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One of the most common and frequently occurring types of misconduct cases is plagiarism. Plagiarism is defined as the use of others' work as if it were the author's own and without any sort of acknowledgment or reference to the original work or owner. Referring to work that is not the author's own must be:

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Submission Checklist

Before you submit, make sure that:

- You've read the journal's instructions for manuscript preparation and submission guidelines.
- You've closely followed the writing template(s).
- All authors have been named on the paper and the online submission.
- All material has been referenced in the text and the References List clearly and thoroughly, even if it is your own material/previously published work.
- You've obtained permission to reuse any figures, tables, and data sets if they have been collected from third-party sources/right-holders.
- You have not submitted work that has been previously, or partly published.
- You've only submitted the paper to one journal and not to more than one publisher at the same time.
- The article has been checked for proper grammar, spelling mistakes, and punctuation.
- You've notified all the co-authors that the paper has been submitted for publication.

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Understanding the Template

ESSD provides its authors with templates mandatory for submissions. Easily download the Author Instructions template and direct any questions you may have to the Editor-in-Chief or simply follow the steps below.

Author General Guidelines

A paper is to be formatted in an APA Style that is more than 8 pages. The paper is to begin with an abstract text and a word count that falls within 100 to 300 words. The recommended font for the whole paper, or rather the general text, should be Times Roman 10 pt. Headings should be 10 pt, bold, and numbered.

The template starts by providing authors with information on the placement of each section. In other words, the structure of the article is laid out starting with the abstract. The template then requests from the author a number of keywords relevant to the topic/field discussed, as they assist researchers in finding your paper when conducting their own.

The structure of the article is then explained in order as follows: Title, Authors, Affiliations, Abstract, Keywords, Main text (including figures and tables), Acknowledgements, References, Appendix.

Fonts, styles, formats of tables, headings, illustrations, footnotes and even file naming and delivery are thoroughly discussed and can be filled in for a smoother process.

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors who do not adhere to these guidelines.

- The submitted manuscript has not been previously published and has not been sent to a different publisher for consideration.
- The manuscript file should be submitted in Microsoft Word.
- The text should be single-spaced and the font set to be 10 pt.
- The text should closely follow the bibliographic requirements mentioned in the Author Instructions.

For detailed instructions, follow the explanation provided in the document. Any questions can be directed to the Editor-in-chief.

What to Include in an abstract:

In brief, an abstract is an informative summary of the contents of the article and the sections discussed. It should begin by stating the purpose of the research, the methodology undertaken, the results, and the main conclusion of the study. The abstract's informative nature allows it to stand alone and should be enough when presented independently. References are usually unnecessary and odd to include in an abstract, however, could be added if needed. Even though an abstract is presented at the beginning of a paper, it is better if it is left for last. To summarize, the abstract should help your reader understand your research and be explanatory enough to easily be recognized as helpful or otherwise by the reader.

Research Paper Structure

1. Topic Selection and Introduction:
   The first step to writing an appropriate research paper is to initially choose an interesting, yet challenging, topic. A researcher's interest in the chosen topic will act as the main motivation for the author to reach the best and most genuinely acquired results.

The introduction is all but an overview or rather outline of the topic of the research. It should begin by presenting the topic in a broad sense until it is slowly and smoothly narrowed down to a conclusion that is followed by a research question. The significance of the topic should be presented as well as currently existent studies/research on the topic.

It should address the main issue and reason for having chosen this topic, if there are existing solutions and the advantages of contemplating this research.

2. Literature Review

The literature review, in brief, includes the current knowledge on the chosen topic, from practical findings to theoretical and methodological. Secondary sources are used such as scholarly/peer-reviewed books and articles. A literature review's main purpose is to present case studies and models that support the research topic.

The introductory section of the Literature Review should include an identification of the topic and issue followed by conflicts in theory, evidence, and conclusions presented in other researches. Reasons for having selected the mentioned studies should be stated and if any holes or gaps exist.

The body of the Literature Review should firstly, and briefly, mention each study and group them according to commonalities such as qualitative versus quantitative or purpose. It should then establish comparisons and analysis and create some kind of debate.

The conclusion should act as a summary of the significant studies and results reached by the analyses and comparisons while keeping the main purpose and introduction in mind in the hopes of reaching a conclusion that would later support the researcher's topic. Any gaps or inconsistencies should be mentioned if pertinent to current or future studies.

● Methodology

The methodology is an in-depth report of the methods, procedures, or approaches used in the study. If equipment, participants, materials, or variables were used/included, a detailed description must be provided.

Necessary as well is an ethics statement. This statement is a representation of how the researcher ensures the quality of the research, the way in which informed consent was sought, and how confidentiality, anonymity, and impartiality were maintained.

Finally, it should contain the problems anticipated and faced as well as the steps taken to avoid them and if they, in any way, may affect the findings.

1. Preliminary Data/Results

This section is where the preliminary findings of a study are reported as per the methodology section preceding it. It is a simple statement of the findings arranged in a sequence without any interpretation. Evidence of importance or data that is critical to answering a research question or addressing a relevant point within the paper should be mentioned.

2. Statement of Limitations

This section in other words is a discussion section within the paper of the findings and what they mean. It must include a statement of limitations or rather the characteristics of methodology that influenced the interpretation of the findings. This section is an opportunity to make suggestions for further research.

3. Conclusion

The conclusion section is all but an understanding of why the research matters. It is a summary of the main topics or points covered throughout the paper and allows for recommendations for future research. A statement where the researcher points out a gap that has been filled by the research adding to its quality.

Understanding Your Sources

When choosing sources, a researcher must first understand the existent types to identify the appropriate one(s) that can benefit your work most. Three types of sources exist and they are:

Primary Sources: Made up of original material, primary sources include research published in scholarly/academic journals and original written works such as interviews, surveys, poems, diaries, and general original research.

Secondary Sources: Describe or analyze primary sources and they are inclusive of books and articles that review original research, dictionaries, textbooks, etc.

Tertiary Sources: Make-up sources used to organize the aforementioned such as Indexes, abstracts, and databases.

Finding your Sources

● Experts in the field/Librarians

The easiest way to find proper sources for research is by asking the right people to point you towards those that are useful. Some universities and libraries have librarians for specific topics.

● Academic Journals

Another way to add credibility and authenticity to a paper is by referring to cutting-edge research published in academic journals. By simply using Google Scholar to find scholarly articles, you will be exposed to different academic content from journals to proceedings, books, and more.

● Books

Books make up another credible source of information on different fields and specific topics that may benefit your paper and its quality. Found in a library or online using Google Books, your research may be easily enriched.

● Websites

Depending on your method or research and ability to identify credible sources, websites could benefit or harm your research. Google, Yahoo, and similar databases do not necessarily provide you with the most credible results as most of them are biased and nonacademic with Wikipedia as an example. That is when using other methods previously mentioned becomes helpful as well as tools such as PubMed, EasyBib, Science.gov, the Directory of Open Access Journals, and many more.

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