AUTHOR MANUSCRIPT STRUCTURE TEMPLATE
(To be followed strictly by all submitting authors)
🔒 **Double-Blind Note:**
Do **not** include any author-identifying information in the manuscript. Author details (names, ORCID IDs, affiliations, emails) will be submitted separately during the online submission process.

1. Title Page *(separate file, not part of the main manuscript, name it 'author details')*
Include the following in the title page:

- Full Title (concise and descriptive)
- Author Names (First Last), Affiliation
- ORCID ID (e.g., 0000-0002-1825-0097)
- Email address for each author
- Indicate the *Corresponding Author*

2. Abstract (Maximum 150 words)

- Summarize the research question, methods, main findings, and significance.
- Avoid citations.
- Use one paragraph, no headings.

Keywords: (List 4–6 terms, separated by semicolons)

MAIN ARTICLE(Separate file, name ‘main Article’)

3. Introduction (Max 1000 words)

- Context and background of the issue
- Research gap and justification
- Research objectives or questions
- Significance and contribution of the study
- Literature Review

4. Methods (Max 1200 words)

Organize under relevant subheadings:

- **Study Design**
- **Population and Sample** (inclusion/exclusion criteria)
- **Tools / Instruments** (with citations)
- **Data Collection Procedure**
- **Analytical Framework / Models / Variables**
- **Ethical Considerations** (including approval reference)

5. Results (Max 800 words)

- Present empirical findings only.
- Use tables and figures where appropriate.
- Do not interpret or discuss results here.

Tables and Figures must be numbered (e.g., Table 1) and titled clearly. Use APA 7 formatting. Place each table/figure immediately after the paragraph where it's mentioned.

Example Table

In-text citation (before the table):

Table 1 summarizes the demographic characteristics of the sample.

Table 1

Demographic Characteristics of Respondents (N = 120)

Variable	Category	Frequency (n)	Percentage (%)
Gender	Male	72	60.0
	Female	48	40.0
Age Group (years)	18–24	30	25.0
	25–34	45	37.5
	35–44	30	25.0
	45 and above	15	12.5
Education Level	Primary	12	10.0
	Secondary	48	40.0
	Tertiary	60	50.0

Note. Percentages may not total 100% due to rounding.

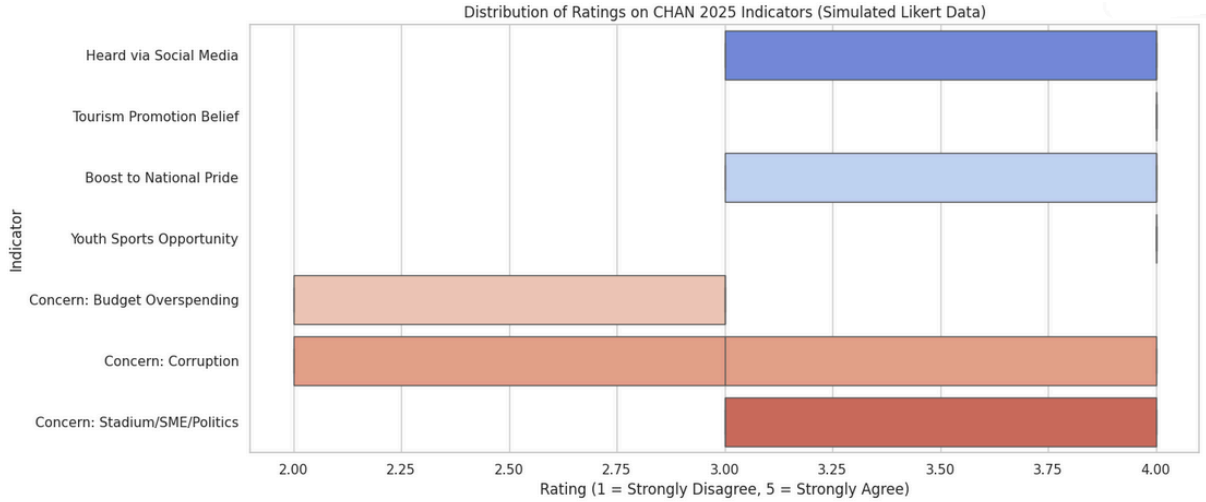
Example Figure

In-text citation (before the figure):
Figure 1 illustrates the monthly income distribution of study participants across age groups.

Figure 1

Monthly Income Distribution by Age Group (in USD)

(Assume this is a bar graph or line chart with the following data)



You would insert an actual graph here (bar or line chart).

Note. Data are self-reported by participants and averaged across 3 survey rounds.

How to Place These in a Manuscript

- **Tables and figures must appear after the paragraph in which they are first referenced**.
- **APA 7 requires a clear title in italics, sentence case, above the table or figure**, followed by a note if applicable.
- **Do not place tables/figures in text boxes** in Word; use plain formatting.
- **All visuals must be referenced in-text**, e.g., "As shown in Table 1..." or "Figure 1 displays..."

6. Discussion (Max 1500 words)
- Interpret key findings
- Compare with previous literature
- Implications for theory, policy, or practice
- Limitations of the study
- Future research directions

7. Conclusion (Max 350 words)
- Recap the aim and whether it was met
- Final reflections on findings
- Implications and recommendations

8. Acknowledgements *(Optional)*
- Funding, institutional support, or personal contributions (no author names in manuscript)

9. References

- Follow **APA 7th Edition** referencing style
- All sources cited in the text must appear in the references
- Recent journal sources (last 10 years), preferably with impact factor or indexed in ESCI/SCOPUS
- At least 50% should be from peer-reviewed journals indexed in ESCI, Scopus, or have an Impact Factor
- Reference range:
  2 * number of pages ≤ References ≤ 3 * number of pages
  (e.g., for 12-page paper: between 24 and 36 references)

🔎 **If Evidence-Based Research or Practice, include:**

- Research claim or testable hypothesis
- Target population
- PICO framework (Population, Intervention, Comparison, Outcome)

10. Appendices *(if applicable)*

- Survey instruments, ethics certificates, supplementary data