



Manuscript Template for the International Journal of Social Research and Innovation (IJSRI)

Lead Author¹, Co-author One², Co-Author Two³

¹Department, University, Town, Country

^{2,3}Department, University, Town, Country

¹leadauthor@email.com, ²co_authorone@email.com, ³co_authortwo@email.com

Abstract

This model paper contains information about the formatting requirements for the International Journal of Social Research and Innovation (IJSRI). Read this document carefully. Format your paper in Times New Roman 12points throughout with single line spacing, using bold and italics as appropriate. Do not use any formatted styles other than bullets where required for lists. We will apply all other styles when the paper is typeset. The paper should not exceed A4 size 17-25 pages (word limit between 7000 – 10000), including the abstract, figures and references, and references should be in the APA style (see below for further details). The abstract should be no less than 150 words and should not exceed 300 words.

Keywords: Include up to 5 keywords here.

Introduction

Authors are requested to submit the final formatted paper electronically to IJSRI. The paper is to be formatted for PC, with Microsoft Word for Windows PC (preferably Word97 or higher). Please do not send password protected files. When writing manuscripts authors are fully responsible for the quality of their article and are kindly requested to observe the instructions in this template as well as those given in the style sheet appended at the end of this word document.

Formats for papers

Page size

Using MSWord, prepare your paper in full-size format using A4 setting (210mm × 297mm). The page margins are 2.54cm all round. Margins should be Fully Justified for main text but Left Aligned for titles and headings.

Typeset text

The font should be Times New Roman 12points throughout, with single line spacing, using bold and italics as appropriate. Use normal capitalisation within the text and do not use **bold face** for emphasis. Italics are acceptable and use them if using foreign words. Please avoid the use of footnotes. Endnotes are not permitted and papers containing them will be returned.

Title and authors

In the paper title only, initial letters of all words of 4 or more letters should be capitalised and centred. Avoid starting the title by using indefinite articles (a, an, to, the, etc). The title should be in bold using 14-point type size.

Multiple authors from the same institution should appear as detailed at the start of this document. Multiple authors from different institutions should appear as:

Lead Author¹, Second Author² and Third Author¹

¹The department, faculty and name of institute, Town, Country

²The department, faculty and name of institute, Town, Country

Give first and last name, in that order. Do not use all caps. Email addresses should be given beneath, in the same order as the authors are listed.

All author details will be removed by us before the review process.

Headings

All headings should use initial capitals only, excepting for use of Acronyms and Times New Roman font size 12 point. First level heading should be bold and left aligned. Second level heading should be bold, italic and left aligned. Third level heading should be italic and left aligned. Number each subheading as shown using the section number and subheading number.

Sub-sections (Style Heading 3)

You may use up to three levels of heading, as illustrated in this document.

Do not use any further levels of heading.

Figures and tables

You can use figures and tables in your paper wherever they will help to illustrate your text. Authors must include figures and graphics in high-resolution 300 dpi (jpg or gif). They must be numbered and with the complete title. References to each table or figure have to be made in the text.

Figures

Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear below the figure. Use the word Figure in full, rather than Fig or F.

Due to the conversion process, some images can cause larger than necessary pdf files. If you have complicated images, provide these as separate image files (edited to 300dpi) in either .gif or .jpg format as appropriate.

Pictures should be placed where you would like them to appear in the text. It may sometimes be necessary to move them to accommodate page breaks etc, but every effort will be made to keep them where you have placed them. All figures should be centred on the page. Figures

should be referenced in the text preceding the figure and captioned immediately below the figure.

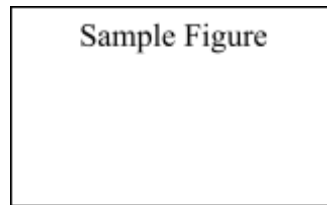


Figure 1: This is how a figure should appear

Tables

Create tables using the table option of your word processing package. Do not use tabs and spaces. See the example below.

Table 1: A sample table

Sample table for illustration purposes		
	<i>Heading text</i>	<i>Heading text</i>
Subject text	Detail text	Detail text
Subject text	Detail text	Detail text
Subject text	Detail text	Detail text

Tables should be set as” Autofit to contents” and centred on the page. If your table runs over two pages, please ensure that headings are also carried over. Do not allow rows to split across pages.

Equations

Equations should be typed within the text and numbered consecutively throughout the manuscript. The equation number should be typed in parenthesis, flush with the right-hand margin. Equations may be centred with each other, see Equations (1–2).

$$S_{+i} = \sum_{j=1}^n y_{+ij} \quad 1$$

$$S_{-i} = \sum_{j=1}^n y_{-ij} \quad 2$$

Language, style, and content

With regards to spelling and dialect, we prefer you to use British English. To ensure suitability for an international audience, please pay attention to the following:

- Write in a straightforward style
- Try to avoid long or complex sentence structures
- Briefly explain all technical terms that may be unfamiliar to some readers
- Explain all acronyms at first use, i.e., International Journal of Social Research and Innovation (IJSRI)
- Explain all local references (e.g., not everyone is familiar with city names in a country)

The one exception to the use of normal style is the use of Bullets style to format bulleted lists (as above). Please use the small round bullet as shown. If absolutely essential only use numbered bullets.

Page numbers, headers, and footers

Please do not insert headers, footers, or page numbers. Do not refer to page numbers in your text as these will be different when your paper is published. You can refer to section headings.

Acknowledgements

If you wish to make acknowledgements in your paper, these should appear immediately before the references at the end of the paper.

Referencing

References are to follow the American Psychological Association (APA) guidelines. More detailed explanations and examples of these guidelines can be found in the Publication Manual of the American Psychological Association (7th ed., 2020) American Psychological Association (APA). Present the list of references in alphabetical order. Purdue University Online Writing Lab has useful information. The link is below.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Conclusion

It is important that you write for a general audience. Practise conciseness and reduce the word limit as much as possible. Correct all spelling and grammar mistakes before submission. Write in a professional manner, keeping in mind your targeted audience. Please, check a recent article that is already published in the journal and follow the style of formatting used in the published paper, if you have any formatting concerns. By adhering to these guidelines, you help the journal tremendously in ensuring an impressive presentation of your paper and we thank you for your co-operation.