



Format

File type: MS Word Document

Page setup: 2 cm margin all around

Title: Times New Roman 16 pt bold. Maximum 10 words. Paragraph spacing 12 pt before 6 pt after

Name(s) of author(s): Under the title. Times New Roman 12 bold. Paragraph spacing 12 pt before 6 pt after

Headings: Times New Roman 14 pt bold. Paragraph spacing 12 pt before and 12 after

Sub-heading if used: Times New Roman 12 pt bold. Paragraph spacing 12 pt before 6 pt after

Between paragraphs: Line space, no indentation

Main body: Times New Roman 12 pt with single line spacing

Style

Abstract:

Under the title of the article and the author(s) name

Times New Roman 12 pt italics

Single line spacing

100–200 words regarding:

(a) the article's contents (the purpose and other primary pieces of information)

(b) the benefits to be gained from reading the article. For empirical papers, include major findings.

In-Text Referencing: APA style (c.f. <http://www.apastyle.org>)

Spelling: Consistent use of American or British spelling

List of References: APA style

Illustrations:

Labeled as Figure 1, Diagram 1, Table 1, etc.

Inserted in the relevant section of the article

Author Bio-data:

Maximum 75 words at the very end of the manuscript

Name in bold followed by email address