

The Title of the Paper (in bold, centered, font size 16)

First Author¹, Second Author² (in bold, centered, font size 14)

first author's mail address¹, second author's mail address² (centered, font size 12)

University Name or Affiliation¹ (centered, font size 14)

University Name or Affiliation² (centered, font size 14)

Abstract (Times New Roman, 13, Bold)

As it is a brief and comprehensive summary of the contents of the article, the abstract needs to be dense with information about the background, method, and findings of the research. These should be summarized in a paragraph consisting of 200 to 250 words in length. The phrase 'Key Words' is in bold. Both the abstract body and the key words should be justified and italicized. The font style of the whole manuscript should be Times New Roman; 12 for the body of the manuscript and 13 (bold) for the main points. The main points such as Introduction and Conclusion are preceded by 12 pt. and followed by 6 pt. spaces. First lines of each paragraph are indented 1 cm. Paper: A4; mirrored; top & inside 3 cm; bottom & outside 2.5 cm. Except for References that allow 6 pt. spaces between each reference, the body of the manuscript is single spaced (Times New Roman, 12).

Keywords: in alphabetical order, separated by comma, 3-5 words or phrases

Introduction (Times New Roman, 13, Bold)

An introduction that presents the specific problem under study and describes the research strategy or design. A good introduction explains the background of the research, its importance, and urgency in just a few pages and, by summarizing the relevant arguments and the past evidence, gives the reader a firm sense of what was done and why. The body of the manuscript must be thoroughly typed using Times New Roman 12. The length of the manuscript is for about 3000 to 7000 words (Times New Roman, 12).

Theory and Method (Times New Roman, 13, Bold)

This section describes in detail how the study was conducted, including theoretical and operational concepts as well as variables used in the study. As an author explains it, different types of studies will rely on different methodologies (Stake, 2010). The readers need to know whether the research was done quantitatively or qualitatively. Kothari says that the latter makes use of available facts or information to analyze and to make a critical evaluation (2004: 110). However, a complete description of the methods used enables the reader to evaluate the appropriateness of the methods and the reliability and the validity of the results. Research design, participants, sampling procedures, data characteristics, and others (if necessary) are parts of this point (Times New Roman, 12).

Findings and Discussion (Times New Roman, 13, Bold)

This includes the results of the research. Summarize the collected data and the analysis performed on those data relevant to the discourse that is to follow. Report the data in sufficient detail to justify the conclusions. Mention relevant results, including those that run counter to expectation; be sure to include small effect sizes (or statistically non-significant findings) when theory predicts large (or statistically significant) ones.

This part also includes the evaluation and interpretation of the implications of the findings, especially with respect to the hypotheses. Whenever sub-points are needed, they must be arranged the way those in method section above are organized. (Times New Roman 12).

Conclusion (Times New Roman, 13, Bold)

A conclusion section must be included and should indicate clearly the advantages, limitations, and possible applications of the paper. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions (Times New Roman, 12).

References (Times New Roman, 13, adapted from APA Citation Style, Bold)

- Kothari, C.R. (2004). *Research Methodology: Methods and Techniques*. New Delhi: New Age International Publishers.
- National Renewable Energy Laboratory. (2008). *Biofuels*. Retrieved May 6, 2008, from http://www.nrel.gov/learning/re_biofuels.html.
- Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4), 286-295.
- Stake, Robert E (ed.). (2010). *Qualitative Research: Studying How Things Work*. New York: The Guilford Press.

Note:

Except for references that allow 6 pt space between each reference, the body of the manuscript is single spaced. For main points such as Introduction and Conclusion, before is 12 pt and after is 6 pt but before sub-points is only 6 pt and after is 0. First line of each paragraph is indented 1 cm. Paper: A4.