

**WELLNESS EDUCATION AND MANAGEMENT**

**Article manuscript requirements**

Article preparation guidelines before article manuscript submission:

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| **Format** | All files should be submitted as a **Word document** |
| **Article Length** | Articles should be between 3500 and 6000 words in length. |
| **Article Title** | A title of **not more than 10 words** should be provided. |
| **Article Title Page** | An **Article Title Page** should be submitted using the sample page (**Article Title Page**). This should include:   * *Article Title* * *Author Details* (Full name of each author, title of each author, at time research was completed, e-mail addresses of the authors and of the corresponding author) * *Structured Abstract* (Authors must supply a structured abstract on the **Article Title Page**, with the information provided under 4-7 sub-headings (see ‘**Abstract guidelines and research type**’) * Keywords (see below) * Article Classification (see below) |
| **Structured Abstract guidelines** | * Background and purpose (mandatory) * Methodology (mandatory) * Findings/results (mandatory) * Research limitations/implications (if applicable) * Conclusion (mandatory) * Key words, 5-6 keywords should be listed (mandatory)   Maximum is 200-250 words in total (including keywords and article type, see below), 10 pt, Times New Roman.  All keywords are subject to approval by WEM’s editorial team and may be replaced by a matching term to ensure consistency. |
| **Article Type** | Indicate your paper type on the **Article Title Page**, under one of these areas:   * Research paper * Viewpoint * Technical paper * Conceptual paper * Case study * Literature review * General review. |
| **Article Headings** | Clear and concise; distinction between the hierarchy of headings;  first level headings should be in bold; subsequent sub-headings should be in italics. Article text – 10 pt, Times New Roman. |
| **Notes/Endnotes** | *Notes* or *Endnotes* **should be used only if absolutely necessary** and must be identified in the text by consecutive numbers in parentheses and listed at the end of the page/article. |
| **Article structure** | *Introduction*   * Substantiation of the topicality, * Research question/problem, * Research aim, * Research tasks if applicable,   *Research methodology* (research methods and sample substantiation)  *Body of the article* (research data analysis and critical perspective)  *Conclusions*  *Discussion*  *Literature* |
| **Research Funding** | All sources of external research funding must declared in the article and a statement to this effect should appear in the acknowledgements section in the **Article Title Page**. The role of the funder(s) or financial sponsor(s) should be described in the research process, from study design to submission. |
| **Figures** | All Figures (*charts, diagrams, line drawings, web pages/screenshots, and photographic images*) should be submitted in electronic form.  All Figures are subject to approval by WEM’s editorial team and the quality will be discussed. The Figures should be legible and numbered consecutively with Arabic numerals. Graphics may be supplied in colour if author(s) decide. Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator or in other applications should be copied from the original software and pasted into the article text or presented as annexes of the article, 9 pt, Times New Roman. References presented under each figure. |
| **Tables** | Tables should be typed into the main body of the article or presented as annexes of the article. The Tables should be legible and numbered consecutively with Arabic numerals, 9 pt, Times New Roman. References presented under each table.  Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate. |
| **References** | References to other publications must be in **Harvard** style and carefully checked for completeness, accuracy and consistency.  Publications citation in the text:   * (Bilder, 2012) using the first named author's name, * (Cutamer and Bider, 2011) citing both names of two, * (Sinker *et al.*, 2010), when there are three or more authors.   At the end of the paper a literature list in alphabetical order should be supplied |
| *Books* | Hidden, S. (2012), Title *of the book*, Publisher name, New York, NY. |
| *Book chapters* | Surname, N. (2011), "The title of the chapter", in Edin, S. (Ed.), *Book title*, Publisher, New York, NY, pp. 134-169. |
| *Journals* | Corne, D., Doody, R. (2011), "Article title", *Journal Title*, Vol. x No. x, pp. x-x. |
| *Published  conference proceedings* | Surname, N., Suenam, M. and Kolde, S. (2012), "Paper title", in *Wellness tourism 2012 proceedings of the international conference in Klaipeda, Lithuania, 2012*, Publisher name, Klaipeda, pp. x-x.  Surname, N., Suenam, M. and Kolde, S. (2012), "Paper title", Wellness tourism 2012 international conference 23 May, Klaipeda, Lithuania, available at: [www.aaaaa/aaa/d/04aa.pdf](http://www.aaaaa/aaa/d/04aa.pdf) (accessed 24 March, 2012). |
| *Encyclopaedia entries  (with no author or editor)* | *Encyclopaedia Britannica* (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.  (For authored entries [resent as a book chapter) |
| *Electronic sources* | Coust, A. (2010), "Article title", available at: [www.aaaaa/aaa/d/04aa.pdf](http://www.aaaaa/aaa/d/04aa.pdf) (accessed 24 March, 2012).  Without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper). |