**Guideline for Authors (Article Format)**

Name

Designation

Affiliation

E-mail

**Abstract**

The abstract title should be in the center, with the first capital letter in bold and Times New Roman 14 point font. Please note that abstracts allow the committee members to decide whether or not to read your paper. It is a comprehensive summary of a paper, including its background, purpose, methodology, results, discussion, and conclusion. It should be one paragraph with a word limit of 150. Please do not include subheadings, bullets, lists, or a header or footer. There shall be no citations or references in the abstract, specifically. If there is a need to cite references, please provide the sources in brackets, such as (Naeem, 2022). Place the abstract after the title and before the main body of the paper. Indent the first line of the paragraphs ½ inch from the left margin. Use a 14-point font such as Times New Roman with single line spacing and justified alignment.

**Keywords**: Please include 4-8 keywords (or phrases) with your submission that will facilitate online searches.

1. **Introduction**

Heading (**I. Introduction**) will start number (I, II, III, etc.) bold, first letter capital, indents in general: Justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. An article offers a novel perspective on prevalent issues and questions, accepting paradigms and standards. The word limit for a short article must be between 2000 – 3000. The maximum length of the paper is 15 pages (including ALL tables, appendices, and references). The paper must be written in English and be complete in all respects, including figures and tables.  
If English is not your first language, we advise that you have your manuscript professionally edited prior to submission [1].

All submissions must be original and unpublished, and it must not be pending review at any other journal. The 9th edition of the APA is the citation style that authors are expected to use. The main body of the paper should be in Time New Roman style, font size 14, with 1.5 line spacing, and footnotes in Time New Roman style, size 10, with 1.0 line spacing. All headings must be in a uniform format. All submissions sent to us must be original. Generally, a paper has seven sections and a maximum of eight pages. They are abstract, introduction, methodology, results, discussions and conclusion [2].

Put simply, the introduction should answer the question ‘why:’ why you chose that topic for research; why it is important; why you adopted a particular method or approach; and so on. You can also think of the introduction as the section that points out the gap in knowledge that the rest of the paper will fill, or as the section in which you define and claim your territory within the broad area of research. The other job the Introduction should do is give some background information and set the context [3]. You can do this by describing the research problem you considered or the research question you asked (in the main body of the paper, you will offer the solution to the problem or the answer to the question) and by briefly reviewing any other solutions or approaches that have been tried in the past [4].

1. **Methodology**

Heading (**II. Methodology**) will start number (I, II, III, etc.) bold, first letter capital, indents in general: Justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. It covers the research paradigm, the type of research conducted, and data collection techniques and data analysis. Manuscripts should be submitted in Word. Please use no more than three levels of displayed headings, such as “first start with I, second, A, and third, 1”. Use the automatic page numbering function to number the pages [4]. Abbreviations should be defined at first mention and used consistently thereafter. Each paragraph should consist of 7 to 10 sentence, which means 8 to 10 lines.

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. All tables are to be numbered using Arabic numerals. Tables should always be cited in the text in consecutive numerical order. For each table, please supply a table caption (title) explaining the components of the table. Do not include Roman numerals (I, II, etc.) in the headings of your abstract and conclusion. References should be cited with numbers between brackets in order of appearance ([1], [2], [3], etc.). The reference numbers in brackets ([1], [2], [3],...) should be placed anywhere in the paper text where you wish to reference them. The same reference can be cited more than once in the text with the same reference number.

The main aim of research is not merely to gather information. Instead, it goes beyond that. The true goal of research is to seek answers to previously unanswered questions to contribute to the body of knowledge in a discipline (Goddard & Melville, 2001). But for your peers, and indeed the whole world, to recognize your newly discovered or created knowledge, you have to show evidence of its validity or truthfulness. Determining the validity of your study is anchored on your research paper’s methodology. According to (Somekh & Lewin, 2005), a research methodology is both “the collection of methods or rules” you apply to your research, as well as the “principles, theories, and values” that support your research approach. Simply put, a research paper’s methodology section must shed light on how you were able to collect or generate your research data and demonstrate how you analyze them (SHU Library, 2020).

1. **Results**

Heading (**III. Result**) will start number (I, II, III, etc.) bold, first letter capital, indents in general: Justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. It discloses research results, including tables, graphs, and images interpreted and described with the relevant literature (if deemed necessary). Tables and figures should be centered and numbered independently, in the sequence in which you refer to them in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence. Figure captions should be below figures, and graphics should be accompanied by a legend; table heads should appear above tables [5].

The results section should simply state the findings, without bias or interpretation, and be arranged in a logical sequence. The results section should always be written in the past tense. When formulating the results section, it's important to remember that the results of a study do not prove anything. Research results can only confirm or reject the research problem underpinning your study. However, the act of articulating the results helps you to understand the problem from within, to break it into pieces, and to view the research problem from various perspectives. A summary of your key findings arranged in a logical sequence that generally follows your methodology section. Include non-textual elements, such as, figures, charts, tables, etc., to further illustrate the finding [6].

1. **Discussion**

Heading (**IV. Discussion**) will start number (I, II, III, etc.) bold, first letter capital, indents in general: Justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. Start this section by reiterating your research problem and concisely summarizing your major findings. Don’t just repeat all the data you have already reported; aim for a clear statement of the overall result that directly answers your main research question. The meaning of your results may seem obvious to you, but it’s important to spell out their significance for your reader, showing exactly how they answer your research question. You can organize your discussion around key themes, hypotheses, or research questions, following the same structure as your results section [4].

Alternatively, you can also begin by highlighting the most significant or unexpected results. As well as giving your own interpretations, make sure to relate your results back to the scholarly work that you surveyed in the literature review. The discussion should show how your findings fit with existing knowledge, what new insights they contribute, and what consequences they have for theory or practice. Even the best research has its limitations. Acknowledging these is important to demonstrate your credibility. Limitations aren’t about listing your errors, but about providing an accurate picture of what can and cannot be concluded from your study. Based on the discussion of your results, you can make recommendations for practical implementation or further research [2].

The discussion reviews the findings and puts them into the context of the overall research. It brings together all the sections that came before it and allows a reader to see the connections between each part of the research paper. In the discussion section, the author engages in three necessary steps: interpretation, analysis, and explanation. An effective discussion section will tell a reader why the research results are important and where they fit in the current literature, while also being self-critical and candid about the study’s shortcomings.

1. **Format of Title**

Heading (**A. Format of Title**) will start with a number (A, B, C, etc.) bold, first letter capital, indents in general: justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. Please make sure your title page contains the following information. The title should be concise and informative. Create an original title for your project and place it in the center of the page. The first letter of each word should be capitalized, with the exception of very short words such as the, and, of, or, a, an, for, in, etc. However, the first word should always be capitalized. The title of the paper is the first heading, bold, indents in general: centered, outline level: body text. Indentation in left: 0, right: 0, special: none by nil. Spacing before: 0pt, after: 6pt, line spacing: 1.5 at: nil.

After the title, there will be details about the author, such as the name(s) of the author(s), a designation, the affiliation(s) of the author(s), i.e., institution, (department), city, (state), country, and a clear indication and an active email address of the corresponding author. The format of this will be like, Time New Roman 14, with indents in general: centered, outline level: body test. Indentation in left: 0, right: 0, special: none by nil. Spacing before: 0pt, after: 0pt, line spacing: single at: nil.

1. **Format of Abstract**

Heading (**B. Format of Abstract**) will start with number (A, B, C, etc.) bold, first letter capital, indents in general: justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. But format of the abstract in the start of the paper will look like bold, indents in general: centered, outline level: body test. Indentation in left: 0, right: 0, special: none by nil. Spacing before: 6pt, after: 6pt, line spacing: single at: nil. The format of the paragraph in the abstract will look like, indents in general: justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil.

1. **Format of Introduction**

Heading (**C. Format of Introduction**) will start with a number (A, B, C, etc.) bold, first letter capital, indents in general: Justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil.

1. **Policy Criteria**

Heading (**F. Policy Criteria**) will start number (A, B, C, etc.) bold, first letter capital, indents in general: Justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil.

* 1. **Academic Integrity**

Heading (**1. Academic Integrity**) will start number (1, 2, 3, etc.) bold, first letter capital, indents in general: Justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. The submitted work should be original and should not have been published elsewhere in any form or language (partially or in full), unless the new work concerns an expansion of previous work. (Please provide transparency on the re-use of material to avoid the concerns about text-recycling (‘self-plagiarism’). Falsification or fabrication of data; plagiarism, including duplicate publication of the authors' own work without proper citation; and misappropriation of someone else's work are all examples of unacceptable practices [1] .

Any cases of ethical misconduct are treated very seriously and will be dealt with in accordance with the Commission on Publication Ethics guidelines.

* 1. **Peer Review Policy**

Heading (**2.Peer Review Policy**) will start number (1, 2, 3, etc.) bold, first letter capital, indents in general: Justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. The peer review process starts once you have submitted your paper to a journal. After submission, your paper will be sent for assessment by independent experts in your field. The reviewers are asked to judge the validity, significance, and originality of your work. The purpose of peer review is to evaluate the paper’s quality and suitability for publication. As well as peer review acting as a form of quality control for academic journals, it is a very useful source of feedback for you.

The feedback can be used to improve your paper before it is published. So at its best, peer review is a collaborative process, where authors engage in a dialogue with peers in their field, and receive constructive support to advance their work. Peer review is vitally important to uphold the high standards of scholarly communications, and maintain the quality of individual journals. It is also an important support for the researchers who author the papers. Every journal depends on the hard work of reviewers, who are at the forefront of the peer review process. The reviewers are the ones who test and refine each article before publication. Even for very specialized journals, the editor can’t be an expert in the topic of every article submitted [4].

So, the feedback and comments of carefully selected reviewers is an essential guide to inform the editor’s decision on a research paper. A double-blind review is a model; the reviewers don’t know that you are the author of the article. And you don’t know who the reviewers are either. Double-anonymous review is particularly common in humanities and some social sciences’ journals. These include:

1. Accept:
2. Accept with revision:
3. Revise and resubmit:
4. Reject and resubmit:

Reviewers will judge papers on technical merit, significance, relevance, and presentation. Research papers on new and unexplored problems are encouraged. A good research paper:

1. Addresses a significant problem;
2. Presents an interesting, compelling solution;
3. Demonstrates the benefits and drawbacks of the solution;
4. Draws appropriate conclusions using sound experimental methods;
5. Clearly describes what the authors have done; and
6. Clearly articulates the advances beyond previous work.

**Conclusion**

Conclude research that can represent the main findings and has meaningful recommendations. Conclusion is a second type of heading, bold, first letter capital, and indents in general: centered, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. The rest of the paragraph will indent in general: Justified, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. Conclusion should be explained clearly and concisely. The suggestions placed after the conclusion contains a recommendation on the research and give the possibility for future research.

**References**

The final part of this research is references. References are a second type heading, bold, first letter capital, indents in general: centered, outline level: body text. Indentation in left: 0, right: 0, special: first line by 0.5. Spacing before: 6pt, after: 6pt, line spacing: 1.5 at: nil. All the references will divide on following categories. The format and list of the references will look like indents in general: justified, outline level: body text. Indentation in left: 0, right: 0, special: none by nil. Spacing before: 6pt, after: 6pt, line spacing: single at: nil.

1. **Legal Act**
2. Country, Enactment forum, *Title.* Volume, Publisher, Year published Page number. Source
3. **Book**
4. Author’s Last Name, First Name. *Book Title*. Publisher, Year published.
5. 1st Last Name, First Name, and 2nd First Name Last Name. *Title of the Book*. Publisher, Year published.
6. 1st Last Name, First Name, et al. *Title of the Book*. Publisher, Year published.
7. **Journal**
8. Article Author’s Last Name, First name. “Title of Article.” *Title of Journal*, vol. number, issue no., date published, page range. *Title of Website*, DOI or URL.
9. Article Author’s Last Name, First Name. “Title of Article.” *Title of Journal*, vol. number, issue no., date published, page range.
10. 1st Author Last Name, First Name, and Second Author First Name Last Name. “Title of Article.” *Journal Title*, vol. #, issue #, publication date, page number(s). *Database Title*, DOI (if available) or URL (without https://) or Permalink. Access Date (supplemental).
11. 1st Author Last Name, First Name, et al. “Title of Article.” *Journal Title*, vol. #, issue #, publication date, page number(s). *Database Title*, DOI (if available) or URL (without https://)  or Permalink. Access Date (supplemental).
12. **Online Resources**
13. Author’s Last Name, First Name. “Title of Web Page.” *Title of Website*, Website publisher (if different from website name), date published, URL.
14. Article Author’s Last Name, First Name. “Title of Magazine Article.” *Title of Magazine*, vol. number, issue no., date published, page range. *Title of Website*, website address.
15. Article Author’s Last Name, First Name. “Title of Online Newspaper Article.” *Title of Newspaper*[City]\*, date published, section name (if applicable), page range. *Title of Website*, URL.