**Title (Times New Roman, 14)[[1]](#footnote-1)**

Name and Surname (Times New Roman, 12)

DOI:

**Abstract:**

Five sentences (100-200 words):

1. Context and introduction to the issue (what we know about the topic, the problem, and why it is essential).

2. The current discourse and purpose of the study (what the text is about and how it addresses the issue).

3. What methods are used?

4. What did the author conclude, and what are the arguments?

5. What are the implications of the results the study arrives at?

**Keywords:** recommended number 5-10

**Introduction**

This section must state the basis and purpose of the study. Citations should be provided only when strictly necessary. No data or conclusions from the study must be included. The introduction should contain a simple literature review[[2]](#footnote-2).

**Methodology**

When describing the research methods used in the study, authors should be as detailed as they see fit. They should provide sufficient information on the empirical work conducted, as this will allow others to understand and replicate the process. Previously published sources and methods must be succinctly described, with relevant citations, unless such sources and methods have been modified. When appropriate, this section must describe the methods for calculating sample size and the sampling methods used in each case. The type of analysis (documentary, critical, statistical, etc.) should be stated. If an original methodology is employed, it will be necessary to indicate the reasons for using it and potential limitations. In the case of experimental studies in which human groups take part, authors should specify whether the required ethical criteria were met. No names or initials of sample subjects must appear.

**Results**

Results must follow a logical sequence and appear within the text or in tables or figures (without repeating data). It is advisable to highlight relevant remarks. Any observations conducted with the material and the methods employed must be described without interpretations or value judgments.

**Discussion**

 A summary of the findings must be provided. Authors must relate their observations to other relevant studies and indicate the contributions and limitations of their and others’ studies. Data or other material already discussed in different sections must not be repeated in detail. Authors must specify the inferences from the findings and their limitations, including those that could be useful for future research.

**Conclusions**

This section must summarise the main points that can be drawn from the results and discussion and their societal and practical applications, in addition to potential recommendations, if any. Authors must make connections between the study’s conclusions and purposes, avoiding unsubstantiated claims and conclusions not fully supported by data from the study. A section must be included for contributions or proposed applications in social work, social policy, social services, or social intervention.

**Contact:**

***Name.***

University

Faculty

Department

Adress

Email

Texts should be submitted in:

1. Times New Roman with font size 12, with single line spacing throughout the whole text, and the text should be justified.
2. Paragraphs should have no tab indents or other formatting tabs and no hard-line breaks (shift + return), section breaks, or page breaks. Also, page numbering or MS Word styles should not be used.
3. Block quotes should be used for (print or online) published quotations of 3-4 or more lines in length – reduce the left and right margins by 1 cm and reduce the font size to 10.
4. Use the Oxford (serial) comma and British spellings but not the Oxford version (organize, not organize), and the letters in ordinal numbers should be superscripted (1st, not 1st).
5. For other norms, please check published texts online or contact the editors.

**References**

Dear authors, Caritas et veritas, uses the **Chicago 18** citation standard (https://www.chicagomanualofstyle.org/tools\_citationguide/citation-guide-1.html). However, as the journal uses **British English**, we have made the following three changes:

1. When using a **date** within a citation, please use the British style DD MM YYYY (1st May 2021).
2. When using **quotation marks**, please use single quotation marks, such as 'xyzzy.'
3. **Punctuation** order - punctuation marks should be placed unless it is directly part of the citation.
1. Project affiliation [↑](#footnote-ref-1)
2. Reference 1 [↑](#footnote-ref-2)