

SYNERGEIA

Guide for Authors

1. Journal aim and scope

Synergeia is an open access, blind peer refereed journal with a commitment to a holistic view of human realities that different fields of specialized knowledge inquire about. The journal promotes an interdisciplinary approach to research so as to gain a wider and deeper understanding of these complex realities in which the person is at the center. The holistic-interdisciplinary approach enriches professional competence with the values of wisdom and solidarity, thus enabling specialists to offer solutions to issues that are not only technologically or pragmatically suitable but also respectful of truth and human dignity.

2. Types of paper

The editors invite submission of research articles, research notes, and reviews of scholarly books that bear upon the humanities and the social sciences. Business and science articles may be considered if they contain humanistic and social aspects such as business ethics, corporate social responsibility, and the like.

3. Formatting instructions

- a. The text of the manuscript should be double-spaced, with ample margins, using 12-pt Times New Roman, on 8.5 x 11 size paper.
- b. Footnotes and reference lists should also be double-spaced.
- c. Subheads should use upper- and lower-case letters, 12-pt, boldfaced letters for first-level subheads, 12-pt for second-level, and 12-pt italics for the third level. For the second and third levels, only the first letter is in uppercase except for proper nouns.
- d. Research articles may be up to 10,000 words in length, including an abstract (a comprehensive summary of about 150 words), 6-8 keywords, notes, and reference lists. Shorter articles are welcome and longer articles may be considered. Research notes are between 3,000 - 4,000 words, and book reviews range from 1,000 - 3,000 words.
- e. The title page should include the title of the article, complete name(s) of the author(s), affiliation of author(s), address, telephone, and email address
- f. Manuscripts are expected to have been spelling- and grammar-checked.

4. Documentation style

Articles with source citations and reference lists in the wrong format will be returned to the authors for correction. *Synergeia* subscribes to the APA 7th edition for the social sciences, education, psychology, business and science; MLA 8th ed. for literature, theology, and philosophy. Also, authors may use the Chicago Manual of Style 17th ed. regardless of the discipline. The in-text citation format should be used.

5. Preparation for the double-blind review

- a. Procedures for reviewing manuscripts maintain the anonymity of the author and the confidentiality of the reviewer's identities and reports. To prepare the manuscript for the blind review process, the author's full name, title, affiliation, and complete address should appear only on a separate sheet (i.e., the title page) and nowhere else in the manuscript where it can give away the author's identity to the peer reviewer.
- b. In case of joint authorship, the author who should handle all correspondence at all stages of refereeing and editing should be clearly identified.

6. Copyright and license

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7. The Editor reserves the right to make changes in the manuscripts where necessary in order to bring them into conformity with the stylistic and bibliographical conventions of the journal.
8. Submission will be through the submission portal on the *Synergeia* website <synergeia.uap.asia>. But submission to the Editor via email <synergeia@uap.asia> will be accepted until the end of July 2021.