Formatting and Content Requirements for Manuscripts

General Formatting Requirements

Font	The font used in the entire manuscript should be Times New Roman, font size 10. For tables and figures, see below.
Page Layout	Page margins for bottom, top, right, and left should be pre-set as 0.98 inch. Text should be justified with no hyphenation breaks in words at the end of a line.
	Text should be typed as a single-column document.
	Paragraphs and headings should not be indented, but aligned with the main text.
Paragraph Format	Paragraph indents should be pre-set in the tabs section as follows:

- *before* and *after*: 6 pt

- *line spacing:* 1.5

Page Limit	Manuscripts prepared in compliance with the guidelines should not exceed 25 pages (10.000 words).

Manuscript Sections

Title	Article titles should be boldfaced and centered.
Author(s)'s Names	The main document is used for peer-review, which may include the title, abstract, key words, main body, references, figures and tables and supplementary materials. The names of all authors and their institutions should not be included in the main document.
Abstract	Abstracts should be between 150–200 words.
	No citations should appear in the abstract.
Keywords	5–8 words representing the manuscript should be given as keywords.

Main Text

Qualitative and quantitative studies should contain the following sections: Introduction, Method, Findings, and Discussion.

The Methods section must include Sampling/Study Population, Data Collection Tools, and Procedure as sub-sections if an original research method has been used.

Literature reviews should elaborate on the problem, analyze the relevant literature, emphasize the gaps and inconsistencies in the literature, and discuss actions toward solving these problems.

Other types of studies can allow slight variations in sections, but they should not contain too many details and sub-sections that could distract readers' attention and compromise readability.

References

Both in-text citations and references should comply with the APA guidelines as provided in the *Publication Manual of American Psychological Association* (APA) (6th edition).

For guidelines to follow for References pages, please see *Basic Formatting for References*.

Tables, Figures, and Appendices

Tables and Figures

Tables, figures, pictures, graphics, and similar aspects should be embedded in the text, and not provided as appendices.

For tables and figures, use Times New Roman, font size 9.

Under the Paragraph tab, ensure that the indentation is as follows:

- ❖ *before and after:* 0

- ❖ *spacing: Single*

Tables and figures should be left aligned, and the text wrapping feature should be turned off.

Appendices

Each appendix should be displayed on a separate page after the references section.

Format for Five Levels of Heading

The heading style consists of five possible formatting arrangements, according to the number of levels of subordination. Each heading level is numbered (see below).

Levels of Heading	Format
1	**Centered, Boldface, Uppercase and Lowercase Heading**
2	**Flush Left, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase paragraph heading ending with a period.** (In a lowercase paragraph heading, the first letter of the first word is uppercase and the remaining words are lowercase.)
4	***Indented, boldface, italicized, lowercase paragraph heading ending with a period.***
5	*Indented, italicized, lowercase paragraph heading ending with a period.*
	More than five levels of headings are not advisable.
Table and Figure Headings	Table and figure numbers should be typed as "Table 1" or "Figure 1" Table and figure headings should be in italics.

Other Guidelines

Emphasis	Do not use boldfaced characters in text. Emphasis should be expressed using quotation marks ("") or *italics*.
Listing	Lists in text should be horizontal and not vertical. Further, the list should use Roman numeral [(i), (ii), and so on], not Arabic (1, 2).
Direct Quotations	Direct quotes should be left-indented from the main text and typed in 9-point font. They need not be italicized. Please refer to the sample manuscript for examples.