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

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**ABSTRACT**

*The abstract heading should be in uppercase, bold, and centered, 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 equations, an 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 12pt, bold, and uppercase. There should be a single spacing between the first paragraph of the text and Subtitle 1. The text under Subtitle 1 should not be indented.

**Subtitle Two**

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

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

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Please use the APA Style guidelines for tables and figures in Chapter 7 of APA Publication Manual, 7th edition, Washington, DC, to ensure your visual displays are formatted clearly and consistently. You may refer to the annotated examples provided in the following link: <https://www.scribbr.com/apa-style/tables-and-figures/>

Figure/Table number must be aligned left, in bold, and numbered using the Arabic numerals. Figure/Table caption must be under the figure/table number, aligned left, in italic, and title case. Figure/Table number and caption must be placed before their associated figure/table.

Figure/Table content must be centered. Each table does not have vertical lines, only the horizontal lines where necessary for clarity. Each figure does not have borderlines.

Figure/Table number, caption, and content should be in Arial 9 pt and single spacing. The note (if any) should be aligned left, in Arial 6pt, and placed below the figure/table.

**Table 1** (align left, bold, Arial 9pt, Arabic numeral, single spacing)

 *Example (align left, italic, Arial 9pt, single spacing)*

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

 Note. Below the table, in Arial 6 pt

**Figure 1** (align left, bold, Arial 9pt, Arabic numeral, single spacing)

*Example (align left, italic, Arial 9pt, single spacing)*



Label

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# CONCLUSION

The conclusion allows you to have the final say on the issues you have raised in your paper, synthesize your thoughts, demonstrate the importance of your ideas, and 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.

#

# CONTRIBUTIONS OF AUTHORS

# The authors confirm the equal contribution in each part of this work. All authors reviewed and approved the final version of this work.

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This work was supported by the Name of the Grant [grant number, year].

*or*

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# CONFLICT OF INTERESTS

Author X has received a research grant from Organization A. The remaining authors have no conflicts of interest to declare.

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All authors declare that they have no conflicts of interest.

# 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.

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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 the last name of the 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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