# Submission Title

Honorific. First Author’s Name, Associated Institute email@host.com

Honorific. Second Author’s Name, Associated Institute email@host.com

## Abstract

*Your Abstract should be a concise but comprehensive summary of the contents of your submission. Specificity is key but details are often superfluous. The purpose of the abstract is, in essence, to provide your audience with an overview of the foundational aspects of your submission. This includes a structural framework, core concepts, and, where applicable, methodological and/or analytical approaches. In the majority of cases, it is unlikely, if not improbable, that you will find yourself able to incorporate all of the major talking points, sections, or even analytical facets of your submission into a comprehensive abstract. Realistically, however, it is often the Abstract that captures the imagination of the audience, drawing them into the finer details, granular analysis, and in-depth examination of your study’s topic. Writing the perfect Abstract is a difficult art form to master but one well worth investing time and effort into. Abstracts must not exceed 300 words. For reference, this abstract contains 158 words.*

Keywords: CiCea Submissions, Writing Guidelines, Template, Document Style, 2023

## Introduction [PRIMARY SECTION TITLE]

There are many means by which one may lead into the topic of their study. For the purposes of this template let us assume we are using an approach that embraces starting from a general truth and becoming increasingly more specific.

### The Need for Greater Specificity [SECONDARY SECTION TITLE]

It is possible that, in the course of writing any given section of your submission, you may encounter the need to present a concept, topic, or facet of your subject which is important enough to warrant more than its own sentence or even, in some cases, paragraph. In such cases, it would be wise to give this concept, topic, or facet its own section. This allows you to pace emphasis on its importance and draw your audience’s attention to it, by giving it its own title and extended review.

In the case of the introduction, this could be a step down, from a general state of affairs to one that describes a more localized reality. This could reference a geographical, political, or cultural component of a broader field. The possibilities are (potentially) limitless. Remember, however, that the burden of responsibility for convincing your audience of the necessity to single out any one given piece of information over another is on you. Presenting a comprehensive and compelling argument (or at the very least, leading up to one) is crucial!

#### Examining the Necessity for Even More Specificity [TERTIARY SECTION TITLE]

It could be argued that the introduction is not the appropriate place for the presentation of exceedingly specific information. One might just as easily counter this argument by proposing that a detailed introduction to the subject under investigation provides an audience with the necessary and sufficient tools to meaningfully weight the concepts, arguments, findings, and overall conclusions you plan to present them with later on in your submission.

Being Specifically Specific [FURTHER SECTION TITLES]

There is no hard and fast rule for the number of subsections one can go into in any given section of their submission or, indeed, in any written essay. Beyond this point (four heading levels deep), however, CiCea does not currently acknowledge further distinction. The Association’s editorial teams are happy to discuss the need for such extended differentiation on a case by case basis, if you have a strong argument for its existence.

Employing such specific distinction, while sometimes necessary, also introduces the risk of falling into semantic scholarship (the proverbial ‘splitting of hairs’, as it were). The Association’s editorial teams generally warn against it, having historically found that, by this point, specificity is generally achieved and most arguments have been solidly substantiated. We also remind you that this template is meant as an indicative guide of *writing styles* and *formatting* and not a set of hard rules on document structure. Remember to use your best judgement and, when in doubt, please do not hesitate to get in touch to ask.

### Sometimes it is Necessary to take a Step Back [SECONDARY SECTION TITLE]

In the course of presenting the aforementioned solid argument, it is occasionally impossible (or, at the very least, inconvenient) to follow a linear path from general to specific statement[[1]](#footnote-1). The realities of empirical research are such that there are often parallel or even divergent paths that must be addressed in equal measure, in order to provide a comprehensive argument; multiple facets at each level of a discussion, required to present a cohesive narrative.

It may seem that such steps back and forth between different section levels require complex numbering schemes. Historically, this has not proven to be the case. We employ one of several formatting schemata, developed over years of trial and error, which have been found to be quickly and easily learned and recognized by readers across multiple disciplines. Simply choose the appropriate (preformatted) Microsoft Word “Style” and you will be fine.

## Presenting Your Research [PRIMARY SECTION TITLE]

It is a reality of contemporary research that results can often be extensive, complicated, and obtuse. Such findings are often more easily presented to your audience in summary format. Generally speaking, tables include numerical values or text, formatted in columns and/or rows. They are often employed for the presentation of quantitative data, such as frequency distribution tables (see Table 1), but also find numerous uses in the presentation of qualitative analyses (e.g., major and minor codes in your data). Tables must be enumerated in sequence, as they appear (e.g., Table 1 precedes Table 2, then Table 3, and so on). Tables must include a Title, which is presented one line below the Table Number, using APA Style “Title Case” capitalization, wherein major words (i.e., nouns, verbs, adjectives, adverbs, pronouns, and all words of at least four letters) are capitalized and minor words (i.e., words with at most three letters, conjunctions, short prepositions and articles) are lowercase. For more details, see *Title Case Capitalization*, (2023).

**Table 1 [TABLE TITLE]**

*Number of Tables Included in this Template*

|  |  |
| --- | --- |
| Section | Count |
| Introduction | 1 |
| Presenting Your Research | 0 |
| Discussion | 0 |
| Total | 1\* |

\**Note*: This number is valid at the time of construction of Table 1 but may not be for subsequent iterations of this template document. Future editors would do well to examine its validity, as well as any other considerations or clarifications that may require inclusion in such notes in future.

According to one interpretation of the American Psychological Association (APA)’s 7th edition Referencing style guide “[a]nything other than a table is a **Figure**” (*Library guides: APA 7th referencing style guide: Tables*, 2023; emphasis in original). Like Tables, Figures must be numbered in the order in which they are mentioned and appear in your submission. Figures can play multiple roles. Frequently figures can be limited to summary presentations of data (e.g., bar charts, pie charts, line charts, etc.). Sometimes, they represent complex relationships, such as those which often comprise structural models (see Figure 1). Just as frequently, however, they can be static media representations, such as photographs, drawings, and the like (see Figure 2).

**Figure 1 [FIGURE TITLE]**

A Hypothetical Structural Model of Educational Achievement



Note: Figure and table notes may be included beneath figures or tables (respectively) ***as needed*** to describe the contents of these features that cannot be readily understood from the title, image, and /or legend alone –including, though not limited to definitions of abbreviations (e.g., RES corresponding to “Area of Residence”), attributions of origin (where necessary), significance values, and so forth.

It is not always possible, nor strictly speaking necessary, to include figures and tables directly following their reference in the text. Any tables or figures present in the submission, however, *must be referenced in the manner discussed above*. Orphaned tables and/or figures will result in submission being returned to authors for subsequent editing.

**Figure 2 [FIGURE TITLE]**

Children’s Identity and Citizenship European Association Logo

****

*Note*: Images included as Figures must be of high quality. The association understands the limitations of bandwidth and email attachment file size, but we must insist that images be *legible* at reasonable reading/viewing. Images corresponding to figures for inclusion in accepted submissions may be sent as accompanying, high quality file attachments, for their inclusion in final publication format.

## Discussion [PRIMARY SECTION HEADING]

This partially populated submission template was created to illustrate appropriate formatting for submission to diverse CiCea conferences and publications. The template is not comprehensive. Some aspects have been left implicit; spacing between paragraphs is set to 6 points, trailing and extra blank lines/carriage returns are only necessary between title sections and not adjacent paragraphs, for example. We also do not, to name another example, discuss the case of tables that extend beyond one full page. For this and any other formatting issues you may be unsure of, we ask that you direct yourself to any of the many APA 7th Edition resources readily available on the internet. We strongly suggest the APA’s formatting style website (<https://apastyle.apa.org>).

We recognize that, while it has always been the case that submissions to CiCea must be in English, it is not everyone’s native language. You are, of course, welcome to use resources in your native language, so long as they align with the APA 7the Edition style. This last part is imperative, since going forward, submissions that do not follow these style guidelines will not be accepted by the CiCea Editorial team. We thank you in advance for your understanding and look forward to reading (and editing) your future submissions.

## References [PRIMARY SECTION HEADING]

*Library guides: APA 7th referencing style guide: Tables*. Tables - APA 7th Referencing Style Guide - Library Guides at AUT University. (2023). Retrieved March 29, 2023, from https://aut.ac.nz.libguides.com/APA7th/tables

*Title case capitalization*. (2023). https://apastyle.apa.org. https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case

1. Sometimes, it is even necessary to include a footnote –most often to present information which is deemed important enough for inclusion but not directly salient to the argument you are in the course of making. Central arguments should be retained in the main body of your text. Note also that footnotes are not an appropriate place for (complete) references –these belong at the end of the text. [↑](#footnote-ref-1)