

ABSTRACT (should not exceed 300 words)

Introduction: Brief context and rationale.

Aim: Clear statement of the study objective(s).

Methods: Research design, participants/sample, instruments, and analysis.

Results: Key findings with relevant statistical or thematic outcomes.

Conclusion: Principal implications and contribution of the study.

Keywords: *Keyword one; Keyword two; Keyword three* (maximum of 5 keywords)

1.0 Introduction (Should not exceed 800 words)

Clearly explain the research topic and its significance. Make it compelling and capture the reader's interest. The introduction should provide a clear statement of the problem and sufficient background information to contextualize the work.

Cite relevant studies to justify the research problem, especially on the existence of a gap in the literature. Include recent literature, preferably research articles within 5 years.

All citations in the text should refer to (1) a single author: the author's name (without initials, unless there is ambiguity) and the year of publication; (2) two authors: both authors' names and the year of publication; (3) Three or more authors: first author's name followed by "*et al.*" and the year of publication. Multiple references should be cited in chronological order.

Citations may be made parenthetically or narratively as in these examples: "*as demonstrated* (Allan and Jones, 1995); Kramer *et al.* (2000) *have recently shown ...*".

Ideas should be well-structured and transition smoothly.

The purpose statement and significance should be written in the last part of this section.

Do not add subsections. The RRL should be integrated into the discussion before presenting the research gap.

2.0 Methodology

This section should be concise but provide sufficient detail to allow the work to be repeated by others. However, only truly new procedures should be described in detail; previously published procedures should be cited, and important modifications of published procedures should be mentioned briefly.

You may organize this section following the structure below but may not be applicable to all discipline. Be free to organize this section according to what is suitable to your study

2.1 Research Design

Describe the specific research design (example: phenomenological research design, experimental research design, etc.). Explain the rationale for selecting the research design to answer the research question.

2.2 Participants and Sampling Technique (If Applicable only, remove if not)

Description of the population, actual sample size, and sampling technique (random, purposive, etc.). Explain the inclusion and exclusion criteria.

2.3 Data Gathering Tool (If Applicable only, remove if not)

Describe the type of research instrument (e.i., researcher-made, adopted, adapted, modified, etc.). Cite sources of test items or questions. Describe the validity and reliability. Mention pilot testing (if applicable).

2.4 Data Gathering Procedure

Explain how the research data was collected, the duration, medium (face-to-face, online, hybrid).

If applicable, also include interventions, pre-tests, post-tests, control/treatment groups, and measurement tools.

2.5 Data Analysis Procedure

Mention how quantitative and/or qualitative data were analyzed. Discuss, whichever is applicable, the validity, reliability, rigor and trustworthiness.

2.6 Reflexivity (If Applicable only, qualitative studies)

Explain the researcher's positionality and measures taken to minimize bias.

2.7 Ethical Considerations

Discuss how participant protection, informed consent, data confidentiality, etc was ensured.

3.0 Results and Discussion

Results should be presented logically in the text, tables, graphs, and figures; repetitive presentation of the same data in different forms should be avoided. The discussion of results should provide descriptions and explanations of observed phenomena, trends, optimized values, and other information that illustrate how these results relate to those obtained in similar previous works. Results and discussion are not separated, meaning, each result must be followed directly by its corresponding discussion.

Use subheadings to divide the different parts (i.e., demographic data, descriptive results, inferential results, etc.)

3.1 Subheading 1 (Second Level Heading, 10, Bold)

Tables should be referenced in the text using the term "Table". The tables incorporated must adhere to the following specifications: they should be formatted with a font size of 8, centered, and created using the Microsoft Word table editor. Tables presented in the text mustn't be included as images; instead, they should be generated using the designated word processing software. The table title should be placed above the actual table. See the sample below for the table presentation.

Table 1. Frequency and percentage distribution of respondents in terms of sex

Sex	Frequency	Percentage (%)
Male	31	17.60
Female	145	82.40
Total	176	100.0

For statistical results:

1. **Italics:** italicize all the statistical letters (e.g., M, SD, p, t, r, etc.) but not Greek letters
2. **Decimal places:** round everything to 2 decimals except p-values which are rounded to 3 decimals
3. **Leading zero:** no leading zeros for p-values, correlation, eta-squared, and betas, but leading zeros for everything else
4. **p-values:** report exact p-values, and if values are less than .001 we report it as $p < .001$.
5. **Parenthesis:** we cannot put a parenthesis inside a parenthesis; in those cases, put a bracket inside a parenthesis (e.g., here's a parentheses with [something] in brackets)
6. **N** (populations or the full study sample) or **n** (samples, or a sub-sample within a study)
7. **Blanks and F:** to aid readability, there is no space between the statistical test and the parentheses for the degrees of freedom, but for the F-statistic there is a space between the two degrees of freedom, such as $F(2, 126)$

(Limit tables and figures to a combined maximum of five (5). To avoid redundancy, information that is sufficiently described in the Results section should not be repeated. Tables and figures should be used only when they help readers better visualize and interpret the findings.)

Figures should be referenced in the text using the term "Figure". The figure title should be placed below the actual figure. See the sample below for the figure presentation.

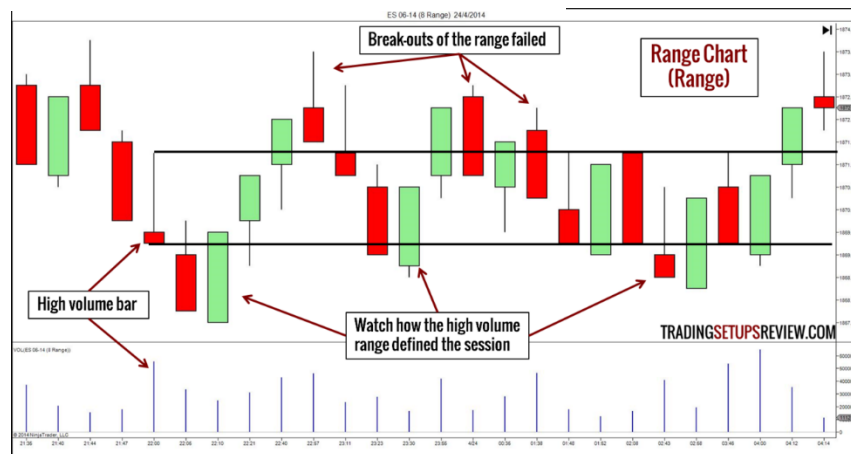


Figure 1. The figure caption should be placed below the figure

Third Level Heading (Third Level Heading, 10, Bold, Italic)

School leaders recognize that

Fourth level heading. Teachers were.. (Fourth Level Heading, 10, Bold)

4.0 Conclusion

Do not merely summarize or repeat the results or discussion but present a summary only of the important contributions of the study. Discuss the its implication to practice, policy, education, research, etc.

5.0 Recommendation

Provide evidence-based recommendations derived directly from the study findings.

6.0 Funding

The author(s) need to write the funding sources (if any). This may copy the funding statement of their funding agency, which was provided in their grant contract. However, the author(s) may use the following statement as a template:

This study received funding from the [funding source Name]. Nonetheless, the funding source did not interfere with any aspects pertaining to the design of the study, the collection and analysis of data, the way the data were explained, or the choice to publish the article.

7.0 Conflict of Interest

Every author needs to declare any possible conflict of interest regarding the work in question that could have influenced the outcome or its explanation. Conflicts of interest include but not limited to the following:

- Interests that are monetary in nature, such as owning stocks, receiving consulting fees or obtaining grants from firms interested in the subject of the research.
- Personal contact with study's participants or reviewers.
- Academic or professional linkages which may interfere with the outcomes of the research.

8.0 Disclosure of Use of Generative AI

Whenever authors utilize Generative AI writing, they are required to declare such use. Such a statement does not cover the employment of simple device features, such as grammar checking, spell checking, and referencing. In a situation where AI or AI-assisted technologies were not applied by the author(s) in writing, they did not have to make a declaration. The authors may use this statement as a template

The author(s) used [NAME TOOL/SERVICE] for [WHY]. Author(s) verified the publication and content and revised all the necessary aspects. Moreover, the author(s) of this publication take full responsibility for the content of this publication.

10.0 References

List all references cited in the text following the APA 7th Edition format and ensure accurate and complete citations.

Citation in Text

- Ensure that every reference cited in the text is present in the reference list (and vice versa).
- Unpublished results and personal communications are discouraged in the reference list but can be mentioned in the text.
 - If included in the reference list, follow the standard APA style with “Unpublished results” or “Personal communication” in place of the publication date.
 - “In press” indicates an accepted article.

Reference Links

- Online links to cited sources improve discoverability and peer review.
- Ensure correct data for linking to abstraction and indexing services (Scopus, Crossref, PubMed).
- Incorrect information may prevent link creation. Double-check references for accuracy.
- DOI usage is highly encouraged for permanent links to electronic articles.

Citation using DOI

Example:

Alshammari, F., Pasay-An, E., Gonzales, F., & Torres, S. (2020). Emotional intelligence and authentic leadership among Saudi nursing leaders in the Kingdom of Saudi Arabia. *Journal of professional nursing: official journal of the American Association of Colleges of Nursing*, 36(6), 503–509. <https://doi.org/10.1016/j.profnurs.2020.04.003>

Web References

Ensure that the last accessed date in the form of a full URL is given.

Example:

National Institutes of Health. (2025, February 26). Know Your Blood Pressure Numbers. NIH. Retrieved March 15, 2023, from <https://www.nih.gov/>