**Paper Title\***

**Authors Name/s per 1st, Authors Name/s per 2nd**

(Affiliation): Designation/post, Department Name, Name of Organization, City, Country

Email: address desired (without hyperlink in E-mail)

Received \*\*\*\* 2014

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**Abstract**

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1-1

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**Introduction**

Begin the Introduction two lines below the Keywords. The manuscript should not have headers, footers, or page numbers. It should be in a one-column format. References are often noted in the text1 and cited at the end of the paper.

## Margins

If the paper does not have the margins shown in Table 1, it will not upload properly.

Table 1. Margins and print area specifications.

**PAPER MARGINS**

A4 A4

Top margin 2.54 cm  *(1in.)* Top margin 1.0 in.  *(2.54 cm)*

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## Fonts

Table 2 shows the font sizes and highlighting in a typical manuscript. These font "styles" are contained with this sample manuscript and Section 4 below explains how to use them. Use Times Roman or another standard font to avoid font errors.

Table 2. Manuscript font sizes and formatting. This Microsoft Word template includes these formats as automated "styles", which can be selected in the Format menu -- Styles and Formatting. (9pt)

## Manuscript Styles

## Manuscript component Description

## Title of the Paper 16 pt. bold, center

## Authors/affiliations 12 pt., center

**Keywords:** \*Keywords\* 12 pt., left justify

### ABSTRACT TITLE 11 pt. BOLD, center

abstract body text 12 pt., justify (italics)

### 1. SECTION HEADING 12 pt. BOLD, center,

**1.1 Heading 2, subsection heading 10 pt. bold, left justify, subsection numbers**

body text 12 pt., justify

figure caption 10 pt., justify below figure

table caption 10pt., justify above figure

footnote text 10 pt., justify, numbered

**REFERENCE HEADING 12 pt. BOLD, center**

1. reference listing 12 pt., justify,

**APPENDIX** **11 pt., BOLD, center**

**Formatting of Manuscript Components**

## Title

Center the paper title at the top of the page in 16-pt. bold. Only the first word, proper nouns, and acronyms are capitalized. Keep titles brief and descriptive. Spell out acronyms unless they are widely known. Avoid starting with articles or prepositions, e.g., “The study of … ,” or, “On the ….”

## Author affiliations

The author list is in 12-pt. regular, centered. Omit titles and degrees such as Dr., Prof., Ph.D., etc. Each author's affiliation should be clearly noted.

## Section headings

Section headings are 12-pt. bold capitals, centered. Sections numbers have whole numbers, e.g., 1, 2, 3… Don't number the "Acknowledgements" and "References." Headings often used are: 1. Introduction, 2. Methodology, 3. Data, 4. Results, and 5. Conclusions**.**

## Subsection heading

Subsection headings are left-justified, 10-pt. bold. Capitalize the first word, acronyms, and proper nouns.

## Paragraphs

Add a blank line above and below section headings and between paragraphs. Avoid headings or one-line paragraphs at the top or bottom of a page by using page breaks or extra blank lines. One method to preserve page breaks is to make the bottom margin a little larger than the specifications. Indentation is optional.

## Text

Text is 10 point and justified. Each sentence ends with a period and a single space before the next sentence.

## Figures and captions

Figures are centered. Captions go below figures. Indent 5 spaces from left margin and justify.

Figure . Figure captions are indented 5 spaces and justified. If you are familiar with Word styles, you can insert a field code called Seq figure which automatically numbers your figures.

## Tables and captions

Tables are centered. The caption goes above the table. The caption text should indent 5 spaces from left margin and justify.

Table 3. Write the caption here…………………………….

|  |  |  |
| --- | --- | --- |
| **Item1** | **Item2** | **Item3** |
| xyz | abc | xyz |
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**References**

**Supply an alphabetical reference list that includes every citation in the text.**

Author, X.Y. (year). *Title of work*. Location: Publisher.

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**Appendix**

Place the appendix section after the reference list. Place the detailed information that would be distracting to read in the text such as tables, charts, and graphs, in the appendix.