**Social Inclusion (ISSN: 2183-2803)
Year, Volume, Issue, Pages X–X
https://doi.org/10.17645/si.vXiX.XXX**

Article

**Title of the Manuscript in Title Case with a Maximum of 14 Words**

Name Lastname 1,\*, Name Lastname 2 and Name Lastname 2

1 Department, Institution, Country; E-Mail: author1@email.com

2 Department, Institution, Country; E-Mails: author2@email.com (N.L.), author2@email.com (N.L.)

\* Corresponding author

**Abstract**

This is the abstract section of the manuscript. One paragraph only, giving a pertinent overview of the work, with a maximum of 250 words.

**Keywords**

keyword1; keyword2; keyword3; keyword4 (4 to 10 keywords in sentence case, alphabetically ordered, and separated by semi colons)

**Issue**

© Year by the author(s); licensee Cogitatio (Lisbon, Portugal). This article is licensed under a Creative Commons Attribution 4.0 International License (CC BY).

**1. Introduction**

The first heading is usually “1. Introduction” and the last one “#. Conclusions”. Headings are numbered, in title case, and in the following format:

**1. This Is a Heading (Boldface)**

*1.1. This Is a Sub-Heading (Italics)*

1.1.1. This Is a Second Sub-Heading (Regular)

The sections “Acknowledgements”, “Conflict of Interests”, “References” and “About the Author(s)” are non-numbered. Capitalize all words in the title of the article and headings, but do not capitalize small prepositions (such as “a”, “at”, “by”, “for”, “in”, “to”, “up”) and coordinating conjunctions (such as “and”, “or”, “not”, “yet”, “so”, “nor” and “but”). Do capitalize all words over four letters no matter their function in a sentence.

**2. Referencing Style**

Articles shall be submitted using the APA reference style (7th edition). Attention: APA style requires both in‐text citations (e.g., Smith, 2016) and a final references list, so for every in‐text citation there must be a full citation in the reference list, and vice versa.

In parenthetical citations always place a comma between author and year (e.g., Becker, 2016). When you need to cite two or more works together, arrange the in-text citations alphabetically in the same order in which they appear in the reference list and separate them with semicolons (e.g., Becker, 2016; Hedetoft, 2014; Smith, 2015). In-text citations must list the author’s last name, date of publication, and page number(s) when applicable (e.g., Becker, 2016, p. 6; Hedetoft, 2014, pp. 31-35; Smith, 2015, pp. 5, 7, 18-20).

Use an ampersand (&) for citations inside parentheses and the word “and” for citations outside of parentheses, as shown in the examples below:

* After the intervention, children increased in the number of books read per week (Smith & Wexwood, 2010).
* Smith and Wexwood (2010) reported that after the intervention, children increased in the number of books read per week.

**3. Epigraphs, Endnotes, Dashes, Hyphens, Quotation Marks, and Block Quotations**

*3.1. Epigraphs and Endnotes*

Epigraphs, endnotes and footnotes are not allowed.

*3.2.* Dashes and Hyphens

Use hyphens (-) to indicate a word connection/compounds (e.g., well-known), en-dashes (–) to indicate a period or range (e.g., 2012–2014) or “conceptual” range (e.g., Israel–Palestine conflict), and em-dashes (—) to indicate a break in thought or interpretation (e.g.: All explorers want to discover the unknown—some even get there—but it is easier said than done). There is no space before and after the dash or hyphen.

*3.3. Quotation Marks*

Following APA style, use only double quotation marks for both quoting an author and writing concepts and terms.

*3.4. Block Quotations*

Quotations of up to 39 words shall be kept in the main text of the article. Quotations of 40 words or more shall be structured as block quotes. This is an example:

Orem ipsum dolor sit amet, consectetur adipiscing elit….Aliquam quis dui ac metus egestas molestie. Pellentesque pharetra diam et enim mattis, et malesuada mauris scelerisque. Nam in…lacus ante. Curabitur lacinia nisl ut vehicula ornare. Maecenas et nunc ac odio efficitur consequat. Vestibulum aliquam sit amet neque in rhoncus. (Smith, 2013, p. 3)

**4. Tables and Figures**

Tables and figures must be included in the main text and are limited to a combined total of 10. Tables and figures must be numbered, an explanatory title must be added (for a figure below the graphic; for a table, above), and a caption for each table and figure must also be placed in the main text, for example “(see Table 1)” or “as seen in Figures 4 and 6”.

Each Figure should be supplied in a suitable size for printing as a single object. Tables should be inserted using the **Insert Table** function provided by the author’s editing software.

Attention: Always confirm that there are no typos in the images and that the language (British English vs American English) is consistent with the rest of the manuscript.

**Table 1.** Title of the table in sentence case.

|  |  |  |
| --- | --- | --- |
| **Example** | **Example1** | **Example2** |
| 1  | Example1 | Example2 |
| 2 | Example1 | Example2 |
| 3 | Example1 | Example2 |

Notes: Add any notes under the table.

****

**Figure 1.** Title of the figure here in sentence case. Notes: Include only if necessary. Source: Always include the source if retrieved from another work and guarantee that you have the permission to reuse the figure.

**5. Additional Notes**

* Both British and American spellings are accepted, as long as one spelling is used consistently throughout the text.
* Always use a serial comma (Oxford comma) between elements in a series of three or more items.
* Remove all hyperlinks in the text, wherever they appear.

**6. Conclusions**

This is the section that concludes the manuscript.

**Conflict of Interests**

State any potential conflicts of interest here or add the sentence “The authors declare no conflict of interests”.

**Supplementary Material**

Authors may submit supplementary files to be made available alongside their article. Supplementary material is available online only on the article’s webpage (it is not published in the PDF of the article). Supplementary files are not copy-edited nor proofread by the Editorial Office, and it is the authors’ responsibility to guarantee the scientific accuracy of these files.

**References**

Articles shall be submitted using the provided APA reference style.

Organize the references in alphabetical order.