

Title of Paper [Bold - Size 18]

First Name, Surname [Bold – 11 - Centred]

Quezon City University
Quezon City, Philippines
<https://orcid.org/0000-0000-000-1234>

First Name, Surname [Bold – 11 – Centred]

Quezon City University
Quezon City, Philippines
<https://orcid.org/0000-0000-000-1234>

Abstract. This part summarizes the research (problem, objectives, purpose, method, key findings, conclusions, and recommendations) in 250 to 300 words. Include at least five keywords at the end of the Abstract (keywords should be in italics). Font size of the Abstract should be 10. Indention is at 0.5" from both sides. All text of the paper must be in Arial. Use the Letter Size of paper. All margins (left, right, top, and bottom), including tables and figures, should be 1.5 inches (3.8 cm). Keep your text single-spaced. Use a single-column, justified layout. All other text in the paper should be size 11 except abstract, section names, references and title. The words **Abstract** and **Keywords** must be in boldfaced. The text for the abstract must follow on the same line as the **Abstract** word. **Abstract** should be between 250 to 300 words. Leave off page numbers, headers, and footers. **Abstract.** This part summarizes the research (problem, objectives, purpose, method, key findings, conclusions, and recommendations) in 250 to 300 words. Include at least five keywords at the end of the Abstract (keywords should be in italics). Font size of the Abstract should be 10. Indention is at 0.5" from both sides. All text of the paper must be in Arial. Use the Letter Size of paper. All margins (left, right, top, and bottom), including tables and figures, should be 1.5 inches (3.8 cm). Keep your text single-spaced. Use a single-column, justified layout. All other text in the paper should be size 11 except abstract, section names, references and title. The words **Abstract** and **Keywords** must be in boldfaced. The text for the abstract must follow on the same line as the **Abstract** word. **Abstract** should be between 250 to 300 words. Leave off page numbers, headers, and footers.

Keywords: *Keywords must be separated by a semi-colon; Not more than five (5) keywords; not more than three (3) words in one keyword; do not put acronyms in the keywords. Keywords should be italicized.*

Introduction [Bold – Align Text Left - 12][Other texts – 11]

The introduction describes why the study is significant. Start the introduction by stating the problem that prompted the investigation. Then discuss the research

gap in the topic by detailing the present state of research in the field or discipline. Describe how the current research addresses that problem or gap. Hypotheses are supplied at the end of the introduction if the study has them for quantitative studies. This part consists of the following: Background of the Study, Purpose of the Study, and Literature Review.

There should be no numbering in the sections. Except if the alignment is explicitly stated, all text must be justified. The default line spacing is 11 units.

“Quoted texts must be used the same indentation as the abstract, which is 0.5 inches from both sides. Quotes must be placed within double quotes at both ends and must be in italics. Follow the APA 7th edition Publication Manual guidelines for the use of quotes.”

Methodology [Bold – Align Text Left - 12] [Other texts – 11]

The Methodology part (including new procedures and protocols, as well as well-established approaches) should be discussed in enough detail for others to replicate and build on the published results. This part shows how the researcher carried out the research. It contains details about the sample, procedures, equipment (if any), and the study population.

This part should be written in the past tense. It consists of the following elements: Respondents/Participants/Artifacts, Instrumentation, Validity and Reliability of Instrument, and Statistical Treatment of Data.

Researches involving animals or humans, as well as other studies requiring ethical permission, must include the authority or review board that granted the approval and the ethical approval code.

Results [Bold – Align Text Left - 12] [Other texts – 11]

The researcher/s must present their findings in this part. In most cases, the Results section merely presents the findings, with no explanation or critical interpretation. This part is also written in the past tense. Make sure that each table and figure has its labeling and numbering. Tables have captions above them, and figures have captions beneath them.

Subheadings may be used to subdivide this section. It should give a clear and succinct summary of the experimental findings, their interpretation, and the valuable inferences.

Tables and Figures [Italicizes – Align Text Left - 12]

Table and figure labels are centered, bold, and size 10. Table and figure titles should be formatted according to the APA 7th edition Publication Manual. Table label/titles must be placed above the table, while figure label/titles must be placed below the figure. The figure and label must be separated by 6 points. When referring to the Figure, the word Figure must be used instead of figure or fig.

Table 1.

Presence of Journal in the University

Responses	f	%
Yes	4	5.9
No	27	39.7
Maybe	37	54.4
Total	68	100.0

The table and table label must be separated by 6 points. The tables should be formatted according to the APA 7th edition Publication Manual. All tables in the text must be referenced. Table 1 should, for example, be referred to as Table 1 rather than table 1. In most cases, the font size for text within tables should be 10 pt. Tables can be left-aligned if the bulk of them are tiny in width, but this must be done consistently throughout the article.

Discussion [Bold – Align Text Left - 12] [Other texts – 11]

The authors should discuss the findings and how they can be interpreted in light of relevant literature and studies. The findings and implications should be explained in the broadest possible context. The researcher/s should also acknowledge the study's limitations and suggest directions for future research. It consists of the following parts: Interpretation of Data, Conclusions, and Recommendations.

References [Bold – Align Text Left - 12][Other texts – 11]

Actual references must be in size 10 and must adhere to the APA Publication Manual, 7th edition. Should be at least 10 to 15, with majority from Scopus/Web of Science indexed / ASEAN Citation indexed journals. The spacing between the hooks is 0.5 inch. The references must be arranged alphabetically. Always include the digital object identifier (doi). Add another url from which the material was taken if the doi link is not available.

Supplementary Materials: Describe any supplemental materials that have been published with the manuscript online (figure, tables, video, etc.). Provide each element a name and a title (ex. Table S1: title; Figure S1: title)

Funding: The study's funding sources should be made public. Indicate any funding you've received in support of your research. Please provide the following information: "This research received no outside funding" or "This research was financed by [name of funder] grant number [xxx]."

Acknowledgments: Researchers can thank anyone who helped them, especially those not addressed in the financing sections. This could involve administrative and technical assistance and in-kind gifts (e.g., materials used for experiments).

Conflict of Interest: Any personal interest which can influence the authors' interpretation or analysis of published results must be disclosed. Please indicate "The authors declare no conflict of interest" if there isn't one. Any funding sponsors' involvement in the study design, data collection, analysis, interpretation, article

authoring, or decision to publish the results must also be indicated. If no role was played, please state, "The sponsors had no involvement in the study design, data collection, analysis, or interpretation, manuscript preparation, or the decision to publish the findings."

Ethical Statement: Researchers must mention that the study followed the rules of the 1975 Helsinki Declaration when publishing research involving human participants. Please write: "All subjects gave their informed consent for inclusion in the study before participating. The research protocol was approved by the QCU Research Ethics Board (Project identification code), and the study followed the Declaration of Helsinki."