

**Place Title Here in Capitals with No Capitals on Articles, Prepositions, and
Conjunctions of Three or Less Characters**

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If the paper’s title is longer than fifty characters counting spaces and punctuation, please shorten it for the header.

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Abstract

The abstract summarizes the contents of the article, and it should generally consist of no more than 250 words. Please use 12-point Times New Roman. The abstract should briefly state the context of the problem (background), purpose of the research, the principal method(s) used, the results, and major conclusion or contribution. The title *Keywords* is indented 1/2” and italicized. Keywords are all lowercase unless normally capitalized. They are separated by a comma and end with no period. If the number of keywords goes into a second line, do not indent the second line.

Keywords: keyword, keyword, keyword, keyword, keyword

Place First Heading Title Here

The body of the text starts here. No extra spacing occurs between headings and paragraphs as everything is double-spaced. Articles typically include an introduction and review of literature (these headings are not actually used), with the main headings generally being Methods, Results, Discussion, and References after the text, before any tables, figures, and appendices. Different headings and subheadings may also occur. Use Level 2 heading for the conclusion, as it is part of the Discussion section (not a separate one). Table 1 shows the Heading and sub-heading formatting protocol and provides an example of a table layout.

Table 1

Heading and Subheading Formats and Presentation

Level	Position and Format
1	Centered, Bold, Title Case Paragraph starts here indented ½".
2	Flush Left, Bold, Title Case Paragraph starts here indented ½".
3	<i>Flush Left, Bold, Title Case</i> Paragraph starts here indented ½".
4	Indented, Bold, and Title Case with a Period. Paragraph starts here in line with the level 4 subheading.
5	<i>Indented, Bold, Italics, Title Case with a Period.</i> Paragraph starts here in line with the level 5 subheading.

Note. This is a sample table.

Articles must be the original work of the author(s) and not previously published in any other journals, conference proceedings, etc. Any evidence of plagiarism will be cause for automatic exclusion. The length of the article, depending on the field of study, should be between 3000-6000 words (10-12 pages). Articles should be submitted in English as a Microsoft Word (doc. file) attachment and not as a PDF. The articles must follow APA 7th ed. citation style. For more information on APA style, please click on the following link: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

In-text citations generally occur in parentheses such as (Author, year) for one author, (Author & Author, Year) for two authors, or as (Author et al., year) for works with more than 2 authors. Citations do not require being repeated within the same paragraph unless interrupted by a different citation. When citing page numbers, use the following format for a single page (Author, year, p. 11) or for multiple pages use (Author, year, pp. 11–22).

Authors with multiple works in the same year will be cited as (Author, 1999a) and (Author, 1999b) for example, using as many letters as needed to cover the number of articles in any given year. These letters need to be noted and repeated in the References section for clarity. Please note that when referring in text to an author's name, citations can also occur as Author et al. (2010, p. 1) with the next in-text citation for a new page number only requiring (p. 2). Please note, only use & within parentheses, using Author and Author (1999) outside of parentheses.

References are listed at the end of the paper alphabetically by last name first then chronologically by publishing date to resolve any alphabetical conflicts (e.g., works from the same author). The references use the ½" hanging format rather than ½" indent. This document can be examined for formatting specifics by going to the Home tab in Microsoft

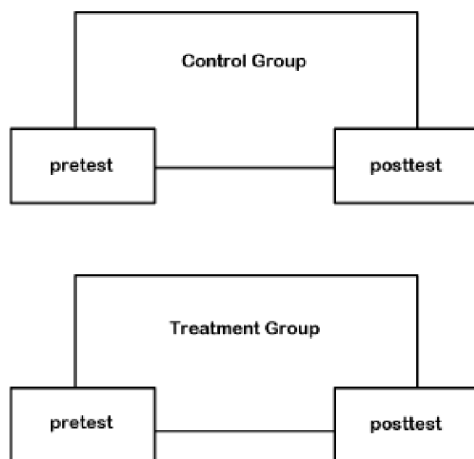
Word and clicking the arrowed box in the bottom right area of the Paragraph subsection (positionally just under the View/Help tabs).

Figures and Tables

Please embed each figure and table within the text after its first callout and after a full paragraph. If text appears on the same page as a table or figure, add a double-spaced blank line between the text and the table or figure so that the separation between the text and table or figure is easier to see. Put a short table or small figure at the beginning or end of a page rather than in the middle. Figures and Tables are to be Left Justified, must not have shadow effects, and are to be in black and white in line with the publication format. Figures also follow the same titling format as tables. Place notes underneath figures and tables and be sure that any figure or table in an article is mentioned at least once within the text. Do not refer to figures or tables by position, as location frequently changes throughout the publication process. Design the table or figure so it can be understood on its own (meaning readers do not have to refer to the text to understand it).

Figure 1

An Illustration of the Experimental Research Design (Griffiee, 2012)



Note. This is a sample figure.

Be selective in choosing how many tables and figures to include in your paper. Give every figure a brief but clear and explanatory title; the basic content of the figure should be easily inferred from the title. Use the tables function of your word-processing program to create tables. Figures can be created in a variety of ways using many programs, such as Excel, PowerPoint, Photoshop, Illustrator, MATLAB etc. Regardless of the program used to create the figure, the output should be of sufficient resolution to produce high-quality images. In figure images, use sans serif fonts (Calibri) that are large enough to be read without magnification.

Equations

Equations need to be entered as text and be editable, not entered as an image. Equations should be left justified and numbered in parentheses [e.g., (1)] to the right edge of the text using the tab button.

$$a \times b = c$$

(1)

Be sure that the symbols in your equation are defined before or immediately following the equation. Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is . . .”

References

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