

INSTRUCTIONS FOR AUTHORS

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Thank you for choosing to submit your paper to us. These instructions will ensure we have everything required so your paper can move through peer review, production and publication smoothly. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements.

Use these instructions if you are preparing a manuscript to submit to *Changing Societies & Personalities*. To explore our journal portfolio, visit <https://changing-sp.com>

Changing Societies & Personalities considers all manuscripts on the strict condition that:

1. the manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work;
2. the manuscript has been submitted only to *Changing Societies & Personalities* ; it is not under consideration or peer review or accepted for publication or in press or published elsewhere;
3. the manuscript contains nothing that is abusive, defamatory, libelous, obscene, fraudulent, or illegal;
4. the manuscript is presented in grammatically correct, stylistically appropriate and readable English.

By submitting your manuscript to *Changing Societies & Personalities* you are agreeing to any necessary originality checks your manuscript may have to undergo during the peer-review and production processes.

Manuscript preparation

1. General guidelines

Description of the journal's article style

All authors must submit articles written in good English using correct grammar, punctuation and vocabulary. If authors are non-native English speakers or writers, may, if possible to have their submissions proofread by a native English speaker before submitting their article for consideration.

Please use double quotation marks, except where “a quotation is ‘within’ a quotation”. Long quotations of words or more should be indented with quotation marks.

A typical manuscript is from 6000 to 8000 words including tables, references, captions, footnotes and endnotes. Review articles will not exceed 4000 words, and book reviews – 1500 words. Manuscripts that greatly exceed this will be critically reviewed with respect to length.

Manuscripts should be compiled in the following order: title page (including Acknowledgements as well as Funding and grant-awarding bodies); abstract; keywords; main text; acknowledgements; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).

Abstracts of 150-200 words are required for all manuscripts submitted.

Each manuscript should have 5 to 10 keywords.

Section headings should be concise.

All authors of a manuscript should include their full names, affiliations, postal addresses, telephone numbers and email addresses on the cover page of the manuscript. One author should be identified as the corresponding author. Please give the affiliation where the research was conducted. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after the manuscript is accepted. Please note that the email address of the corresponding author will normally be displayed in the published article and the online version.

All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.

Please supply a short biographical note for each author.

Please supply all details required by any funding and grant-awarding bodies as an Acknowledgement on the title page of the manuscript, in a separate paragraph, as follows:

For single agency grants: "This work was supported by the [Funding Agency] under Grant [number xxxx]."

For multiple agency grants: "This work was supported by the [Funding Agency 1] under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx]."

For all manuscripts non-discriminatory language is mandatory. Sexist or racist terms must not be used.

2. Style guidelines

Font: Helvetica, 'Helvetica Neue' or Calibri, Sans-Serif, 12 point. Use margins of at least 2.5 cm (1 inch).

Title: Use bold for your article title, with an initial capital letter for any proper nouns.

Authors' names: Give the names of all contributing authors on the title page exactly as you wish them to appear in the published article.

Affiliations: List the affiliation of each author (department, university, city, country).

Correspondence details: Please provide an institutional email address for the corresponding author. Full postal details are also needed by the publisher, but will not necessarily be published.

Anonymity for peer review: Ensure your identity and that of your co-authors is not revealed in the text of your article or in your manuscript files when submitting the manuscript for review.

Abstract: Indicate the abstract paragraph with a heading or by reducing the font size.

Keywords: Please provide five to ten keywords to help readers find your article.

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

- First-level headings (e.g. Introduction, Conclusion) should be in bold, with an initial capital letter for any proper nouns.
- Second-level headings should be in bold italics, with an initial capital letter for any proper nouns.
- Third-level headings should be in italics, with an initial capital letter for any proper nouns.

- Fourth-level headings should also be in italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark.

Tables and figures: Indicate in the text where the tables and figures should appear, for example by inserting [Table 1 near here]. The actual tables and figures should be supplied either at the end of the text or in a separate file as requested by the Editor.

If your article is accepted for publication, it will be copy-edited and typeset in the correct style for the journal.

Foreign words and all titles of books or plays appearing within the text should be italicized. Non-Anglophone or transliterated words should also appear with translations provided in square brackets the first time they appear (e.g. weltanschauung [world-view]).

If acronyms are employed (e.g. the BUF), the full name should also be given the first time they appear.

If you have any queries, please contact us at

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Description of the journal's reference style

CHANGING SOCIETIES & PERSONALITIES STANDARD REFERENCE STYLE: APA

APA (American Psychological Association) references are widely used in the social sciences, education, engineering and business. For detailed information, please see the *Publication Manual of the American Psychological Association*, 6th edition, <http://www.apastyle.org/> and <http://blog.apastyle.org/>

In the text:	
Placement	References are cited in the text by the author's surname, the publication date of the work cited, and a page number if necessary. Full details are given in the reference list. Place them at the appropriate point in the text. If they appear within parenthetical material, put the year within commas: (see Table 3 of National Institute of Mental Health, 2012, for more details)

Within the same Parentheses	Order alphabetically and then by year for repeated authors, with in-press citations last. Separate references by different authors with a semi-colon.
Repeat mentions in the same paragraph	If name and year are in parentheses, include the year in subsequent citations.
With a quotation	This is the text, and Smith (2012) says "quoted text" (p. 1), which supports my argument. This is the text, and this is supported by "quoted text" (Smith, 2012, p. 1). This is a displayed quotation. (Smith, 2012, p. 1)
Page number	(Smith, 2012, p. 6)
One author	Smith (2012) or (Smith, 2012)
Two authors	Smith and Jones (2012) or (Smith & Jones, 2012)
Three to five authors	At first mention: Smith, Jones, Khan, Patel, and Chen (2012) or (Smith, Jones, Khan, Patel, & Chen, 2012) At subsequent mentions: Smith et al. (2012) or (Smith et al., 2012) In cases where two or more references would shorten to the same form, retain all three names.
Six or more authors	Smith et al. (2012) (Smith et al., 2012)
Authors with same surname	G. Smith (2012) and F. Smith (2008) G. Smith (2012) and F. Smith (2012)
No author	Cite first few words of title (in quotation marks or italics depending on journal style for that type of work), plus the year: ("Study Finds," 2007) If anonymous, put (Anonymous, 2012).
Groups of authors that would shorten to the same form	Cite the surnames of the first author and as many others as necessary to distinguish the two references, followed by comma and et al.
Organization as author	The name of an organization can be spelled out each time it appears in the text or you can spell it out only the first time and abbreviate it after that. The guiding rule is that the reader should be able to find it in the reference list easily. National Institute of Mental Health (NIMH, 2012) or (National Institute of Mental Health [NIMH], 2012) University of Oxford (2012) or (University of Oxford, 2012)

Author with two works in the same year	Put a, b, c after the year (Chen, 2011a, 2011b, in press-a)
Secondary source	When it is not possible to see an original document, cite the source of your information on it; do not cite the original assuming that the secondary source is correct. Smith's diary (as cited in Khan, 2012)
Classical work	References to classical works such as the Bible and the Qur'an are cited only in the text. Reference list entry is not required. Cite year of translation (Aristotle, trans. 1931) or the version you read: Bible (King James Version).
Personal communication	References to personal communications are cited only in the text: A. Colleague (personal communication, April 12, 2011)
Unknown date	(Author, n.d.)
Two dates	(Author, 1959–1963) Author (1890/1983)
Notes	Endnotes should be kept to a minimum. Any references cited in notes should be included in the reference list.
Tables and figures	Put reference in the footnote or legend
Reference list	
Order	Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. Alphabetical letter by letter, by surname of first author followed by initials. References by the same single author are ordered by date, from oldest to most recent. References by more than one author with the same first author are ordered after all references by the first author alone, by surname of second author, or if they are the same, the third author, and so on. References by the same author with the same date are arranged alphabetically by title excluding 'A' or 'The', unless

	<p>they are parts of a series, in which case order them by part number. Put a lower-case letter after the year:</p> <p>Smith, J. (2012a).</p> <p>Smith, J. (2012b).</p> <p>For organizations or groups, alphabetize by the first significant word of their name.</p> <p>If there is no author, put the title in the author position and alphabetize by the first significant word.</p>
Form of author name	<p>Use the authors' surnames and initials unless you have two authors with the same surname and initial, in which case the full name can be given:</p> <p>Smith, J. [Jane]. (2012).</p> <p>Smith, J. [Joel]. (2012).</p> <p>If a first name includes a hyphen, add a full stop (period) after each letter:</p> <p>Jones, J.-P.</p>
Book	
One author	Author, A. A. (2012). <i>This is a book title: And subtitle</i> . Abingdon: Routledge.
Two authors	Author, A. A., & Author, B. B. (2012). <i>This is a book title: And subtitle</i> . Abingdon: Routledge
Three authors	Author, A. A., Author, B. B., & Author, C. C. (2012). <i>This is a book title: And subtitle</i> . Abingdon: Routledge.
More authors	<p>Include all names up to seven. If there are more than seven authors, list the first six with an ellipsis before the last.</p> <p>Author, M., Author, B., Author, E., Author, G., Author, D., Author, R., ... Author, P. (2001).</p>
Organization as author	American Psychological Association. (2003). <i>Book title: And subtitle</i> . Abingdon: Routledge.
No author	<i>Merriam Webster's collegiate dictionary</i> (10th ed.). (1993). Springfield, MA: Merriam-Webster.
Chapter	<p>Author, A. A. (2012). This is a chapter. In J. J. Editor (Ed.), <i>Book title: And subtitle</i> (pp. 300–316). Abingdon: Routledge.</p> <p>Author, A. A. (2012). This is a chapter. In J. J. Editor & B. B. Editor (Eds.), <i>Book title: And subtitle</i> (pp. 300–316). Abingdon: Routledge.</p>

	Author, A. A. (2012). This is a chapter. In J. J. Editor, P. P. Editor, & B. B. Editor (Eds.), <i>Book title: And subtitle</i> (pp. 300–316). Abingdon: Routledge.
Edited	Editor, J. J. (Ed.). (2012). <i>Book title: And subtitle</i> . Abingdon: Routledge. Editor, J. J., Editor, A. A., & Editor, P. P. (Eds.). (2012). <i>Book title: And subtitle</i> . Abingdon: Routledge. Editor, J. J., & Editor, P. P. (Eds.). (2012). <i>Edited online book: And subtitle</i> . Retrieved from https://www.w3.org
Edition	Author, A. A. (2012). <i>Book title: And subtitle</i> (4th ed.). Abingdon: Routledge.
Translated	Author, J. J. (2012). <i>Book title: And subtitle</i> . (L. Khan, Trans.). Abingdon: Routledge.
Not in English	Piaget, J., & Inhelder, B. (1951). <i>La genèse de l'idée de hasard chez l'enfant</i> [The origin of the idea of chance in the child]. Paris: Presses Universitaires de France. For transliteration of Cyrillic letters please use the links: ALA-LC Romanization Tables at the website of The Library of Congress http://www.loc.gov/catdir/cpsol/roman.html
Online	Author, A. A. (2012). <i>Title of work: Subtitle</i> [Adobe Digital Editions version]. Retrieved from https://www.w3.org
Place of publication	Always list the city, and include the two-letter state abbreviation for US publishers. There is no need to include the country name: New York, NY: McGraw-Hill Washington, DC: Author Newbury Park, CA: Sage Pretoria: Unisa Chicago, IL: University of Chicago Press Cambridge, MA: Harvard University Press Abingdon: Routledge If the publisher is a university and the name of the state is included in the name of the university, do not repeat the state in the publisher location: Santa Cruz: University of California Press Lincoln: University of Nebraska Press

Publisher	Give the name in as brief a form as possible. Omit terms such as 'Publishers', 'Co.', 'Inc.', but retain the words 'Books' and 'Press'. If two or more publishers are given, give the location listed first or the location of the publisher's home office. When the author and publisher are identical, use the word Author as the name of the publisher.
Multivolume works	
Multiple volumes from a multivolume work	Levison, D., & Ember, M. (Eds). (1996). <i>Encyclopedia of cultural anthropology</i> (Vols. 1-4). New York, NY: Henry Holt. Use Vol. for a single volume and Vols. for multiple volumes. In text, use (Levison & Ember, 1996).
A single volume from a multivolume work	Nash, M. (1993). Malay. In P. Hockings (Ed.), <i>Encyclopedia of world cultures</i> (Vol. 5, pp. 174-176). New York, NY: G.K. Hall. In text, use (Nash, 1993).
Journal	
One author	Author, A. A. (2011). Title of article. <i>Title of Journal</i> , 22, 123–231. doi:xx.xxxxxxxxxx Provide the issue number ONLY if each issue of the journal begins on page 1. In such cases it goes in parentheses: Journal, 8(1), pp–pp. Page numbers should always be provided. If there is no DOI and the reference was retrieved from an online database, give the database name and accession number or the database URL (no retrieval date is needed): Author, A. A. (2011). Title of article. <i>Title of Journal</i> , 22, 123–231. Retrieved from https://www.w3.org If there is no DOI and the reference was retrieved from a journal homepage, give the full URL or site's homepage URL: Author, A. A. (2011). Title of article. <i>Title of Journal</i> , 22, 123–231. Retrieved from https://www.w3.org
Two authors	Author, A. A., & Author, B. B. (2004). Title of article. <i>Title of Journal</i> , 22, 123–231. doi:xx.xxxxxxxxxx

Three authors	Author, A. A., Author, B. B., & Author, C. C. (1987). Title of article. <i>Title of Journal</i> , 22, 123–231. doi:xx.xxxxxxxxxx
More authors	Include all names up to seven. If there are more than seven authors, list the first six with an ellipsis before the last. Author, M., Author, B., Author, E., Author, G., Author, D., Author, R., ..., Author, P. (2001).
Organization as author	American Psychological Association. (2003). Title of article: And subtitle. <i>Title of Journal</i> , 2, 12–23. doi:xx.xxxxxxxxxx
No author	Editorial: Title of editorial. [Editorial]. (2012). <i>Journal Title</i> , 14, 1–2.
Not in English	<p>If the original version is used as the source, cite the original version. Use diacritical marks and capital letters for the original language if needed. If the English translation is used as the source, cite the English translation. Give the English title without brackets. Titles not in English must be translated into English and put in square brackets.</p> <p>Author, M. (2000). Title in German: Subtitle of Article [Title in English: Subtitle of article]. <i>Journal in German</i>, 21, 208–217. doi:xx.xxxxxxxxxx</p> <p>Author, P. (2000). Title in French [Title in English: Subtitle of article]. <i>Journal in French</i>, 21, 208–217. doi:xx.xxxxxxxxxx</p> <p>For transliteration of Cyrillic letters please use the links: ALA-LC Romanization Tables at the website of The Library of Congress http://www.loc.gov/catdir/cpsol/roman.html</p>
Peer-reviewed article published online ahead of the issue	Author, A. A., & Author, B. B. (2012). Article title. <i>Title of Journal</i> . Advance online publication. doi:xx.xxxxxxxxxx If you can update the reference before publication, do so.
Supplemental material	If you are citing supplemental material which is only available online, include a description of the contents in brackets following the title. [Audio podcast] [Letter to the editor]

Other article types	Editorial: Title of editorial. [Editorial]. (2012). <i>Title of Journal</i> , 14, 1–2. Author, A. A. (2010). Title of review. [Review of the book Title of book, by B. Book Author]. <i>Title of Journal</i> , 22, 123–231. doi:xx.xxxxxxxxxx
Article in journal supplement	Author, A. A. (2004). Article title. <i>Title of Journal</i> , 42(Suppl. 2), xx–xx. doi:xx.xxxxxxxxxx
Conference	
Proceedings	To cite published proceedings from a book, use book format or chapter format. To cite regularly published proceedings, use journal format.
Paper	Presenter, A. A. (2012, February). Title of paper. <i>Paper presented at the meeting of Organization Name</i> , Location.
Poster	Presenter, A. A. (2012, February). Title of poster. <i>Poster session presented at the meeting of Organization Name</i> , Location
Thesis	Author, A. A. (2012). <i>Title of thesis</i> (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.
Unpublished work	
Manuscript	Author, A. A., Author, B. B., & Author, C. C. (2008). <i>Title of manuscript</i> . Unpublished manuscript. Author, A. A., Author, B. B., & Author, C. C. (2012). <i>Title of manuscript</i> . Manuscript submitted for publication.
Forthcoming article	Author, A. A., Author, B. B., & Author, C. C. (in press). Title of article. <i>Title of Journal</i> . doi:xx.xxxxxxxxxx
Forthcoming book	Author, A. A. (in press). <i>Book title: Subtitle</i> .
Internet	
Website	When citing an entire website, it is sufficient just to give the address of the site in the text. <i>The BBC</i> (https://www.bbc.co.uk).
Web page	If the format is out of the ordinary (e.g. lecture notes), add a description in brackets. Author, A. (2011). Title of document [Format description]. Retrieved from http://URL
Newspaper or magazine	Author, A. (2012, January 12). Title of article. <i>The Sunday Times</i> , p. 1.

	<p>Author, A. (2012, January 12). Title of article. <i>The Sunday Times</i>. Retrieved from http://www.sundaytimes.com</p> <p>Title of article. (2012, January 12). <i>The Sunday Times</i>. Retrieved from http://www.sundaytimes.com/xxxx.html</p>
Reports	
<p>May or may not be peer-reviewed; may or may not be published. Format as a book reference.</p>	<p>Author, A. A. (2012). <i>Title of work</i> (Report No. 123). Location: Publisher.</p> <p>Author, A. A. (2012). Title of work (Report No. 123). Retrieved from <i>Name website</i>: https://www.w3.org</p>
Working paper	<p>Author, A. A. (2012). <i>Title of work</i> (Working Paper No. 123). Location: Publisher.</p> <p>Author, A. A. (2012). Title of work (Working Paper No. 123). Retrieved from <i>Name website</i>: https://www.w3.org</p>
Discussion paper	<p>Author, A. A. (2012). <i>Title of work</i> (Discussion Paper No. 123). Location: Publisher.</p> <p>Author, A. A. (2012). Title of work (Discussion Paper No. 123). Retrieved from <i>Name website</i>: https://www.w3.org</p>
Personal communication	<p>Personal communication includes letters, emails, memos, messages from discussion groups and electronic bulletin boards, personal interviews. Cite these only in the text. Include references for archived material only.</p>
Other reference types	
Patent	<p>Cho, S. T. (2005). U.S. Patent No. 6,980,855. Washington, DC: U.S. Patent and Trademark Office.</p>
Map	<p>London Mapping Co. (Cartographer). (1960). Street map. [Map]. Retrieved from http://www.londonmapping.co.uk/maps/xxxxx.pdf</p>
Act	<p><i>Mental Health Systems Act</i>, 41 U.S.C. § 9403 (1988).</p>
Audio and visual media	<p>Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On Captain fantastic</p>

	<p>and the brown dirt cowboy [CD]. London: Big Pig Music Limited.</p> <p>Author, A. (Producer). (2009, December 2). <i>Title of podcast</i> [Audio podcast]. Retrieved from <i>Name website</i>: https://www.w3.org</p> <p>Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). <i>Title of motion picture</i> [Motion picture]. Country of origin: Studio or distributor.</p> <p>Smith, A. (Writer), & Miller, R. (Director). (1989). Title of episode [Television series episode]. In A. Green (Executive Producer), Series. New York, NY: WNET.</p> <p>Miller, R. (Producer). (1989). The mind [Television series]. New York, NY: WNET.</p>
Database	<p>Author, A. A., Author, B. B., & Author, A. A. (2002). A study of enjoyment of peas. <i>Journal Title</i>, 8(3). Retrieved February 20, 2003, from the PsycARTICLES database.</p>
Dataset	<p>Author. (2011). <i>National Statistics Office monthly means and other derived variables</i> [Data set]. Retrieved March 6, 2011, from <i>Name website</i>: https://www.w3.org</p> <p>If the dataset is updated regularly, use the year of retrieval in the reference, and using the retrieval date is also recommended.</p>
Computer program	<p>Rightsholder, A. A. (2010). <i>Title of program</i> (Version number) [Description of form]. Location: Name of producer.</p> <p>Name of software (Version Number) [Computer software]. Location: Publisher.</p> <p>If the program can be downloaded or ordered from a website, give this information in place of the publication information.</p>

3. Figures

Please provide the highest quality figure format possible. Please be sure that all imported scanned material is scanned at the appropriate resolution: 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color.

Figures must be saved separate to text. Please do not embed figures in the manuscript file.

Files should be saved as one of the following formats: TIFF (tagged image file format), PNG (portable network graphics) or JPEG (also JPG).

Each file should be no larger than 1 megabyte, the total size of all files attached to one article should not be more than 20 megabytes.

All figures must be numbered in the order in which they appear in the manuscript (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)).

Figure captions must be saved separately, as part of the file containing the complete text of the manuscript, and numbered correspondingly.

The filename for a graphic should be descriptive of the graphic, e.g. Figure1, Figure2a.