

Title is written in sentence case with maximum 14 words

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Keywords

keywords are written
alphabetically, separated
by comma

Abstract

Abstract is written preferably not more than 200 words. The abstract should be clear, concise, descriptive and should provide a brief introduction to the problem. This should generally be followed by a statement regarding the background of the study, the purpose of the study, the methodology and a summary of results. The abstract should end with a comment on the significance of the results or a brief conclusion. It should not contain any references.

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INTRODUCTION

This template is designed to assist you in preparing your manuscript; it is an exact representation of the format expected by the editor. To use this template, please just **Save As** to your document, then copy and paste your document here.

The work should not have been published or submitted for publication elsewhere. Papers accepted for publication are strictly limited to approximately 4000-7500 words in a two-column format following this template.

METHOD

The manuscript is written with Calisto MT font size 10, single-spaced, left justified, on one-sided pages and on A4 paper (210 mm x 297 mm) with the adjusted margin. The title of the article should be brief and informative and it should not exceed 18 words

The first letter of headings is capitalized and headings. The organization of the

manuscript includes **Introduction, Methods, Results and Discussions, Conclusions, and References**. The **Literature Review** and **Acknowledgement** (if any) are optional.

RESULTS AND DISCUSSION

Document details

Abbreviations/terms/notations/symbols

The use of abbreviation is permitted, but the abbreviation must be written in full and complete when it is mentioned for the first time and it should be written between parentheses. Terms/Foreign words or regional words should be written in italics. Notation should be brief and clear and written according to the standardized writing style. Symbols/signs should be clear and distinguishable,

Headings

Several levels of heading are set in this template that could be used as follows:

- Abstract (Heading 1 Abstract)
- Chapter (Heading 2 Chapter) - 10pt, bold, left justified
- Sub-chapter (Heading 3 format) - 10pt, bold, left justified
- Sub-subchapter (Heading 3 format) - 10pt, bold italic, left justified
- Body text (Heading 4 Body text) - 10pt, justified
- Quotation (Heading 5 Quote)
- Table or Picture (Heading 6 Table and Picture)
- References (Heading 7 Reference).

Bullets

There are two levels of allowed bulleting on the manuscript:

- This is the first bullet level
- This is a sub-bullet level

Tables

Tables are sequentially numbered with the table title and number above the table. Tables should be centered in the column or on the page. Tables should be followed by a line space. Elements of a table should be single-spaced, however double spacing can be used to show groupings of data or to separate parts within the table. Table headings should be in 11pt bold. Tables are referred to in the text by the table number e.g. Table 1. **Do not show vertical lines** in the table. Only horizontal lines should be shown within the table. Provide a footnote to each table, identifying in alphabetical order all abbreviations used.

Table 1. Formatting Rules, 10 pt font

Object	Font	Alignment	Space above	Space below
Heading1	8pt	left	10pt	10pt
Heading2	8pt	left	6pt	6pt
Body	8pt	justified	3pt	3pt
Bullet	8pt	justified	3pt	3pt

Figure title 9pt Centered 6pt 10pt

Figures

Figures are sequentially numbered commencing at 1 with the figure title and number below the figure as shown in Figure 1. Detailed recommendations for figures are as follows:

- Ensure that figures are clear and legible with typed letterings.
- Black & white or colored figures are allowed.
- Figures should be centered in the column OR on the page. If a figure spans two columns, it should be placed at the top or bottom of a page.
- Tables, Figures, and Illustrations also should be prepared attached separately. A legend should be supplied for each illustration, with all legends typed on separate sheets of paper. Photographs should be printed in a glossy paper.

Figure 1 shows an included Microsoft Draw object.

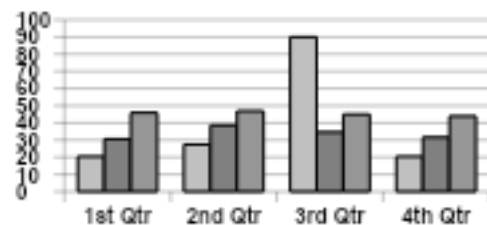


Figure 1. A Sample Chart

Citations and references

Please refer to the latest **American Psychological Association (APA) citation and format style** for in-text citations and referencing (Author et al., 2017). For in-text citations, indicate the author's last name and year (Author, 2015), and page number should be available for direct quotation such as "the construction of an artifact" (Mehring, 2018, p. 5). Citing more than one references should be

alphabetically ordered (Anam, 2013; Bialik, 2015). Do not use footnotes.

All publications cited in the text should be included as a list of **References** in APA style of reference. When preparing your reference list, the following **should be avoided**:

- References not cited in the text.
- Excessively referencing your own work.
- Insufficiently referencing the work of others.

It is also preferable when Authors give DOI number of each reference, but it is optional for Authors.

CONCLUSION

Papers not prepared in accordance with these guidelines and manuscripts with number of mistakes will have to be pre-rejected by the Editor. Received articles will be reviewed by our peer reviewer and will be edited by the Editor.

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