**The Title of Your Paper Should be in Arial 14 (Capitalize Each Word), Bold, Centred, and Should Not Exceed 12 Words**

**Author A1, Author B2 and Author C3**

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*(Author name/affiliation/e-mail using Times New Roman 10 pt)*

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**ABSTRACT**

*The abstract heading should be in uppercase, bold and centred, using Times New Roman 11 pt. The abstract should be in italic, justified and must be written in a single paragraph. The abstract should include the objectives, scope, methodology, findings and conclusion of the paper in not more than 200 words. Figures, tables and references should not be cited in the abstract. Provide 5-7 keywords (separated by semicolons) in lower case, using Times New Roman 11 pt, justified and should be in italic. Keywords should be chosen to best describe the contents of the paper. The word ‘Keywords’ must be in bold.*

**Keywords:** *Keyword1; Keyword2; Keyword3*

# ABOUT MANUSCRIPT

Manuscripts should be typed in single spacing and should not exceed 8000 words in length including references. In general, the manuscript can be organized in the following order: Title; Name of authors; Complete postal address of affiliations; E-mail address of the corresponding author; Abstract; Keywords; Introduction; Literature Review; Methodology; Results and Discussions; Conclusions and Recommendations; Acknowledgment; References.

Within the text, scientific names should be in *italic*. Avoid excessive use of *italic*s to emphasize text. For mathematics equation, equation editor must be used. Each equation should end with a period or comma.

Authors should be consistent in their use of UK English throughout the manuscript Please use “spell check” and “grammar check” and also get your manuscript proofread before submission. The paper size should be set at 6” x 9” and the margins should be set at 1” (top), 1” (bottom), 0.8” (left) and 0.6” (right).

# SUBTITLE ONE

Subtitle 1 should be in Arial 12 pt, bold and uppercase. There should be a single spacing between the first paragraph of the text and the Subtitle 1. Text under Subtitle 1 should not be indented.

**Subtitle Two**

Subtitle 2 must be in Arial 11 pt, bold and capitalize each word. There should be a single spacing before and after the Subtitle 2.

**Subtitle three**

Subtitle 3 must also be in Arial 11 pt, bold and sentence case. There should be no spacing after the Subtitle 3.

Text under Subtitle 2 and Subtitle 3 must be indented (tab 0.5”). Text para and text should be in Times New Roman 11 pt.

**FIGURES AND TABLES**

Figures and tables must be centred and numbered in bold Arabic numerals. Figure and table captions must be centred, bold, in Arial 9 pt.

Captions with table numbers must be placed before their associated tables. Contents of the table should be in Arial 9 pt and notes below table should be in Arial 6 pt.

**Table 1: Example (Arial, 9, single spacing, bold, centre)**

|  |  |  |
| --- | --- | --- |
| **Example** | **Example** | **Example** |
| Example | Example | Example |
| Example | Example | Example |

 **Note below table in Arial 6 pt**

Captions with figure numbers must be placed after their associated figures. Graphics may be presented in colours. Contents of the figure should be in Arial 9 pt.



**Figure 1: Example (Arial, 9** pt**, single spacing, bold, centre)**

# CONCLUSION

The conclusion allows you to have the final say on the issues you have raised in your paper, to synthesize your thoughts, to demonstrate the importance of your ideas, and to propel your reader to a new view of the subject. It is also your opportunity to make a good final impression and to end on a positive note.

# ACKNOWLEDGEMENT

Acknowledgments should be in Times New Roman 11 pt and may be made to individuals or institutions not mentioned elsewhere in the manuscript, that had made important contributions. It may include the information on the research grant received.

# REFERENCES

Citation in the list of references should be in Times New Roman 11 pt and there should be a single spacing in between each citation

List of references shall be arranged in alphabetical order of last name of first-named author for with more than one author. It is important to ensure that all works cited in the text are included in the references.

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