nairne and Wilkinson (2018) assert that "our relationship with ourselves is essential to how we each show up professionally" (p. 106).	Nairne, D. C., & Wilkinson, H. (2018). What's love got to do with it? <i>Vermont Connection</i> , 39(1), 106-112.
	OR "Our relationship with ourselves is essential to how we each show up professionally" (Nairne & Wilkinson, 2018, p. 106).	An article retrieved from most Library databases that does not have a DOI can be presented as though it were a print article.
Journal Article from the Cochrane Database of Systematic Reviews	The review included 78 trials employing a variety of intervention approaches (Hodder et al., 2019).	Hodder, R. K., O'Brien, K. M., Stacey, F. G., Tzelepis, F., Wyse, R. J., Bartlem, K. M., Sutherland, R., James, E. L., Barnes, C., & Wolfenden, L. (2019). Interventions for increasing fruit and vegetable consumption in children aged five years and under. <i>Cochrane Database of Systematic Reviews</i> . <a href="https://doi.org/10.1002/14651858.CD008552.pub6">https://doi.org/10.1002/14651858.CD008552.pub6</a> .
	OR Hodder et al. (2019) identified 78 relevant trials that employed a variety of intervention approaches.	Articles in the Cochrane Database of Systematic Reviews can only be retrieved from this database, therefore the name of the database (in italics) is included as the source of the article.
Online Journal Article: No DOI (With an Article Number)	Marion et al. (2018) explore whether evil characters in film share ...	Marion, T., Reese, V., & Wagner, R. F. (2018). Dermatologic features in good film characters who turn evil: The transformation. <i>Dermatology Online Journal</i> , 24(9), Article 4. <a href="https://escholarship.org/uc/item/1666h4z5">https://escholarship.org/uc/item/1666h4z5</a>

Material Type	In-Text Example	Reference List Example
	<p>... including stereotypical depictions of evil characters in film (Marion et al., 2018).</p>	<p>For an online journal article with no DOI (other than those retrieved from a Library database), provide the direct URL for the article.</p> <p>For journal issues with article numbers (rather than consecutive pagination) replace with page numbers with the word 'Article' followed by the article number or eLocator.</p>
<p>Print Journal Article: No DOI assigned</p>	<p>... Aussie Rules is the people's game (Duncan, 2016) ...</p> <p><b>OR</b></p> <p>Duncan (2016) states that a sense of belonging...</p> <p>... in all outcomes (Christensen et al., 2019).</p> <p><b>OR</b></p> <p>Christensen et al. (2019) examine ...</p>	<p>Duncan, S. (2016). Voices from the grandstands: The attitudes of Australian football fans towards the concept of creating, developing, and binding communities. <i>Sporting Traditions</i>, 33(2), 19-40.</p> <p><b>Note: Where a print journal article has a DOI you must include it, even though you did not access the electronic version.</b></p>
<p>Online Journal Article: No page numbers</p>	<p><b>For direct quotes of online material without pagination, name the sections and paragraph number:</b></p> <p>The authors' "objective was to identify control journals that did not require data posting" (Christensen et al., 2019, Broad</p>	<p>Christensen, G., Dafoe, A., Miguel, E., Moore, D. A., &amp; Rose, A. K. (2019). A study of the impact of data sharing on article citations using journal policies as a natural experiment. <i>PLoS ONE</i>, 14(2), Article e0225883. <a href="https://doi.org/10.1371/journal.pone.0225883">https://doi.org/10.1371/journal.pone.0225883</a></p>

Material Type	In-Text Example	Reference List Example
<b>Secondary Sources:</b> When you are referring to the ideas or words of an author who has been cited in another work. Also called 'secondary citation'.  <i>Only recommended where the original work cannot be obtained.</i>	Analysis section, para. 4).  Constituting a “global movement toward a more naturalistic approach for childbirth” (Goldbas, 2012, as cited in Sullivan & McGuiness, 2015, p. 20).  <b>OR</b> Goldbach's overview (2012, as cited in Sullivan & McGuiness, 2015) indicates...	Sullivan, D. H., & McGuiness, C. (2015). Natural labor pain management. <i>International Journal of Childbirth Education</i> , 30(2), 20-25. <a href="https://scholarworks.waldenu.edu/sn_pubs/51/">https://scholarworks.waldenu.edu/sn_pubs/51/</a>
	Provide names of both authors.  Where the year is known for the original work, include it as well as the year of the publication you read.	Provide the full reference for the journal article that you read.

**Book**

Example: Arnott, G. D. (2017). *The disability support worker* (2nd ed.). Cengage Learning.

Material Type	In-Text Example	Reference List Example
<b>Book from a library database: No DOI</b>  (Single Author)	“Experience is the only perceived indicator of capability” (Fletcher, 2018, p. 107).	Fletcher, D. P. (2018). <i>Disrupters: Success strategies from women who break the mold</i> . Entrepreneur Press.  <b>Do not include the database information in the reference.</b>

Material Type	In-Text Example	Reference List Example
Book from the web: No DOI (Single Author)	<p>OR</p> <p>Fletcher (2018) notes that "experience is the only perceived indicator of capability" (p. 107).</p> <p><b>Add page numbers for direct quotes.</b></p>	<p>Power, J. (2011). <i>Movement, knowledge, emotion: Gay activism and HIV/AIDS in Australia</i>. ANU Press.  <a href="https://www.doabooks.org/doab?func=search&amp;query=rid:15033">https://www.doabooks.org/doab?func=search&amp;query=rid:15033</a></p>
	<p>In the late 1980's "medical authorities and many individual doctors strongly advocated the HIV test" (Power, 2011, p. 84).</p> <p>OR</p> <p>Power (2011) notes that "medical authorities and many individual doctors strongly advocated the HIV test" (p. 84).</p>	<p><b>If a URL 'jumps' down a line, leave it. Do not 'break' URLs across lines, as this will stop the link from working.</b></p>

Material Type	In-Text Example	Reference List Example
Book: 2 Authors, and Edition	<p>According to Moran and Toner (2017)...</p> <p><b>OR</b></p> <p>... this is evident (Moran &amp; Toner, 2017).</p> <p><b>Cite both authors each time the reference occurs.</b></p>	<p>Moran, A., &amp; Toner, J. (2017). <i>A critical introduction to sport psychology</i> (3rd ed.). Routledge.</p> <p><b>The edition number is included after the title of the work (not necessary for first editions).</b></p>
Book: 3 to 20 Authors, with DOI	<p>Interval training involves "performing for a comparatively shorter period during each exercise session" (Haile et al., 2015, p. 135).</p> <p><b>OR</b></p> <p>Haile et al. (2015) note that interval training involves "performing for a comparatively shorter period during each exercise</p>	<p>Haile, L., Gallagher, M., &amp; Robertson, R. J. (2015). <i>Perceived exertion laboratory manual: From standard practice to contemporary application</i>. Springer. <a href="https://doi.org/10.1007/978-1-4939-1917-8">https://doi.org/10.1007/978-1-4939-1917-8</a></p> <p><b>Provide the names of all authors in the reference list, up to and including 20 authors.</b></p> <p><b>For a book with 21 or more authors follow the same author format as for a journal article with 21 or more authors.</b></p>

Material Type	In-Text Example	Reference List Example
Book: Reference Work	<p>session" (p.135).</p> <p>Where there are 3 or more authors cite only the first author's surname followed by et al.</p>	<p>Hackfort, D., Schinke, R. J., &amp; Strauss, B. (Eds.). (2019). <i>Dictionary of sport psychology: Exercise, performance, and performing arts</i>. Elsevier.</p>
Book: Diagnostic Manual (DSM- 5)	<p>The American Psychiatric Association's (2013) <i>Diagnos tic and Statistical Manual of Mental Disorders</i> (5th ed.; <i>DSM-5</i>) describes the diagnostic features as being...</p> <p>OR</p> <p>...as described by the <i>Diagnostic and Statistical Manual of Mental Disorders</i> (5th ed.; <i>DSM-5</i>;</p>	<p>American Psychiatric Association. (2013). <i>Diagnostic and statistical manual of mental disorders</i> (5th ed.). <a href="https://doi.org/10.1176/appi.books.9780890425596">https://doi.org/10.1176/appi.books.9780890425596</a></p>

Material Type	In-Text Example	Reference List Example
	<p>American Psychiatric Association, 2013).</p> <p>It is common to identify the full title and edition of a diagnostic manual, along with the abbreviation, the first time you cite it in your text. Subsequent citations can refer to the abbreviation.</p> <p>Note the use of Title Case and italics for the title and abbreviation.</p>	
<p>Book: Editor(s)</p>	<p>... open access data is of great value to researchers (Perry, 2018).</p> <p>OR</p> <p>Perry (2018) promotes the use of...</p> <p>Big data is giving insight</p>	<p>Perry, S. M. (Ed.). (2018). <i>Maximizing social science research through publicly accessible data sets</i>. IGI Global. <a href="https://doi.org/10.4018/978-1-5225-3616-1">https://doi.org/10.4018/978-1-5225-3616-1</a></p> <p><b>With more than one editor follow the multiple author format as above and use (Eds.).</b></p> <p>Lauro, N. C., Amaturio, E., Grassia, M. G., Aragona, B., &amp; Marino, M. (Eds.). (2017). <i>Data science and social research: Epistemology, methods, technology, and applications</i>. Springer. <a href="https://doi.org/10.1007/978-3-319-55477-8">https://doi.org/10.1007/978-3-319-55477-8</a></p>

Material Type	In-Text Example	Reference List Example
Book: With Author and Editor	<p>into collective human behavior (Lauro et al., 2017).</p> <p><b>OR</b></p> <p>According to Lauro et al. (2017)...</p> <p>"A large income is the best recipe for happiness I ever heard of" (Austen, 1814/2005, p. 195)</p>	<p>Austen, J. (2005). <i>Mansfield Park</i> (J. Wiltshire, Ed.). Cambridge University Press. (Original work published 1814)</p>
Chapter or part of a book to which several authors have contributed	<p><b>Include the original publication date in the citation.</b></p> <p>Shah (2018) advocates "the use of analytics to make informed decisions at the executive leadership level" (p. 38).</p> <p><b>OR</b></p> <p>There is value in "the use of analytics to make informed</p>	<p>Shah, T. H. (2018). Big data analytics in higher education. In S. M. Perry (Ed.), <i>Maximizing social science research through publicly accessible data sets</i> (pp. 38-61). IGI Global. <a href="https://doi.org/10.4018/978-1-5225-3616-1">https://doi.org/10.4018/978-1-5225-3616-1</a></p> <p><b>Note that the editor's name appears with initials first and surname following.</b></p>

Material Type	In-Text Example	Reference List Example
Book: Translator & Author	<p>decisions at the executive leadership level" (Shah, 2018, p. 38).</p> <p><b>In the in-text reference name the author of the chapter.</b></p>	<p>Marklund, L. (2011). <i>Exposed</i> (N. Smith, Trans.). Random House. (Original work published 1999)</p> <p><b>Note that the translators' name appears with initials first and surname following.</b></p>
Book: Anonymous Author	<p>(Anonymous, 2000)</p> <p><b>Use only when a work's author is designated as Anonymous. Include the word 'Anonymous' followed by a comma and year.</b></p>	<p>Anonymous. (2000). <i>Maximum Security</i> (3rd ed.). Prentice-Hall.</p> <p><b>In your reference list, include such titles in your alphabetical listing as if 'Anonymous' were a true name.</b></p>
Book: Multiple works same author	<p>Perceptions of an event have more impact than the event itself, so accurate perceptions are key</p>	<p>Fujishin, R. (2018). <i>The natural speaker</i> (9th ed.). Routledge.</p> <p>Fujishin, R. (2020). <i>Natural bridges: A guide to interpersonal communication</i> (2nd ed.). Routledge.</p>

Material Type	In-Text Example	Reference List Example
	(Fujishin, 2018, 2020). OR Fujishin (2018, 2020) tells us gesture is critical to creating genuine interpersonal connections.  1 Cor. 13:1 (King James Bible, 1769/2017)	<b>Order multiple works by the same author(s) by year of publication, earliest first.</b>
<b>Book: Classical or Religious text</b>	134) <b>Where the parts of classic or religious texts are numbered consistently across all editions, use these numbers rather than page numbers.</b>	<i>King James Bible.</i> (2017) King James Bible Online. <a href="https://www.kingjamesbibleonline.org/">https://www.kingjamesbibleonline.org/</a> (Original work published 1769) <i>The Qur'an</i> (M. A. S. Abdel Haleem, Trans.). (2004). Oxford University Press. Aristotle. (1994). <i>Poetics</i> (S. H. Butcher, Trans.). The Internet Classics Archive. <a href="http://classics.mit.edu/Aristotle/poetics.html">http://classics.mit.edu/Aristotle/poetics.html</a> (Original work published ca. 350 B.C.E.) <b>Where the original date of publication is known (and undisputed) include it. If the date of publication is only approximately known use the abbreviation ca. for 'circa'.</b>
<b>Secondary sources: When</b>	Intuition is defined as"	

Material Type	In-Text Example	Reference List Example
<p>you are referring to the ideas or words of an author who has been cited in another author's work. Also called 'secondary citation'.</p> <p><i>Only recommended where the original work cannot be obtained.</i></p>	<p>knowledge or knowledge structures that predispose individuals to think and act in particular ways without much conscious reflection" (Torff &amp; Sternberg, 2001, as cited in Hernandez-Romero, 2017, p. 134).</p> <p>OR</p>	<p>Torff and Sternberg (2001, as cited in Hernandez-Romero, 2017) define intuition as "knowledge or knowledge structures that predispose individuals to think and act in particular ways without much conscious reflection" (p.134).</p>

## Paraphrasing

**Paraphrasing** is when you are summarizing the words or expressing the ideas of the author(s) in your own words. When paraphrasing you must acknowledge the original source in the text of your writing. Include the author's surname and year of publication in round brackets, or if including the author(s) name anywhere in the sentence, place the year of publication in round brackets next to the author's name.

(Leskowitz, 2017)

OR

Leskowitz (2017)

*When paraphrasing there is more than one way to place the citation within your text.*

### Citation at the beginning

Leskowitz (2017) describes the transcendent states that athletes experience ...

### Citation in the middle

... sport is viewed as a spiritual path (Leskowitz, 2017), and one that is frequently followed in the west.

### Citation at the end

... athletes using techniques adapted from holistic and complementary medicine (Leskowitz, 2017).

*Different referencing methods may highlight the importance of the author, or give more weighting to the information.*

### Author-prominent citations

In his research, Leskowitz (2017) explores mindfulness, biofeedback ...

### Information-prominent citations

... applying for up-to-the-minute advances in holistic and complementary medicine (Leskowitz, 2017).

### Including page numbers in a paraphrase citation

Although APA 7th does not require page numbers when paraphrasing another's work, you may choose to include page numbers, particularly when dealing with a lengthy or complex document.

A number of holistic practices and dispositions can be applied when training or coaching athletes to increase the likelihood of athletes getting into 'the Zone' (Leskowitz, 2017, p. 324).

### Direct quotes

For direct quotes of less than 40 words, incorporate them into the text and enclose the quote with double quotation marks, e.g.

**Narrative quote** (where the authors are named in your sentence):

Webber (2018) concludes that "addressing the issue of school dropout not only affects the education system, but may also serve as a prevention effort for the welfare, mental health, and corrections systems" (p. 82).

**Parenthetical quote** (where the citation details are presented in parentheses following the quote):

"Addressing the issue of school dropout not only affects the education system, but may also serve as a prevention effort for the welfare, mental health, and corrections systems" (Webber, 2018, p. 82).

For direct quotes of 40 or more words start on a new line and indent the whole block ~1cm from the left, do not add any additional space before or after the quote. The entire quote should be double-spaced. Quotation marks are not required e.g.:

### Citing tables and figures

- **Figures** include graphs, charts, maps, drawings, and photographs.
- **Tables** are numerical values or text displayed in rows and columns.

### Including figures or tables in your work

When including figures or tables in your work, please note:

- All figures and tables must be referred to in the main body of the text.
- Number all figures and tables in the order they first appear in the text.
- Refer to them in the text by their number. For example:

As shown in Table 4...

OR

As illustrated in Figure 3...

### Example of an in-text Figure

Each figure should be accompanied by a concise title that provides a brief but clear explanation of its contents, this is presented directly below the figure number and above the figure itself. The title is given in Title Case and *Italics*.

Figure 3

*Figure or Table Title*

- When reproducing a figure or table from another source you must also include an attribution (Creative Commons or copyright), presented in a *Note* directly below the figure/table. The attribution will follow any explanatory notes required for the figure.
- Attribution for a figure reproduced from an Open Access journal article with a Creative Commons license must include:
  - 'From' when reprinting the figure or 'Adapted from' when adapting
  - Title of article, in Title Case and double quotation marks " "
  - by Author(s). The first initial(s) followed by the surname
  - Year of publication
  - Journal title, in Title Case and *italics*
  - Volume (in *italics*) and issue number in (round brackets)
  - Page number of the original figure. (Where there are no page numbers use Section headings and paragraph numbers)
  - DOI or URL, in (round brackets)
  - Creative Commons license

### Example:

*Note.* (A) Expression Recognition & (B) Expression Detection (A = Anger; D = Disgust; F = Fear; H = Happy; Su. = Surprise; Sa. = Sad). (C) Full confusion matrices underlying performance at each eccentricity for the Emotion Recognition Task (rows = expression presented; columns = response chosen). From "Identifying and Detecting Facial Expressions of Emotion in Peripheral Vision," by F. W. Smith and S. Rossit, 2018, *PLoS ONE*, 13(5), Results section, Figure 1 (<https://doi.org/10.1371/journal.pone.0197160>). CC BY.

**IMPORTANT:** If a figure is not Open Access or Creative Commons, you may need to obtain written permission from the copyright holder to reproduce or adapt a figure or table. The copyright permission statement should be included at the end of the Note. See the APA Publication Manual pp. 389-391 for advice on copyright permission statements.

- You must also list the figure in your Reference list. Notice that the order of the citation elements and capitalization differs slightly in the figure note compared to the reference list:

Smith, F. W., & Rossit, S. (2018). Identifying and detecting facial expressions of emotion in peripheral vision. *PLoS ONE*, 13(5), Article e0197160.  
<https://doi.org/10.1371/journal.pone.0197160>

### Discussion of a figure in another source

Follow a discussion of a figure viewed in another source (but not reproduced) with an in-text citation for the published source. Include the figure number as it appears in the published source. Cite the source in full in your reference list:

On analyzing the recognition of different facial expressions at different degrees of eccentricity, Smith, and Rossit (2018, Results section, Figure 1) found ...

Reference List:

Smith, F. W., & Rossit, S. (2018). Identifying and detecting facial expressions of emotion in peripheral vision. *PLoS ONE*, 13(5), Article e0197160.  
<https://doi.org/10.1371/journal.pone.0197160>

### Secondary sources

APA discourages the use of secondary sources unless the original work is unavailable. If you read an article or book which references some information that you also want to reference *and you have been unable to locate the source*, cite the source you have read in the Reference list; in text, name the original work and give the citation for the source where you found the information. Where the year of publication for the original work is known, include it. For example:

Sue reads an article by Chris Brown in the *Journal of Library Administration* in which he cites or refers to statements made by Ulrich Boser in his 2017 book '*Learn Better*'. Sue wants to refer to Boser's statement in her assignment.

Sue would acknowledge Boser in her text but her reference is to the source where she saw the information. Sue might write as her in-text reference:

... (Boser, 2017, as cited in Brown, 2018)

OR

Boser (2017, as cited in Brown, 2018) states ...

In her reference list, Sue would write a reference for Brown's article because that's where she sourced the information. The entry in her References would be:

Brown, C. (2018). Creating better learners through learning science: A sample of methods. *Journal of Library Administration*, 58(4), 375-

381. <https://doi.org/10.1080/01930826.2018.1448652>

### III. Manuscript Style

Manuscripts submitted to the **International Journal of Digital Content Management (IJDCM)** should be based on empirical or data-based, not review, studies and should not be under consideration by any other journal. Neither should it have been published in full or partial form in any other journal or full-length conference proceedings. Exceptions to this rule are conference presentations and books of abstracts. The letter accompanying the submission of a manuscript should contain a clear statement to this effect, i.e. the manuscript has not been published and is not under review by any other journals.

Submissions should be produced using a standard word processing program, such as MS Word. Figures or artwork should be supplied in a finished form, suitable for reproduction, as these cannot be redrawn by the journal. Footnotes/Endnotes should be avoided.

Please ensure that the files are saved as Word files. Any consistent spelling style is acceptable. Use double quotation and use single quotation marks within double if needed.

**Typing:** Manuscripts submitted for publication should be word-processed and single-spaced throughout.

**Length:** The length should be 6000-9000 words, including references and appendices, with an abstract of 200-250 words and up to 5 keywords. Manuscripts not observing this length will not be reviewed for publication.

**Spacing and paragraphing:** All paragraphs should be indented except those immediately following headings. All paragraphs should be justified and no additional, i.e. space after, is needed between paragraphs.

**Titles:** Titles and section headings should be clear and brief. A manuscript should strictly follow the section structure below:

**Introduction**

**Literature Review**

**Purpose of the Study**

**Method**

**Results**

## Discussion

## Conclusions and Implications

## Acknowledgment

*This section should acknowledge anyone who contributed to the research or the writing of the article but who does not qualify as an author please clearly state how they contributed. Authors should obtain permission to include the name and affiliation, from all those mentioned in the Acknowledgments section. Please note that grant funding should not be listed here.*

*We are using the CRediT Taxonomy. CRediT (Contributor Roles Taxonomy) is a high-level taxonomy, including 14 roles, that can be used to represent the roles typically played by contributors to scientific scholarly output. The roles describe each contributor's specific contribution to the scholarly output.*

<b>Contributor Role</b>	<b>Role Definition</b>
Conceptualization	Ideas; formulation or evolution of overarching research goals and aims.
Data Curation	Management activities to annotate (produce metadata), scrub data, and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later reuse.
Formal Analysis	Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.
Funding Acquisition	Acquisition of the financial support for the project leading to this publication.
Investigation	Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.
Methodology	Development or design of methodology; creation of models.
Project Administration	Management and coordination responsibility for the research activity planning and execution.
Resources	Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.
Software	Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.
Supervision	Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.
Validation	Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.

<b>Contributor Role</b>	<b>Role Definition</b>
Visualization	Preparation, creation, and/or presentation of the published work, specifically visualization/data presentation.
Writing – Original Draft Preparation	Creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
Writing – Review & Editing	Preparation, creation, and/or presentation of the published work by those from the original research group, specifically critical review, commentary, or revision – including pre-or post-publication stages.

**Quotations:** Lengthy quotations (over 40 words) should be indented in the text without quotation marks. Short quotations in the text itself should be marked as such with “double quotation marks.”

**Language and Spelling:** Only papers in English are published. Quotations of text fragments in other languages should be translated.

**Tables and Figures:** Tables and figures should be numbered and have descriptive titles. Gray-scale or line art images are acceptable. The journal will not print color images. Number tables consecutively following their appearance in the text. Place captions to tables above the table body (e.g. Table 1: One-way ANOVA for the effect of gender on the performance on the groups) and footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules and lines. For figures place both captions and footnotes below the figure. The font size for tables, figures, and their captions must be 11, and the style must be Times New Roman. Tables and figures should be supplied in the actual place in the text.

**Cover sheets:** The paper should have a cover sheet with the following information: Title of the paper, name of the author(s); institutional affiliation (department, university, city, country), a biographical note of no more than 80 words, email and postal addresses; and telephone no, and word counts for the manuscript and the abstract. Give the names of all contributing authors in the order you wish them to appear in the published article. The cover sheet should be part of the same file as the paper.

The subject of the submission email should be **“Manuscript Submission.”**

**Font:** Times New Roman, 12 point. Use margins of 2.5 cm (1 inch).

**Title:** Use bold for your article title, with an initial capital letter for any proper nouns and font 16 point.

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**Headings.** Please indicate the level of the section headings in your article:

- First-level headings (e.g. INTRODUCTION, CONCLUSION) should be in bold, with a capital letter for all words and font 14 point.
- Second-level headings (e.g. Data Collection Procedure) should be in bold, with an initial capital letter for any proper nouns and font 14 point.
- Third-level headings (e.g. *The Proficiency Test*) should be in bold italics, with an initial capital letter for any proper nouns and font 12 point.
- fourth-level headings should also be in bold italics, at the beginning of a paragraph, with an initial capital letter for any proper nouns and font 12 point, and the text must follow immediately after a colon.

**\*All headings should be justified left.\***

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**Plagiarism.** A manuscript is not further processed if any instance of plagiarism is discovered at any phase before its publication. As a manuscript will be reviewed for instances of plagiarism even after the issuance of an acceptance letter, the journal will reserve the right not to publish a manuscript once the occurrence of plagiarism becomes evident and will not accept submissions from such authors for a minimum of two years.

**Supervisors' names.** All manuscripts primarily based on theses and dissertations should include the supervisor's name irrespective of the time lapse between the defense session and submission of the manuscript unless the supervisor sends an email or letter to the journal stating his/her decision as to not being willing to be named as an author. The journal's definite preference is the inclusion of the supervisor as the first author. The author submitting the manuscript, either the supervisor or the co-author, is considered to be the corresponding author unless otherwise indicated.

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independent review. Next, they undergo rigorous peer review. This involves anonymized reviewing by two anonymous reviewers and where there is a split decision by a third reviewer. A manuscript may be accepted without revision, with minor revision without being returned to the reviewers after modification, with major revision, or rejected. In case a manuscript requires revision, reviewers' comments will be sent to the author. For manuscripts rejected after in-house review, the author will not receive any detailed comments.

**Note:** Some of the points in the above Guide for Authors are taken from Taylor & Francis and APA style sheets directly or with modifications.

For consistency purposes, please use the article model provided by ATU Press.