Your Paper's Title (Capitalized APA Style)

Your Paper's Subtitle (If Applicable, Capitalized APA Style)

First Author  
[mail@firstauthor.com](mailto:mail@firstauthor.com)  
Institution Name, City, Country

Second Author  
[mail@secondauthor.com](mailto:mail@secondauthor.com)  
Institution Name, City, Country

https://doi.org/DoiWillBeHerePleaseDoNotChange

**Abstract –** Please provide an abstract here summarizing your paper. Your abstract should be 150 to 200 words and must not contain any non-standard characters, formulas, graphics or reference but just simply text.

**Keywords –** Please provide up to six keywords, comma-separated & capitalized

Using This Template

Submitting Your Article

When your article is finished, you can submit it by e-mail to [submissi-on@ijarbm.org](mailto:submissi-on@ijarbm.org).

Two documents are required for this: First, the Excel file, which you can download from <https://www.ijarbm.org/submission-publication/new-submission/>. In this file you describe your article and provide information about authors, keywords, title and abstract. These details must be included in both the Excel file and this Word file here.

This Word file here, which you can also download from <https://www.ijarbm.org/submission-publication/new-submission/>, is the template for your article. You can copy an existing article into this template and apply the formatting or write your article directly in this Word template. This Word template should provide you with all the necessary formatting you will need for your article.

Please note that by submitting your article you agree to our regulations and policies. You can find these at https://www.ijarbm.org/submission-publication/. In addition, please make sure that your article meets the minimum and maximum length requirements of the publication formats we support. You can find these under <https://www.ijarbm.org/submission-publication/>.

Using Headings in Your Article

When you open this document, you will find several styles, including title, subtitle, author, text, and headings. The headings in IJARBM are numbered in Arabic numerals and can be hierarchical. We support first and second level headings.

Please note: All headings in your article should be capitalized according to the APA format. This website can help you with this: <https://capitalizemytitle.com>.

* 1. Using Text in Your Article

Most of your article will probably consist of text. There is also a simple format template for this. Please note: The format templates in this document and the page dimensions must not be changed..

1. Special Formats in Your Article

Of course, most scientific articles consist of more than just headlines and texts. In the following you will find format specifications for the most important additional resources such as tables, figures and lists.

* 1. Tables

The following table serves as a sample and can be copied.

**Table 1**: Sample table

|  |  |  |
| --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3** |
| Row 1 | Text A | 157 |
| Row 2 | Text B | 15.7 |
| Row 3 | Text C | .157 |

If you refer to tables in your text, please use the index number of the table ("see table 1") and not the position of the table in your text ("see table below"), because the position of your table can change in relation to the text during the editing process.

The table labels are centered and displayed in Arial, font size 9.

* 1. Illustrations & Figures

When using illustrations and figures, please ensure that the materials are of an appropriate quality. As in the case of tables, please ensure that the text refers to the consecutive number of the figure ("see figure 1") and not to the position of the figure in relation to the mention in the text ("see figure above"). The labeling of figures works in the same way as the labeling of tables, but please make sure that the labeling is below the figure and that it also has consecutive numbers.

The captions of illustrations are centered and indicated in Arial, font size 9.

Lists (Numbered and Non-Ordered)

To use a list, simply select the style for normal text and then use the list function in Word.

Please note that non-ordered lists

* are
* simply
* displayed

with small black bubbles and ordered / numbered lists

1. use
2. Arabic
3. numbers.

Formulas

To use formulas, please use the formula function of Word. Do not insert formulas as figures.

**Formula 1:** This formula does not make sense.

Please note: As with illustrations, formula labels are placed above the element, are centered and written in Arial, font size 9.

Citations

Anti Plagiarism Policy

The authors of IJARBM guarantee that the article they submit will be treated in accordance with our current policies. This includes our publication ethics, the obligations of authors, copyright notice, privacy and anti-plagiarism policy.

IJARBM does not tolerate plagiarism in any way and will act accordingly against plagiarism submitted as its own work. If an article is identified as plagiarism only after publication, it will be deleted by IJARBM and listed as plagiarism. Furthermore, the respective authors are then no longer allowed to publish in IJARBM.

In line with our 100% anti-plagiarism policy, the authors guarantee that all components of the submitted articles - texts, text passages, graphics, images, illustrations etc. - were conceived and created by themselves. For all other parts, the authors guarantee that they have the permission to publish and distribute them under CC BY 3.0 licence. In particular, the authors mark those parts that they did not conceive and create themselves according to the current conventions of science and provide appropriate source and literature information.

Correct Indication of Sources in IJARBM

Sources and bibliographical references are made in IJARBM according to the APA format (7th edition). The formal requirements can be found in the original on the websites of the American Psychological Association at <https://apastyle.apa.org/products/publication-manual-7th-edition/>.

Examples of the APA can be found at <https://apastyle.apa.org/style-grammar-guidelines/references/examples/>. For easy creation of citations and the bibliography, IJARBM recommends the use of software such as Zotero (<https://www.zotero.org/>).

In particular, we ask you to make sure that all sources in the bibliography, if available, are listed with a clickable (!) DOI link.

1. Acknowledgment

For example, if authors have received funding for the production of their research work or if the work has been supported in any other way by a company or organisation, they can indicate this here.

Authors should also indicate if there could be a conflict of interest due to their profession or other personal interests.

1. Authors

**First Author** can include a bio statement here to provide some information on his or her institution / workplace, field(s) of research, place of residence, academic background etc.

**Second Author** can include a bio statement here as well, providing information on himself / herself.

References (Samples)

Your list of reference should contain every single source mentioned in your paper and should be formatted in APA 7th style (first line of each reference with left margin, all reference entries double spaced, alphabetical order of first authors, correctly using *italics*). Examples of the APA can be found at <https://apastyle.apa.org/style-grammar-guidelines/references/examples/>.

**Please note:** Every source should contain the DOI link if available. Every link – DOI and weblinks – must be clickable links in blue color.

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

Branch, S., Ramsay, S., & Barker, M. (2008). The bullied boss: A conceptual exploration of upwards bullying. In A. Glendon, B. M. Thompson & B. Myors (Eds.), Advances in organisational psychology (pp. 93-112). Retrieved from <http://www.informit.com.au/humanities.html>

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>

Ramsey, J. K., & McGrew, W. C. (2005). Object play in great apes: Studies in nature and captivity. In A. D. Pellegrini & P. K. Smith (Eds.), The nature of play: Great apes and humans (pp. 89-112). New York, NY: Guilford Press.

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

Tranquilli, A. L., Lorenzi, S., Buscicchio, G., Di Tommaso, M., Mazzanti, L. & Emanuelli, M. (2014). Female fetuses are more reactive when mother eats chocolate. The Journal of Maternal-Fetal & Neonatal Medicine, 27(1), 72-74. <https://doi.org/10.3109/14767058.2013.804053>