



These instructions are only a guide. Consistency and correct type area margins (see below) are the most important aspects in your manuscript preparation. All portions of the manuscript must be typed double-spaced and all pages numbered starting from the title page.

1. TEXT AND TYPE AREA (Margins)

This one basic requirement must be adhered to:

Type area on a page is standard Letter(8.5" x 11"). All text should be fully justified. Margins for this type area: top 1.2", bottom 0.6" left 0.8", right 0.6"

2. TITLES FORMAT

- Paper Title: CAPITAL LETTERS, **BOLD**, 12 point type (Times Roman)
- Author(s):CAPITAL LETTERS , **BOLD**, 10 point type (Times Roman)
- Affiliation(s): Capitalize Each Word case, 10 point type (Times Roman)
- Head: **BOLD** CAPITAL LETTERS. 11 point type (Times Roman)
- Sub Head (if applicable): Capitalize Each Word case, 10 point (Times Roman)
- Leave 1.5 line spaces between title and author names/affiliation.
- Keep paragraph setting as 1.5 lines
- Your chapter should begin with a brief Abstract and keywords.
- Paper Title, Autor Names/Affiliations, Abstract and Kerywords should be in single column format followed by the rest of the paper in Single column format.

Title page is generally a separate page and comes before the text of the manuscript. It should include following details in the given format & sequence:

Type the Title of Paper

First Author¹, Second Author², Third Author³

1. Department, Name of College / Institution / Organization, State, Country Email address
2. Department, Name of College / Institution / Organization, State, Country Email address
3. Department,Name of College / Institution / Organization, State, Country Email address

Your chapter should begin with a brief Abstract and keywords.

Paper Title, Autor Names/Affiliations, Abstract and Kerywords should be in single column format followed by the rest of the paper in Single column format. **Total number of authors allowed per paper is 5.**

3. TEXT

Text type should be 10 point Times Roman. Text should be 1.5 lines spaced. First line of all paragraphs should be indented and there should be one line gap between consecutive paragraphs.

4. HEADS / SUB HEADS

Levels of subheads should be easily distinguishable from each other with the use of numbers. There should be one line spaces before each subhead and one line space after each subhead.

Examples of Subhead Style:

1. FIRST LEVEL HEAD

(11 point bold, upper case, numbered)

1.1. Second Level Subhead

(10 point bold, first letter capital case, numbered)

1.1.1. Third level subhead

(10 point bold, lower case, flush left)

Use FIRST LEVEL SUBHEAD for section headings.

5. ORDER OF THE CONTENT

The order of the content must be as per following sequence;

1. Title Page with Authors details (Including emails and affiliations)
2. Abstract & Keywords
3. Introduction
4. Methods, if applicable / any
5. Results, if applicable / any
6. Conclusions
7. Acknowledgements, if applicable / any
8. References
9. Appendices (if applicable / any)

6. TITLE

The Title should be a brief phrase describing the contents of the paper. The Title Page should include the authors' full names and affiliations, the name of the corresponding author along with phone, fax and e-mail information. Present addresses of authors should appear as a footnote.

7. ABSTRACT

The Abstract should be informative and completely self-explanatory, briefly present the topic, state the scope of the experiments, indicate significant data, and point out major findings and conclusions. The abstract should be 100 to 200 words in length. Complete sentences, active verbs, and the third person should be used, and the abstract should be written in the past tense. Standard nomenclature should be used and abbreviations should be avoided. No literature should be cited.

8. FIGURES (Line Art Drawings) AND TABLES

FIGURES

Figures and tables may appear printed directly in the text and should be black and white or grayscale. Figure should appear soon after the citation in the text or if it is too large at the end of the manuscript.

Legends/Captions for figures

Text type should be 9 point Times Roman italic (eg; Figure 1. Caption). A caption should be provided for each figure. The legend should be typed into the manuscript, directly beneath the figure. Begin each legend with a title and include sufficient description so that the figure is understandable without reading the text of the manuscript. Information given in legends should not be repeated in the text. Legends are to be listed in numerical order, labeled as "Figure 1", "Figure 2", etc.

TABLES

Indent tables slightly from the left margin, if it is necessary to use the full width of the page. Tables should be kept to a minimum and be designed to be as simple as possible. Tables are to be typed double-spaced throughout, including headings and footnotes. Each table should be on a separate page, numbered consecutively in Arabic numerals and supplied with a heading and a legend. The same data should not be presented in both table and graph forms or repeated in the text.

Titles/Captions for tables

The table caption should be typed to the width of the table itself and typed above the table. Text type of table caption should be 9 point Times Roman italic (e.g., Table 1.Caption). Number the titles of the tables consecutively in the order of their first citation in the text. Be sure that each table caption is headed as "Table 1", "Table 2", etc. within each chapter.

Both figures and tables must be cited in the text.

9. RESULTS

Results should be presented with clarity and precision. The results should be written in the past tense when describing findings in the author(s)'s experiments. Previously published findings should be written in the present tense. Results should be explained, but largely without referring to the literature. Discussion, speculation and detailed interpretation of data should not be included in the results but should be put into the discussion section.

10. DISCUSSION

The Discussion should interpret the findings in view of the results obtained in this and in past studies on this topic. State the conclusions in a few sentences at the end of the paper. The Results and Discussion sections can include subheadings, and when appropriate, both sections can be combined.

11. REFERENCES

References text type should be 10 point (Times Roman). In the text, a reference identified by means of an author's name should be followed by the date of the reference in parentheses. When there are more than two authors, only the first author's name should be mentioned, followed by 'et al'. In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like 'a' and 'b' after the date to distinguish the works.

References must be according to APA style guidelines

For Book :

Alan Bryman & Emma Bell. (2007). Business Research Methods. New York : Oxford University Press

For PhD Thesis:

Mcdonalds, A. (1991). Practical dissertation title (Unpublished doctoral thesis). University of Florida, Gainesville, FL.

Article in a Journal:

Rottweiler, F. T., & Beauchemin, J. L. (1987). Detroit and Narnia: Two foes on the brink of destruction. Canadian/American Studies Journal, 54, 66–146

From Websites:

McDonald, C., & Chenoweth, L. (2009). Leadership: A crucial ingredient in unstable times. *Social Work & Society*, 7. Retrieved from <http://www.socwork.net/2009/1/articles/mcdonaldchenoweth>