The Title Is Written in Times New Roman 14, Bold, Initial Capital (14 Words Maximum)

Writer 1[1)], Writer 2[2)] etc. [Times New Roman 11, Bold, Italic, and No Abbreviations for Names]
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Abstract [Times New Roman 11, Bold]

Abstract is written in English which briefly provides a brief description of ***problems, aims, the method used, and results****. It emphasises research results in which written in single line spacing. 3 to 5 keywords must be written to describe the research scope observed, as well as the main terms undergirding the research. These keywords can be single and/or combined words (phrases).*

in a single paragraph around 250-300 words. (Times New Roman 11, single space, and justified).

Keywords *: 5 keywords maximum separated by a comma from one keyword to the next. [Times New Roman 11 Italic, single space]*

1. INTRODUCTION (Times New Roman 11, Bold)

The introduction covers the research background, research questions, research objectives, significance of research, and literature review (including the underlying theories). Each part is not written in different sub-headings. (Times New Roman 11, space 1.5)

2. RESEARCH METHOD

In this part, research design, research scope or objectives, research tools and primary data, research setting, technique of data collection, operational research, and technique of data analysis are presented.

3. FINDINGS AND DISCUSSION

This part elaborates the research findings and discussion. The research findings may contain tables, graphs, and/or diagrams. The discussion gives information on data analysis, logic interpretation on the findings, and the relation of the findings to relevant theories. Further research can be inserted in this part. This part also enables the writer to use sub-headings. Sample table and picture are displayed in the following. (Times New Roman 11, space 1.5)

Sub-heading 1

The sub-heading refers to the article's topic. If a sub sub-heading is needed, the numbering is proceeded as follows:

3.1 Sub sub-heading 2

If you use the table in the article please involve the number of the table and also its title, for example:

Table 1. Times New Roman 10pt Initial Capital, space 1

No	Name	Class	Gloss
1	Times New Roman 10pt, Single space	Times New Roman 10pt	Times New Roman 10pt
2	Times New Roman 10pt, Single space	Times New Roman 10pt	Cambria 10pt
3	Times New Roman 10pt, Single space	Times New Roman 10pt	Times New Roman 10pt

Further, If you use the picture/ figure in the article please involve the number of the picture/ figure and also its title, for example:



Figure 1. Times New Roman 10pt Initial Capital, space 1

3.2 Etc.

The number of sub-headings is in accordance with the research objectives/discussion.

Sub-Heading 2

Etc.

4. CONCLUSION

The conclusion comprises the summary of research findings and discussion. Recommendations may also be inserted in this chapter. (Times New Roman 11, space 1.5)

REFERENCES

[Actual references must be in size 11 - references must follow APA style, 6th edition]. Hanging distance is 0.5 inch. Failure to write references in the proper format will delay publication of the paper.
References must be sorted in alphabetical order.
If doi is not available, add another URL from which the material was taken. The word doi must start with a lowercase character (i.e., lowercase d).
Everything matters to us (a space, a comma, a full-stop, a bracket, a colon, a semi-colon, a hyphen, etc, etc).
Note that the journal's name and volume number must be in italics.
Books titles must also be in italics.
Note that there is comma (,) before the & symbol before the last author's name.
Note that there is a full stop before the year. And year is in round brackets.

Do not write the year more than once in a reference.
The city and country of publisher must be provided.
As far as possible, provide volume number, issue number, page numbers and doi. Some journals do not have issue number, then you must provide the article number if available.
When an author has two initials, they must be separated by a full-stop and a space (see the first example).

FOLLOW THE APA 7th EDITION GUIDELINES STRICTLY (BOTH IN-TEXT AND IN THE LIST OF REFERENCES).
Publication Manual of the American Psychological Association, Seventh Edition (2020) (apa.org)

Getting Started in APA 7th - APA 7th Referencing - Library Guides at Victoria University (vu.edu.au)

Single Author

Coget, J. F. (2011). Technophobe vs. techno-enthusiast: Does the Internet help or hinder the balance between work and home life? *The Academy of Management Perspectives*, *25*(1), 95-96.

In-text: Coget (2011) suggested that ...
In-text, inside brackets: (Coget, 2011)

Two Authors

Charness, N., & Boot, W. R. (2009). Aging and information technology use potential and barriers. *Current Directions in Psychological Science*, *18*(5), 253-258.

In-text: Charness and Boot (2009) suggested that ...
In-text, inside brackets: (Charness & Boot, 2009)

Dorrian, J., & Wache, D. (2009). Introduction of an online approach to flexible learning for on-campus and distance education students: Lessons learned and ways forward. *Nurse Education Today*, *29*(2), 157-167. https://doi.org/10.1016/j.nedt.2008.08.010

In-text: Dorrian and Wache (2009) suggested that ...
In-text, inside brackets: (Dorrian & Wache, 2009)

Three Authors or more

Altbach, P. G., Reisberg, L., & Rumbley, L. E. (2010). *Trends in global higher education: Tracking an academic revolution*. UNESCO.

In-text: Altbach et al. (2010) proposed that
In-text, inside brackets: (Altbach et al., 2010)

Beckner, C., Blythe, R., Bybee, J., Christiansen, M. H., Croft, W., Ellis, N. C., & Schoenemann, T. (2009). Language is a complex adaptive system: Position paper. *Language Learning*, *59*, 1-26. https://doi.org/10.1111/j.1467-9922.2009.00533.x

In-text: This idea first proposed by Beckner et al. (2009).
In-text, inside brackets: (Beckner et al., 2009)

Citing a Book

Brown, L. S. (2018). *Feminist Therapy* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000092-000

If the book is a first edition, do not write anything.

Other guidelines:

a. When citing multiple works in the same parenthical reference, place the citations in alphabetical order, separation them with semicolons.

Though procedures … institutional framework (James & Graham, 2010; Lindo et al., 2008).

b. In APA 7th edition, only the name of the publisher must be written. You should not write the city and country of the publisher (as was done in the 6th edition).

c. For quotes, you must include the page number(s).
(Leskowitz, 2017, p. 324)
(Smith & Bruce, 2018, pp. 25-26)

d. All figures and tables must be referred to in the main body of the text.

Appendix 1 (start on a fresh page)

Please add your survey questions /questionnaire /research instrument here.
It is very important to do so.
Refer to the appendix 1 somewhere in your main text.