**FORMATTING YOUR ARTICLE**

**ARTICLE COMPONENTS**

**Abstract**

An Abstract summarizes the major aspects of a paper. Structured abstract must be brief, comprehensive summary of the contents of the article. It allows readers to survey the contents of an article quickly. It should succinctly summarize the purpose of the paper, the methods used, the major results, and conclusions / discussion (see ISJMR structured abstract below).

**Purpose**

* Bold face 11- point. Text should not be bold.
* Reason/aims of paper.
* State the background of the study.

**Method**

* Methodology / how it was done / scope of study.
* State the selection and numbers of participant.
* State the design and procedures used, including the intervention or experimental manipulations and the primary outcome measures.

**Findings / Results**

* State the main results of the study. Numerical data may be included but should be kept to a minimum.

**Conclusions / Discussion**

* State the conclusions that can be drawn from the data provided and their implications (if appropriate)- impact on society

**Keywords**

* List up not more than 7 key words.

**SUBMISSION REQUIREMENTS**

**First page**

* Title of the article, **Bold** 14-Times New Roman.
* Authors, **Bold** 12-Times New Roman.
* Institutional Affiliation, **Bold** 11-Times New Roman and under the Author’s name.
* Email Address, 11-Times New Roman.

**Paper**

* Each manuscript should not exceed 15 pages.
* The manuscript should be written in two columns with (0.5) **margin** at the top, bottom, left and right of every page
* Manuscript should be written in **single** **spacing**.

**Typeface**

* 11-pt Times New Roman

**Page Numbers**

* Number all pages in Roman Numerals in the bottom left corner

**Uppercase and Lowercase Letter**

* **INTRODUCTION, METHODOLOGY, RESULTS, FINDINGS, DISCUSSION, CONCLUSIONS AND REFERENCE** should be in **bold** 12- Times New Roman Uppercase.
* The sub-titles and Only the words **Table**, **Chart**, **Figures**, etc. should be in **bold** 11-Times New Roman Lowercase.

**Quotations**

* Short quotations: quotation of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks (“ ”)
* Long Quotation- Display quotation of 40 or more words should be in a separated block of single-spacing typewritten lines with double quotation marks.

**Tables Titles and Table Captions**

* Type the word Table and its Roman numeral flush left at the top of the table in bold. (e.g. **Table 1**)
* Place the table caption next to the **Table** title with 11-Times New Roman.

e.g.:

**Table 1** proportion of errors and younger and older groups.

* Use lowercase letters for the caption next to the Table title.
* If the title is longer than one-line, Single space between the lines and begin subsequent lines adjusted under the first line.
* Table caption must briefly explain the contents of the table.
* Use font 8-pt Times New Roman for the Table Contents.

**Figures and Figure Caption**

* Label Figure Caption, in lowercase letters, same as in the Table Title and Table caption.

**Acknowledgement**

* Any acknowledgments by the author may appear here. The Acknowledgments of people, grants, funds, etc. should be brief and concise.
* Single grant: This work was supported by the \_\_\_\_\_\_\_\_\_\_ (Name of the Grant) \_\_\_\_\_\_\_\_\_ (Grant number, year).
* Multiple grants-separated by comma and space: This work was supported by the Name of the Grant1 [grant numbers xxx, year]; Name of the Grant2 [grant number yyy, year]; and Name of the Grant3 [grant number aaa, year].
* If Services and Facilities involved:

Example: The authors gratefully acknowledge use of service and facilities of the \_\_\_\_\_\_\_\_ (Name of the Service or Facility) at \_\_\_\_\_\_\_ (Name of the University, Institution, Company, etc.), funded by \_\_\_\_\_\_ (Name of the Grant) \_\_\_\_\_\_ (Grant Number yyy, Year).

* Non-funded: This research received no specific grant from any funding agency in the public, commercial, or not-for profit sectors.

**References**

* Type the word References in an uppercase letter.
* Only works cited in the text should be provided at the end of the text arranged in alphabetical order.
* Single-space all references entries.
* Follow the APA style 6th ed. Please refer to the APA manual for details (guides are also available online).
* APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented. Some examples are given below:

1. Books:

e.g. Tanenbaum, A.S. (2003). Computer networks (4th ed.). New Jersey: Prentice Hall.

1. Journal:

e.g. Ziegler, J. (2006). Do differences in brain activation challenge the universal theories of dyslexia? Brain and Language, 98, 341-343.

1. Journal article with DOI:

e.g. Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. Health Psychology, 24, 225-229. doi: 10.1037/0278-6133.24.2.225

1. Journal article without DOI:

e.g. Sillick, T.J., & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. E-Journal of Applied Psychology, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

1. Articles in edited books:

e.g. McNay, I. (1995). From the collegial academy to corporate enterprise: The changing cultures of universities. In Schuler, T. (Ed.), The changing university (pp. 105-15). Milton Keynes: Society for Research into Higher Education and Open University Press.

1. Published Conference Proceedings:

e.g. Deci, E.L., & Ryan, R.M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), Nebraska Symposium on Motivation: Vol. 38. Perspective on motivation (pp. 237-288). Lincoln: University of Nebraska Press.

1. Unpublished Conference Proceedings:

e.g. Lanktree,C., & Briere, J. (1991), January). Early data on the Trauma Symptom Checklist for Children (TSC-C). Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

1. Newspaper Articles:

e.g. Schwartz, J. (1993, September 30). Obesity affects economics, social status. The Washington Post, pp. A1, A4.

1. Electronic Sources:

e.g. Shotton, M.A. (1989). Computer addiction? A study of computer dependency (DX Readerversion). Retrieved from <http://ww.ebookstore.tandf.co.uk/html/index.asp>. London, England: Taylor & Francis.

1. Working Papers:

e.g. Moizer, P. (2003, March). How published academic research can inform policy decisions: The case of mandatory rotation of audit appointments. Working paper, Leeds University Business School, University of Leeds, Leeds.

1. Unpublished dissertation or thesis:

e.g. Author, A.A. (2012). Title of doctoral dissertation or master’s thesis (Unpublished doctoral dissertation or master’s thesis). Name of Institution, Location.