

The Journal of Prevention and Countering Education Fraud (JPCEF)

Editorial Guidelines for Authors Scientific Journal PCEF

1. Submission of Manuscripts

Manuscripts must be original, unpublished and not simultaneously submitted to another journal or publication venue.

Articles must be submitted in Word format (.doc or .docx), using a readable font, preferably Times New Roman, 12 pt for the main text and 10 pt for footnotes. The text should be 1.5-spaced, with standard margins.

Each manuscript must include:

- title of the article;
- author's/authors' full name;
- institutional affiliation;
- email address;
- abstract
- 5 keywords
- final reference list.

2. Length of Manuscripts

Articles should normally be between 35,000 and 55,000 characters, including spaces, unless otherwise specified by the Editorial Team.

Abstracts should not exceed 1,500 characters, including spaces.

3. Structure of the Text

The text should be divided into clearly numbered sections and subsections.

Example:

1. Introduction
2. Theoretical Framework
3. Methodology
4. Analysis
5. Conclusions

Authors are advised to avoid an excessive number of hierarchical levels.

4. Long Quotations

Quotations longer than three lines should be separated from the main text, without quotation marks, indented on the left and written in a smaller font size.

5. Citations and References

The final reference list *Bibliography* must contain only works actually cited in the manuscript. References must be listed alphabetically by the author's surname.

If the same source is cited in the immediately following footnote:

- ↗ Ibid: same work and same page(s)
- ↗ Ivi: same work but different page(s).

6. Books

Format:

Surname, Initial(s). (Year) *Title of the Book*. Place of publication: Publisher, p or pp.

Example:

Altbach, P.G. (2016) *Global Perspectives on Higher Education*. Baltimore: Johns Hopkins University Press, p. 45. Or pp. 34-37.

7. Chapters in Edited Volumes

Format:

Surname, Initial(s). (Year), *Title of the chapter*, in Surname, Initial(s). (ed.) *Title of the Volume*. Place of publication: Publisher, pp. xx-xx.

Example:

De Wit, H. (2020) *Internationalisation of higher education*, in Teichler, U. and Ferencz, I. (eds.) *Internationalisation and Mobility in Higher Education*. London: Routledge, pp. 25-42.

8. Journal Articles

Format:

Surname, Initial(s). (Year) *Title of the article*, «Title of the Journal», volume(issue), pp. xx-xx.

Example:

Marginson, S. (2018) *Global trends in higher education*, «Higher Education», 75(3), pp. 407-422.

Where available, the DOI should also be included:

Marginson, S. (2018) *Global trends in higher education*, «Higher Education», 75(3), pp. 407-422. doi: 10.xxxx/xxxxx.

9. Institutional Documents and Reports

Format:

Institutional Author (Year) *Title of the Document*. Place of publication: Publisher/Institution.

Example:

UNESCO (2025) *Higher Education Global Trends Report: Towards Inclusive, Equitable and Quality Higher Education in an Internationally Mobile Landscape*. Paris: UNESCO.

10. Online Sources

Format:

Surname, Initial(s) or Institutional Author (Year) *Title of the Page or Document*. Available at: URL (Accessed: day month year).

Example:

UNESCO (2025) *Higher Education Global Trends Report*. Available at: <https://www.unesco.org> (Accessed: 15 June 2026).

11. Legal and Official Documents

For laws, regulations, conventions and official documents, authors should indicate the full title, year, responsible institution and, where available, URL.

Example:

Council of Europe and UNESCO (1997) *Convention on the Recognition of Qualifications concerning Higher Education in the European Region*. Lisbon: Council of Europe/UNESCO.

9. Use of Italics

Italics should be used for:

- book titles;
 - journal titles;
 - foreign words not commonly used in English;
 - technical terms when introduced for the first time, where necessary.
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13. Quotation Marks

Short direct quotations should be placed in double quotation marks: "...".

14. Tables, Figures and Images

Tables, figures and images must be numbered progressively and accompanied by a title and source.

Example:

Table 1. Number of international students by geographical area

Source: UNESCO, 2025.

Figure 1. International academic mobility flows

Source: Author's elaboration based on UNESCO data, 2025.

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15. Abbreviations

Acronyms must be written in full at first mention, followed by the acronym in brackets.

Example:

European Higher Education Area (EHEA)

Subsequent mentions may use the acronym only.

16. Language and Style

Manuscripts should be written in a clear, coherent and academic style. Authors are advised to avoid overly colloquial expressions, repetitions and excessively long sentences.

For manuscripts in English, consistent use of British English is recommended.

17. Editorial Revision

The Editorial Team reserves the right to request formal, bibliographical and stylistic revisions before sending the manuscript for review or before publication.

18. Authors' Responsibility

Authors are responsible for the accuracy of information, quotations, data, sources and the correct attribution of all materials used.

Any omissions, bibliographical errors or copyright infringements remain the responsibility of the authors.
