

FOR THE TITLE OF THE PAPER USE TIMES NEW ROMAN 15 POINT, BOLD, AND CENTERED

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ABSTRACT

Your abstract should provide a summary of your paper. It should start two lines after the authors' details. Written with single spacing, the abstract should be between 150 - 200 words, without equations, no references, and preferably only one paragraph. Use times new roman 11 points and fully justified. Three to six keywords should be supplied after the abstract. Leave two blank lines after the keywords, then begin the main text. All manuscript must be in English. The submitted paper must be 6-10 pages long. Abstract should have three components and written in one paragraph only: (1). Background, (2). Methods, (3). Results.

Keywords: 3-6 keywords, keyword2, keyword3, etc.

1. INTRODUCTION

Please refer to these guidelines when preparing your manuscript. Use capitalized, times new roman 12 points, and bold for the section title. For the body text, use times new roman 12 points, and for the sub-section title, use **bold** times new roman 12 points. All sections should be fully justified.

Use indented instead of entered style for a new paragraph. When citing references, using the names of the authors and the year of publication is preferable. Here is an example. Smith (2005) suggested that the referencing style is one of the writing aspects that most students ignore when preparing a paper. Correspondingly, the references should be listed based on alphabetical order of the first author's last name.

Introduction should briefly explain the importance and objectives of this research. Support your arguments with references. You need to cite few references from international journal in the Introduction section. No need to subdivide the Introduction section into multiple subsections.

2. LITERATURE REVIEW

Literature review describes the literature relevant to your study. Use mostly references from international journals. When citing references, using the names of the authors and the year of publication is preferable. Here is an example. Smith (2005) suggested that the referencing style is one of the writing aspects that most students ignore when preparing a paper.

Correspondingly, the references should be listed based on alphabetical order of the first author's last name. See examples at the end of these guidelines.

3. METHODS

Briefly explain what you do and how. This section should focus on methodology only. Do not write problem description, research objectives and conclusions in this section. Presenting flow chart is not compulsory in this section although many people did it to show the sequence of activities in their research process.

4. RESULTS

This section presents the results of your study. Present only the most important aspects of your study. Use tables and figures to support your message. However, the space to put tables and figures should be less than the space used to write the narratives. Use subsections 4.1, 4.2 etc as necessary.

Each table should have a caption centered on top of it. Use TNR 10 or 11 for tables' entries and TNR 11 for the captions. The word **'Table'** and its number should be bold. You may also bold the column headings as well as the two horizontal lines framing the column headings. See the following example.

Table 1. Title of table 1

Column Heading 1	Column Heading 2	Column Heading 3	Column heading 4
1	24	12	11
2	25	12	11
3	22	14	10
4	23	15	12

Likewise, each figure should be numbered and have a caption centered below it. The word **'Figure'** and its number should be bold. See the following example.

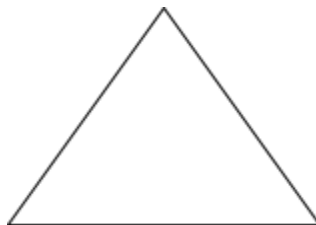


Figure 1. An example of a figure

6. CONCLUSIONS

Briefly write the conclusions of your study. Preferably it is in the form of paragraphs. At the end of your conclusion, it is customary to briefly describe the managerial implications of your work.

REFERENCES

List and number all bibliographical references in 11-point Times New Roman, single-spaced, at the end of your paper. Please indent the second and the following lines in each reference. List the references in alphabetical order of the last name of the first authors. Sources from the internet should be accompanied by their URL (this does not apply for journal articles taken from electronic sources as long as they have the journal names, publication numbers, and page numbers). Here are the examples of how you should write references (but blend them together irrespective of types of references).

For books:

Silver, E. A., Pyke, D. F., Peterson, R. (1998). *Inventory Management and Production Planning and Scheduling*, 3rd Edition, John Wiley, New York.

For journal articles and conference proceedings:

Askin, R.G. (1981). A procedure for production lot sizing with probabilistic dynamic demand. *AIIE Transactions* 13 (2), 132 – 137.

Vargas, V.A., Metters, R. (1996). Adapting lot-sizing techniques to stochastic demand through production scheduling policy. *IEE Transactions* 28, 141 – 148.

For conference proceedings:

Anderson, J.C. (1987) Current status of chorion villus biopsy, *Proceedings of the Fourth Congress of the Australian Perinatal Society*, Brisbane, Queensland, 190-196.

For book chapters:

Koch, T., Sando, P.F. & Hudson, S. (1999), The nursing care of older people with diarrhoea and constipation, in R Ratnaike (ed.), *Diarrhoea and constipation in geriatric practice*, Cambridge University Press, Cambridge, UK.

Then your reference section will look like:

Anderson, J.C. (1987). Current status of chorion villus biopsy, *Proceedings of the Fourth Congress of the Australian Perinatal Society*, Brisbane, Queensland, 190-196.

Askin, R. G., (1981). A procedure for production lot sizing with probabilistic dynamic demand. *AIIE Transactions* 13 (2), 132 – 137.

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