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Journal for STEAME Creations for and by School Students

Template Guidelines for School Student Authors

(updated - September 2020)

First A. Author, *Student's School/ Institution, Country*, Second B. Author, *Supervisor Teacher's School/Institution, Country*, and Third C. Author, *Student's School, Country*

Abstract - These instructions are guidelines for preparing papers when submitting to the STEAME electronic Journal. You can use this document as an instruction template. The title of the paper should be written in uppercase and lowercase letters, not all uppercase, font size should be 14, bold, preferable font style is "Times New Roman". Titles of sections should be in size 12, bold, no underline, no uppercase. In the author field you can provide full names or first name initials and then Surname. All authors names must have the same format. A space between authors' initials is required. After the Title and the Author field you should write an abstract to provide a concise and comprehensive summary of the topic you are presenting in your article. Abstract Heading font style should be italic, bold and size 11. The abstract must be strictly between 100–250 words, font style bold and size 11.

Key Words - Three to ten key words or short phrases should be provided in alphabetical order giving information about the science or arts fields involved in the manuscript. Key words font style should be italic, bold and size 11.

I. Introduction

Two to three levels of subheadings, clearly distinguished, may be used. The manuscript should start with a brief introduction describing the paper's significance. The introduction should provide enough background information to make the article intelligible to readers in other disciplines, and sufficient context that the significance of the project/experimental findings is clear. Technical terms should be defined. Symbols, abbreviations, and acronyms should be defined the first time they are used. If you are reading a PDF version of this document, you can download the file [Author_Guidelines_for_STEAME_Journal.docx](#) from the STEAME official website and use it as template to prepare your paper.

II. Manuscript preparation Guidelines

The language of the Journal is English. The manuscripts should conform to the conventions specified in the Publication Manual of the American Psychological Association (6th Edition, 2010). They should be written on A4 size page, leaving left-right and top-bottom margins at 2.54 cm ("Normal Style"). Please single-space all material, including references. Manuscripts most acceptable length is 5-15

written pages or between 1500 and 4000 words. Pages should be numbered consecutively, and the first page should contain the following information:

Names of School Student Authors, School/Institution, Full address for correspondence, including telephone and e-mail address. Name of supervisor teachers(s), if any, specify teacher next to the name. The Journal has adopted an open reviewing policy. The reviewers will remain anonymous.

A. Manuscript submission

For the purpose of reviewing, articles should be send to the STEAME Journal’s Editor in Chief in an electronic version, both PDF and word format in the following e-mail address journal@cms.org.cy, with indication in the email message subject “STEAME Journal manuscript submission”.

B. Figures and Tables

All figures and tables must be embedded in the paper, following the instructions included in this section.

- i. Tables and Figures should be referenced within the text and numbered individually in the order of their citation in the text.
- ii. A brief descriptive title should be displayed at the top of the table area, following the table number (e.g. Table I: ...) and at at the bottom of the figure area, following the figure number (e.g. Fig. 1: ...). See examples below. Capitalize the first letter in a label only, not every word.
- iii. Units should be included in parentheses, e.g., Pressure (MPa), Temperature (K), SI notation.
- iv. Variables are always set in *italics* or as plain Greek letters (e.g., P , T , m). The rest of the text in the figure should be plain or bold text.

Table 1
Fundamental Quantities in the International System of Units

S.I. Unit	
Name	Symbol
kilogram	kg
kelvin	K
second	s
ampere	A
mole	mol

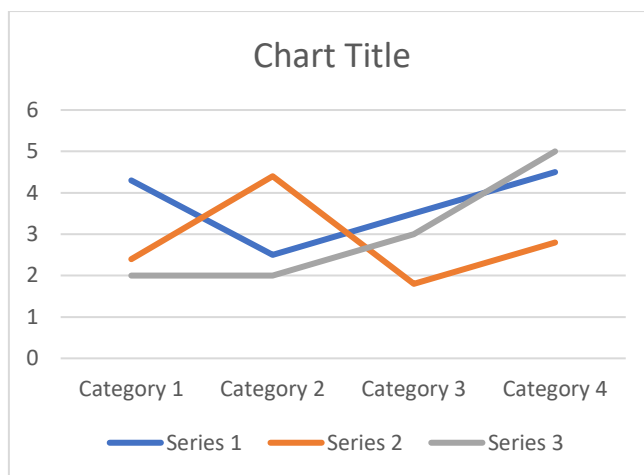


Fig.1 Category sample chart

III. Processing of Manuscripts

After the receipt of the manuscript, the Editor-in-Chief examines whether it falls within the journal's domain and complies with its style requirements. If it does not fall in the journal's domain, the Editor-in-Chief returns the manuscript to the author suggesting re-submission. If the manuscript falls in the journal's domain but does not comply with the journal's style requirement, it is returned to the author before the reviewing process continuous suggesting correction.

If the manuscript is considered appropriate, the Editor-in-Chief notifies the author and sends it to at least two reviewers. The reviewers are chosen based on their expertise on the subject. When the reviewers complete their reviews, the Editor-in-Chief informs the lead author whether the paper:

- a. Has been accepted.
- b. Needs some substantial revision and will be re-evaluated by the reviewers.
- c. Has been rejected.

The Editor-in-Chief will also forward the reviewers' evaluations to the author. If the manuscript is accepted a final version of the paper will be requested.

A. Final submission of manuscripts

Once the manuscript has been accepted, the author should submit the final version of the manuscript. Please note the following:

- a. Manuscripts should be submitted in both Microsoft Word and PDF
- b. The file should follow the general instructions on style.
- c. The file should use the wrap-around end-of-line feature (i.e. no returns at the end of each line). All textual elements should begin flush left, no paragraph indents. Place two returns after every element such as title, headings, paragraphs, figure and table.
- d. Electronic Proofs are sent to the first-named lead author.

B. Copyright

Once the paper is been accepted authors will be asked to transfer copyright of the article to the Publisher: Cyprus Mathematical Society for STEAME project. Additional Information can be obtained from the Editor-in-Chief, Prof. Gregoris Makrides, President-Cyprus Mathematical Society, greg@thalescyprus.com. In case your research is supported by any kind of funding, include acknowledgment and details at the end of the first page in font style size 10.

IV. CONCLUSION

A conclusion section can be included in your paper. Do not replicate the abstract, describe the importance of your manuscript and mention possible future research.

REFERENCES

References should be numbered in the order in which they are cited. See *Science Citation Style* below for details of citation style. Links to external pictures or videos are possible assuming the video has ownership of the authors and all GDPR requirements are met. In-text reference style should be IEEE (2006), as shown in the examples at end of this sentence for journals and books [1] [2].

Examples from Science Citation Style:

Journals

- [1] N. Tang, "On the equilibrium partial pressures of nitric acid and ammonia in the atmosphere," *Atmos, Environ*, vol. 14, pp. 819-834, 1980.

Books

- [2] M. Lister, *Fundamentals of Operating Systems*, New York: Springer, 1984.

Additional reference examples:

Technical reports

- [3] G. B. Shaw, "Practical uses of litmus paper in Möbius strips" (Tech. Rep. CUCS-29-82, Columbia Univ., 1982).

Conference proceedings (unpublished)

- [4] M. Konishi, paper presented at the 14th Annual Meeting of the Society for Neuroscience, Anaheim, CA, 10 October 1984.

Theses

- [5] B. Smith, thesis, Georgetown University (1973).

Electronic publication before print

- [6] W. Jones, B. Smith, [Article title goes here]. *Science* 10.1126/science.1054678 (2005). [published in *Science* First Release; not yet published in print]

Other online publication

- [7] E. M. Pietras, G. Cheng, A new TRADDition in intracellular antiviral signaling. *Sci. Signal.* **1**, pe36 (2008). [*Science Signaling*]

Preprints

- [9] A. Smette *et al.*, <http://xxx.lanl.gov/abs/astro-ph/0012193> (2001).

Article on a website

- [10] Author Initial. Author Surname, 'Title', Year Published. [Online]. Available: <http://Website URL>. [Accessed: 10- Oct- 2013].

Example:

[10] Emarketer.com, 'Social Networking Reaches Nearly One in Four Around the World', 2014. [Online]. Available: <http://www.emarketer.com/Article/Social-Networking-Reaches-Nearly-One-Four-Around-World/1009976>. [Accessed: 23- Jun- 2014].

Teacher lecture notes

[11] Naughton, S 2018, Seminar 7: Transforming organisations: strategy, structure & design, lecture notes, Organisation Change Management BMO6624, Victoria University, delivered 21 May 2018.