

1. Introduction

The manuscript must be submitted as a **.docx** file, compatible with Microsoft Word version 2007 and later. The manuscript file should NOT contain the title, author's name(s), abstract, keywords, or acknowledgments. That information should be entered separately in the text boxes on the submission page and will be added automatically to the paper before publication. Therefore, the manuscript file should begin with its first section (e.g., introduction) on its first page, like this document.

The body text should have 1.5 line space and be left-justified. Use font *Times New Roman* or *Georgia*, size **18 (bold)** for the headings of sections, size **14 (bold)** for the headings of subsections, size **12 (bold)** for the headings of sub-subsections, and size 11 (regular) for the body text. Use regular font for the body text except when *emphasizing* a **phrase**.

Do not segment your manuscript into more than three levels. That means only sections, subsections, and sub-subsections are allowed. Try to use sub-subsections only if they are necessary.

Do not use indentation for the paragraphs; use space after each paragraph. Put a line break before the heading of each section unless the section starts at the beginning of the page. Sections must be numbered, except the References section, which may not be numbered.

2. General Guidelines

2.1. Subsection Heading

While we try to be consistent with the common practices and standards in the research publication industry, we aim to improve every aspect of the publication process, including the formatting and style of the papers. For example, instead of ordering the references alphabetically, PaperScore requires ordering them reverse chronologically because it is more meaningful than an alphabetical order.

2.2. No Dangling Header

Avoid dangling headers between page breaks. The heading of a section or subsection should not be at the bottom of the page. Use ‘Enter’ to create a blank line to avoid such situations.

2.2.1. An Example of a Sub-Subsection

Sub-subsections should be used only on rare occasions when necessary. No more levels are allowed.

2.3. The Third Subsection

This is an example of the body text in a subsection.

3. Tables, Figures and Formulas

Pages should NOT be numbered. Do not add anything to the headers of the pages.

3.1. Tables

Tables should be placed within the content near where they are cited. Also, they should be numbered and captioned with regular size 11 font under the table, like in the example below. (Table + space + #number + dot + space + The caption).

The text inside the table should be bold for row and column titles, and regular for normal texts.

Sometimes, a figure or table cannot be placed immediately after the paragraph where it is cited because there is not enough space. Then, the figure or table should be placed on the next page.

	Title 1	Title 2
Date	12/05/2021	20/11/2021
Status	Finished	In Progress
Number of Pages	200	125

Table 1. The data

3.2. Figures

Like tables, figures should also be placed within the content near where they are cited. They should be numbered separately from the tables. Like tables, each figure should have a caption with regular size 11 font placed below the figure. See Figure 1 for an example.

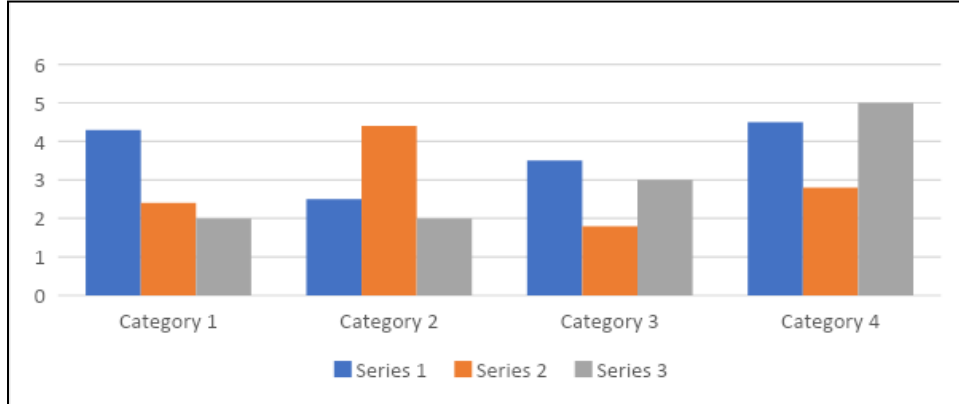


Figure 1. Chart of series

3.3. Formulae

Using the Equation Editor in Microsoft Word is preferred for writing a formula. However, some other math editors give similar results. Formulae must be in font size 11. A formula in a paragraph sentence such as $A = \pi r^2$ cannot be numbered, but formulae not within a paragraph can be numbered in parentheses in front of the equation or the line below the equations. The numbers should be right-aligned. Here are two examples:

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \cos \frac{n\pi x}{L} + b_n \sin \sin \frac{n\pi x}{L} \right) \quad (1)$$

and

$$\sin \sin \alpha \pm \sin \sin \beta = 2 \sin \sin \frac{1}{2}(\alpha \pm \beta) \cos \cos \frac{1}{2}(\alpha \mp \beta) \quad (2)$$

A. The Appendix

The appendices should start on a new page. The appendices are identified by capital letters and placed before references.

In-text citations should (mostly) follow the *Harvard* referencing style (Authors' last names, year) in general (Acemoglu & Robinson, 2019), as in the study done by Khaledi (2018) or Deng & Ji (2018). Semicolons can separate multiple citations (Khaledi & Reisi-Nafchi, 2012; Thuan et al., 2017). Page numbers are also specified according to Harvard style (Kahneman, 2011: p13) if necessary. However, unlike the Harvard style, the in-text citation should include the month of the year to cite the same author's works in the same year, like when citing Norta (2017 Dec).

A.1. Subsections in Appendices

The subsections of appendices are identified with a number after the capital letters, like B.2. The **References** section should start on a new page after the appendices. The References section should list all and only the references cited in the manuscript. References can follow the *IEEE* referencing style, but it is highly recommended to use the *PaperScore* referencing style, wherein the references follow the following format:

Year, Authors' **Full Names**, "Title of the Reference," *Source* [, Optional Information].

Commas separate different parts of each reference, except authors' names are separated by ampersand (&) when there is more than one author. The source (journal, conference, book, URL, etc.) should be placed after the reference title (article, book chapter, website, etc.). No other information (publisher, volume, issue, track, pages...) is necessary as long as each reference can be found uniquely using search engines. But one can include further information at the end for clarity. For example, one can include the publisher of the journal.

Usually, when referencing a book, the chapter should be specified so the reader can see where the information is. However, on rare occasions, a book may be referenced without specifying the book chapter. Then the following format is followed:

Year, Authors' **Full Names**, *Title of the Book*, Publisher [, Optional Information].

Here are some possible variations:

Year, FirstName **LastName**, “Title of the Article,” *Title of Journal*.

Year (Month), FirstName **LastName** & F. **LastName**, “Title of the Article,” *Conference Name*, City.

Year, F. M. **LastName**, “Title of the Blog,” *Webpage URL*.

Year, FirstName **LastName**, “i. Title of the Chapter,” *Title of the Book*, Publisher.

Year (Month), FirstName **LastName**, “Title of the Patent,” *US Patent & Trademark Office*.

The references are sorted chronologically (starting with the newest first). References in the same year are sorted alphabetically based on the first author’s surname. If there are multiple works by the same author in the same year, they are ordered by the month of publication, with the newest first, and the month of publication will be in parentheses (first three letters) after the year. The day will follow the month if published in the same month.

The next page provides an example of the references section.

References

- 2011, Daniel **Kahneman**, “20. The Illusion of Validity,” *Thinking, Fast and Slow*, Farrar, Straus and Giroux.
- 2012, Hamed **Khaledi** & Mohammad **Reisi-Nafchi**, “Dynamic Production Planning Model: A Dynamic Programming Approach,” *International Journal of Advanced Manufacturing Technology*.
- 2017 (Dec), Alex **Norta**, “Designing a Smart-Contract Application Layer for Transacting Decentralized Autonomous Organization,” *International Conference on Advances in Computing and Data Sciences*.
- 2017, Nguyen H. **Thuan** & P. Antunes & D. Johnstone, “A Process Model for Establishing Business Process Crowdsourcing,” *Australasian Journal of Information Systems*.
- 2018, Qi **Deng** & Shaobo **Ji**, “A Review of Design Science Research in Information Systems: Concepts, Process, Outcome, and Evaluation,” *Pacific Asia Journal of the Association for Information Systems*.
- 2018, Hamed **Khaledi**, “E-Constitutions: Conceptualization, Theory, Design Model and Experimental Evaluations,” *Ph.D. Dissertation at Michigan State University*, ProQuest Dissertations Publishing.
- 2019, Daron **Acemoglu** & James **Robinson**, “9. Devil in the Details,” *The Narrow Corridor: States, Societies, and the Fate of Liberty*, Penguin Books.