

Writing Guidelines for Authors

I. Title

- A. A title is no longer than 12 words
- B. Title heading must be number or bullets free
- C. Initial letter of each word will be Capital
- D. When you selecting the title of topic, it is important to consider the following;
 - 1. Specific
 - 2. Appropriate
 - 3. Describes the subject matter
 - 4. Eye-catching
- E. Format of title must be
 - 1. Time New Roman 14
 - 2. Center
 - 3. Bold
 - 4. Indentation (0-0), Spacing (6-6), Special (None), Line spacing (Single)

II. Author's detail

- A. Author name (First name- Last name)
- B. Initial letter of each word will be Capital
- C. Name of the affiliated institute
- D. Initial letter of each word will be Capital
- E. Email
- F. ORCID (If any)
- G. Author's detail must be number or bullets free
- H. Format of the author's details must be
 - 1. Time New Roman 14
 - 2. Center
 - 3. Indentation (0-0), Spacing (0-0), Special (None), Line spacing (Single)
- I. Co-authors: If there are co-authors on the article, their names should also be listed in the same manner after one space
- J. If there are more than one author please insert (*) in the last of the all-author's name like Naeem AllahRakah*

III. Abstract

- A. Abstract heading must be number or bullets free

- B. First letter of abstract will be Capital
- C. Abstract heading format must be
 - 1. Time New Roman 14
 - 2. Bold
 - 3. Center
 - 4. Indentation (0-0), Spacing (6-6), Special (None), Line spacing (1.5)
- D. Abstract should not be more than 150 words
- E. Abstract has no reference
- F. Abstract must contain the followings;
 - 1. Introduction
 - 2. Background
 - 3. Objectives
 - 4. Aim and Purpose
 - 5. Methods or Methodology
 - 6. Results
 - 7. Suggestions and Recommendations
 - 8. Conclusion
- G. Abstract consists upon single paragraph
- H. Abstract's paragraph format must be
 - 1. Time New Roman 14
 - 2. Indentation (0-0), Spacing (6-6), Special (First line), by (0.5), Line spacing (single)

IV. Keywords

- A. At least 5-8
- B. The word "Keyword" should be bold only
- C. Every keyword will separate from other keywords with (,)
- D. Keywords must that
 - 1. Represent the content of the article
 - 2. Help readers and search engines to find and categorize the article
 - 3. Should be relevant to the content of the article
 - 4. Accurately reflect the main topics and themes covered in the research
- E. Keyword format must be
 - 1. Time New Roman 14

2. Bold
3. Indentation (0-0), Spacing (0-0), Special (None), Line spacing (Single)

V. Introduction

- A. Introduction (First heading) will start number like this (I)
- B. Introduction heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.25- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (1.5)
- C. Second heading will start number like (A, B, C...)
- D. Second heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.50- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (Single)
 4. Initial letter of each word of second heading will be Capital
- E. Third heading will start number like (1, 2, 3...)
- F. Third heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.75- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (Single)
 4. Only first letter of second heading will be Capital
- G. Introduction paragraph format must be
 1. Time New Roman 14
 2. Indentation (0-0), Spacing (6-6), Special (First line), by (0.5), Line spacing (single)
- H. Please include the In-text reference where necessary (APA Style)
- I. The introduction must do these things:
 1. It provides background to the situation;
 2. It identifies the problem;
 3. A description of the gap in our knowledge that the study was designed to fill;
 4. It argues that the problem needs to be solved;

5. It summarizes the solution;
6. Explain its relevance to the audience, state a thesis or purpose, and outline the main points;
7. Defining key terms.

VI. Methodology

- A. Methodology (First heading) heading will start number like this (II)
- A. Methodology heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.25- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (1.5)
- B. Second heading will start number like (A, B, C...)
- C. Second heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.50- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (Single)
 4. Initial letter of each word of second heading will be Capital
- D. Third heading will start number like (1, 2, 3...)
- E. Third heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.75- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (Single)
 4. Only first letter of second heading will be Capital
- F. Methodology paragraph format must be
 1. Time New Roman 14
 2. Indentation (0-0), Spacing (6-6), Special (First line), by (0.5), Line spacing (single)
- G. Please include the In-text reference where necessary (APA Style)
- H. Methodology part must include the followings;
 1. The first part of a methodology section usually describes the type of research you perform and how you develop your research methods.

2. The methodology also includes an explanation of your data collection process. For instance, if you perform experimental tests on samples, conduct surveys or interviews or use existing data to form new studies, this section of your methodology details what you do and how you do it.
3. Your data analysis approaches are also important in your methodology. Your data analysis describes the methods you use to organize, categorize and study the information you collect through your research processes.
4. The tools, materials and other resources you need for your research and analysis are also important elements to describe in your methodology.
5. Since your methodology aims to show readers why your research is valid and relevant, the last part of this section of your research paper needs to focus on your rationale.

VII. Results

- A. Result (First heading) will start number like this (III)
- A. Result heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.25- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (1.5)
- B. Second heading will start number like (A, B, C...)
- C. Second heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.50- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (Single)
 4. Initial letter of each word of second heading will be Capital
- D. Third heading will start number like (1, 2, 3...)
- E. Third heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.75- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (Single)
 4. Only first letter of second heading will be Capital
- F. Result paragraph format must be

1. Time New Roman 14
 2. Indentation (0-0), Spacing (6-6), Special (First line), by (0.5), Line spacing (single)
- G. Please include the In-text reference where necessary (APA Style)
- H. Result part should be written down in the following manner;
1. Recurring points of agreement or disagreement
 2. Patterns and trends
 3. A concise summary of each relevant result, both positive and negative.
 4. A brief statement of how each result relates to the question, or whether the hypothesis was supported.
 5. An introductory context for understanding the results by restating the research problem that underpins the purpose of your study.
 6. A summary of your key findings arranged in a logical sequence that generally follows your methodology section.
 7. Inclusion of non-textual elements, such as, figures, charts, photos, maps, tables, etc. to further illustrate the findings, if appropriate.
 8. In the text, a systematic description of your results, highlighting for the reader observations that are most relevant to the topic under investigation [remember that not all results that emerge from the methodology that you used to gather the data may be relevant].
 9. Use of the past tense when referring to your results.
 10. The page length of your results section is guided by the amount and types of data to be reported. However, focus only on findings that are important and related to addressing the research problem.

VIII. Discussion

- A. Discussion (First heading) will start number like this (IV)
- A. Discussion heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.25- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (1.5)
- B. Second heading will start number like (A, B, C...)
- C. Second heading format must be
 1. Time New Roman 14
 2. Bold

3. Indentation (Left: 0.50- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (Single)
4. Initial letter of each word of second heading will be Capital
- D. Third heading will start number like (1, 2, 3...)
- E. Third heading format must be
 1. Time New Roman 14
 2. Bold
 3. Indentation (Left: 0.75- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (Single)
 4. Only first letter of second heading will be Capital
- F. Discussion paragraph format must be
 1. Time New Roman 14
 2. Indentation (0-0), Spacing (6-6), Special (First line), by (0.5), Line spacing (single)
- G. Please include the In-text reference where necessary (APA Style)
- H. Please follow these steps to write the discussion part;
 1. Summarize your key findings
 2. Give your interpretations
 3. Discuss the implications
 4. Acknowledge the limitations
 5. Share your recommendations

IX. Conclusion

- A. Conclusion heading format must be
 1. Time New Roman 14
 2. Bold
 3. Center
 4. Indentation (Left: 0.25- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (1.5)
- B. Conclusion paragraph format must be
 1. Time New Roman 14
 2. Indentation (0-0), Spacing (6-6), Special (First line), by (0.5), Line spacing (single)
- C. Conclusion must be consisting upon the followings;
 1. Restate your topic and why it is important,
 2. Restate your claim,

3. Restate the thesis.
4. Reiterate supporting points.
5. Make a connection between opening and closing statements.
6. Provide some insight.
7. Address opposing viewpoints and explain why readers should align with your position,
8. Call for action or overview future research possibilities.

X. Bibliography

A. Bibliography heading format must be

1. Time New Roman 14
2. Bold
3. Center
4. Indentation (Left: 0.25- Right: 0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (1.5)

B. Bibliography list format must be

1. Time New Roman 12
2. Justified
3. Indentation (0-0), Spacing (6-6), Special (Hanging), by (0.25), Line spacing (Single)

C. Bibliography list should be alphabetically

D. Only cite reference under APA 7th edition

E. Laws/Policies Reference Samples

Name of the Act, Title number Source § Section number (Year).

Example:

Family and Medical Leave Act of 1993, 29 U.S.C. § 2601 (1993).

1. "U.S.C." stands for United States Code.
2. If you're citing a specific section, you'd use the "\$" symbol followed by the section number. If citing multiple sections, use "\$§" followed by the range of sections.

F. Book Reference Samples

Author, A. A. (Year of publication). *Title of work*: Capital letter also for subtitle. Publisher.

Here's a breakdown and an example:

1. Author's Last Name, First Initial. Middle Initial.

AllahRakha, N.

2. (Year of Publication).

(2023).

3. Title of the book in italics: Subtitle also in italics (only the first word of the title, the first word of the subtitle, and any proper nouns are capitalized).

A step-by-step guide to writing scientific articles and dissertations: Tashkent state university of law Edition.

4. Publisher.

LAMBERT Academic Publication

Putting it all together, the citation for the book would look like this:

AllahRakha, N. (2023). *A step-by-step guide to writing scientific articles and dissertations: Tashkent state university of law Edition*. LAMBERT Academic Publication.

If there are multiple authors, list them in the order they appear on the book, separating their names with a comma and using an ampersand (&) before the last author's name:

AllahRakha, N., Gulyamov, S., & Ali, A. (2023). *A step-by-step guide to writing scientific articles and dissertations: Tashkent state university of law Edition*. LAMBERT Academic Publication.

G. Journal Reference Samples

Author(s). (Year of Publication). Title of article. *Title of Journal*, volume number (issue number), page range. DOI or URL

Here's a breakdown:

Author(s): List the last name followed by the initials of the first and middle name (if given). For multiple authors, separate each author with a comma, and use "&" before the last author. For instance, for three authors, you would format it as: AllahRakha, N., Gulyamov, S., & Ali, A.

Year of Publication: Place this in parentheses and follow with a period. For example: (2020).

Title of article: Only capitalize the first word of the title, the first word after a colon or dash, and proper nouns. Do not italicize the title or put it in quotes. End with a period.

Title of Journal: Italicize the title, capitalizing all major words. Follow with a comma.

Volume and Issue Number: Italicize the volume number. If there's an issue number, it's not italicized and placed in parentheses. For instance: 10(2).

Page Range: Follow the issue number with the page range of the article. For instance: 10(2), 123-130.

DOI or URL: If the article has a Digital Object Identifier (DOI), include it at the end. If there's no DOI and you accessed the article online, use the direct URL.

Example with a DOI:

AllahRakha, N. (2023). Exploring the Role of Block-chain Technology in Strengthening International Legal Guarantees for Investment Activity. *International Journal of Law and Policy*, 1(3). <https://doi.org/10.59022/ijlp.37>

Example without a DOI but with a URL:

Allahrakha, N. (2023). Balancing Cyber-security and Privacy: Legal and Ethical Considerations in the Digital Age. *Legal Issues in the Digital Age*, 4(2), 78-121. Retrieved from <https://lida.hse.ru/article/view/17666>

XI. General Provisions

- A. Each paragraph consists upon 8-10 sentences
- B. There should be no spaces between the paragraphs, headings and paragraphs
- C. Please include the In-text reference where necessary (APA Style)
- D. Don't Insert endnote reference
- E. Article should be original and should not contain any plagiarism (20% allowed for plagiarism and AI contribution must be between 30-50 %).
- F. Short Article (Abstract) length should not more than three pages with maximum 750 words (including abstract, keywords, introduction, methodology, results, discussion and conclusion) with references.
- G. Full length article. The typical length of an article should be at least six pages with 2500 words (including abstract, main body and conclusion) without references.
- H. The essay is better structured according to IMRAD
- I. Divide your article into clearly defined and numbered sections. Sections, subsections should be numbered I, II, III (then A, B, C...), 1, 2, 3... Etc. The abstract, conclusion and reference are not included in section numbering.
- J. Not allowed to go for 4th sub heading if it is necessary use the bullets point with in third heading
- K. Present tables and figures at the end of the essay or in line with the text.
- L. Avoid citations in the abstract.
- M. All pages must be numbered right side the bottom of the page
- N. All the paragraphs must be justified

XII. Acknowledgment

It is important to recognize and acknowledge the contributions of individuals and organizations that have provided support, guidance, or assistance throughout the research process. This can include funding agencies, research collaborators, advisors, mentors, and colleagues who have provided technical or administrative support. The acknowledgments section should be concise, typically no more than one paragraph, and should clearly and accurately acknowledge all relevant individuals and organizations. It is important to ensure that all contributions are acknowledged and that all individuals and organizations are named correctly. If any specific individuals or organizations have

provided significant support or guidance, it can be helpful to provide a brief explanation of their contributions.

XIII. Author Bio/Cover Letter

When writing the author bio/cover letter for a scientific research article, it is important to provide a brief summary of the author's qualifications and relevant experience. This can include a summary of the author's academic background, research interests, and previous publications or professional experience in the field.

XIV. Conflict of Interest

Conflict of Interest Statement

I, the author Naeem, do here by declare that there are no conflicts of interest regarding the publication of this article. The author has no financial or personal relationships with individuals or organizations that could inappropriately influence this research or its interpretation.

This research was conducted with the highest ethical standards, and the author has complied with all relevant guidelines for publication. The author has read and understood the journal's policies on conflicts of interest and has provided full disclosure in accordance with those policies.

In case the author is more than one than the sample is like that;

Conflict of Interest Statement

We, the authors Naeem and Ahmad, hereby declare that there are no conflicts of interest regarding the publication of this article. The authors have no financial or personal relationships with individuals or organizations that could inappropriately influence this research or its interpretation.

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