

## **AUTHOR GUIDELINES**

### **Submitting the Manuscript**

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### **Requirements of the Manuscript**

Authors are required to prepare the manuscript based on following guidelines:

**Format:** Articles should be submitted in Microsoft Word Format.

#### **Font Size and Spacing:**

- Spacing: Manuscript should be submitted in with 1.5 spacing
- Font Type: Times New Roman
- Font Size: Main Heading should be in font size 16  
Sub-heading should be in font size 14  
Internal content should be in font size 12

**Article Length:** Articles should be between 3500 and 4000 words in length. This includes all texts in the main document including references and appendices.

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- The full name of each author must be present in the exact format they should appear for publication
- Affiliation of each contributing author.

**Abstract:** All articles must be accompanied with an abstract of 200-250 words. Abstract submitted should be single spaced in 12- point Times New Roman. The abstract must be informative and explain the background, purpose, design and main findings of the study.

**Keywords:** Authors should provide appropriate and short keywords. The maximum number of keywords is 12.

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The preferred format is for first level headings to be presented in bold format, typed in all capital letters and aligned left. Leave a blank line before each heading.

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