**Title: Times New Roman; Size-16; Line Spacing Exactly 20; Paragraph Spacing: After Paragraph-24 pt.\***[[1]](#footnote-1)\*

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**ABSTRACT**

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**Type of Paper:** Conceptual / Empirical/other

***Keywords***: Type keywords, separated by semicolons; a minimum of five keywords and maximum not more than ten.

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1. Introduction

Preamble of the paper with the 12 font size and follow same for other sections. The paragraphs continue from here and are only separated by numbered headings, subheadings, images and formulae. The section headings are arranged by numbers, bold, font size is 12, line spacing must be exactly 12 pt. Spacing for headers must be 12pt., before and after.

**General Rules**: Margin must be Normal.

Here follows the further instructions for authors.

**2. Heading-level 1**

Title of heading must be in Times New Roman, font size 12, Bold, Line spacing must be exactly 12 pt. Spacing must be 12 pt. before and after.

Type the paragraphs of the paper heading. Text must be in Times New Roman, font size must be 12. Line spacing must be exactly 12 pt.

*2.1 Heading-level 1*

Title of sub-heading must be in Times New Roman, font size 12, *Italic*, Line spacing must be exactly 12 pt. Spacing must be 12 pt. before and after.

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2.1.1 Heading-level 1

Title of sub-heading must be in Times New Roman, font size 12, Line spacing must be exactly 12 pt. Spacing must be 12 pt. before and after.

Type your sub-heading paragraphs here. Text must be in Times New Roman, font size must be 12. Line spacing must be exactly 12 pt.

Bulleted lists must look like this:

* First point
* Second point
* And so on

Please do not alter the formatting and style layouts which have been set up in this template document. Do not number pages on the front, as page numbers will be added separately for the preprints. Leave a line clear between paragraphs.

**3. Heading-level 2**

Type your paragraphs here. For all formatting structure refer to previous guidelines

*3.1 Tables*

All tables should be numbered with Arabic numerals. Every table should have a caption. Headings should be placed above tables, font size 11, left justified. Tables must be embedded into the text and not supplied separately. Table format: font size must be 11, line spacing must be exactly 11 pt. Spacing must be 0 pt. Before; 6 pt. After and it must centered

Table 1. An example of a table.

|  |  |  |
| --- | --- | --- |
| An example of a column heading | Column A (*t*) | Column B (*t*) |
| And an entry | 1 | 2 |
| And another entry | 3 | 4 |
| And another entry | 5 | 6 |

3.2 Illustrations

Illustrations must be numbered with Arabic numerals (e.g. Figure 1; Figure 2 ;…). The name of the figure must be written BELOW the figure. The font size must be 11, Spacing of figure name must be 6pt. before and 12pt. after, center justified.

Figures must be high quality which is a 300 DPI resolution to produce a high quality output. Authors are suggested to avoid any illustration which is unclear, diminishing and has fuzziness and low readability. The figure must not be distorted, out of margin and numbers can be seen clearly in the illustrations.

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Figure 1. Name of the figure

*3.3 Equations*

Equations and formulae should be typed in Mathtype, and numbered consecutively with Arabic numerals in parentheses on the right hand side of the page (if referred to explicitly in the text). They should also be separated from the surrounding text by one space.

 (1)

Acknowledgements

Type your acknowledgements here. Acknowledgements and Reference headings should be bold and left justified. First letter capitalized, but have no numbers. The font size 12.

References

As an APA (American Psychological Association) Referencing Style is most used one, we require the author to follow the style. Sort the reference list alphabetically. Use hanging indent (1 cm). The font size must be 11, line spacing must be 11pt.

Here are the samples in the format of APA Referencing Style (6th edition).

Author can also use Harvard referencing style.

**Journal article**

Gibbs, M. (2005). The right to development and indigenous peoples: Lessons from New Zealand. *World Development,* 33 (8), 1365-1378.

**A book**

Surname1, A. A., & Surname2, B. B. (2013). This is a Sample Book Title Used for Illustration (3 ed.). Sample City: Sample Publisher.

**Book chapter in an edited book**

Helber, L. E. (1995). Redeveloping matures resorts for new markets. In M. V. Conlin & T. Baum (Eds.), *Island tourism: Management principles and* practice (pp.105-113). Chichester, England: John Wiley

**Thesis**

Dewstow, R. A. (2006). *Using the Internet to enhance teaching at the University of Waikato* (Master’s thesis, University of Waikato, Hamilton, New Zealand).   
Retrieved from <http://researchcommons.waikato.ac.nz/handle/10289/2241>

**A conference**

Surname1, A. A., & Surname2, B. B. (2013). *This is a Sample Article Title Used for Illustration.* Paper presented at the Sample Conference Name, Sample City.

**Monographs:**

Kalimapour, Y.R. (2004). Images of the U.S. Around the World: A Multicultural Perspective. Albany, NY: State University of New York Press.

**Proceedings:**

Amir Awang. (2006). Counseling, human resources development and counseling services. In Sulaiman M. Yassin, Yahya Mat Hassan, Kamariah Abu Bakar, Esah Munji and Sabariah Mohd. Rashid (Eds.), *Proceedings of Asia Pacific Conference on Human Development* (p. 243-246). Serdang: Universiti Putra Malaysia.

1. An example appendix

Authors including an appendix section should do after the References section. Multiple appendices should all have headings in the style used above. They will automatically be ordered A, B, C etc.

1. \* Paper Info: Revised: Month, Year

   Accepted: Month, Year [↑](#footnote-ref-1)
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