THOUGHTS'S TEMPLATE GUIDELINES

Title of the Paper [Times New Roman 12, Centered, Boldface, Title Case]

Author[1] [Right Aligned, Boldface]
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Received: Month Day, Year
Revised: Month Day, Year
Accepted: Month Day, Year

[Ex: **Received:** January 15, 2021
Revised: November 15, 2021
Accepted: December 12, 2021]

Abstract [Centered, Boldface]

The text here is left aligned. Start the first paragraph with no indentation. The abstract should not exceed 150 words. XXXXXXXXXXXXXXXXXXXXX
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Keyword: word[1], word[2], word[3], word[4,] word[5]
[List 3-5 keywords from the paper here.]

The content of the paper starts here, with an indentation. There is NO use for the "Introduction" heading. Here are some notes on the format:

- Use Times New Roman 12 pt throughout the text.
- Left-justify all pages and avoid right-justification.
- Single-line spacing is used between sentences.
- Use italics for foreign words and/or for cited words.

All headings follow the APA 7 style [Click here for explanations and samples], which details the following:

APA 7th: Headings	
Level	**Format**
1	**Centered, Boldface, Title Case Heading** Text starts a new paragraph.
2	**Flush Left, Boldface, Title Case Heading** Text starts a new paragraph.
3	***Flush Left, Boldface Italic, Title Case Heading*** Text starts a new paragraph.

Notes:

- Start every paragraph with indentation (1 tab).
- Leave 1 line after the title and the first paragraph.
- Leave no line for the subsequent paragraphs in the same section
- No more than three levels of subheadings should be used.
- No numbering is necessary for headings.

For **block quotes** (40 words or more):

- No quotation marks to enclose block quotations.
- Add extra space before and after a block quote.
- Begin a block quotation on a new line and indent each block about ½ inch (1 tab) from the left margin.
- If a block quote comprises more than one paragraph, indent the first line of each an additional ½ inch.
- Place a period at the end of the quote, not after the citation.
- For more information, see this webpage.

For **tables and figures**:

- Number all tables and figures sequentially. They are bolded and left-aligned (e.g. **Table 1**, **Table 2**).
- Give a clear and concise title to each table/figure in italicized title case, below the table/figure number, with extra space between the number and the title)
- For more information about tables and figures, see this webpage.

For **references**:

- Begin the reference list on a new page.
- Label the section “References” and place it at the top of the page in bold.
- Follow the APA Style (7th edition).
- For more information, see these guidelines.
