

Title of Paper

Author¹ and Author²

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Abstract

Abstract in 150-250 words.

Keywords: No more than five (5) keywords.

Introduction

For quantitatively-oriented papers, this section contains a clear historical background of the study, showing why the research had to be undertaken. In this section, the author(s) shall have the opportunity to expound on what the research says about the research problem, and show clear support for the need to undertake the research, through appropriate research gap analysis.

For qualitatively-oriented papers, this section contains the historical background of the study, including specific reports and studies that provided direct support to the research problem. Some relevant part of the literature shall be included in the discussion of the research problem to establish more strongly the need to undertake the study.

Objectives

This section provides a clear statement of the goals and objectives of the research.

Conceptual/Theoretical Framework (for quantitatively-oriented papers)

For quantitatively-oriented papers, the conceptual or theoretical framework would be expected for research studies that dealt with empirical procedures and methodologies. A framework of this nature would provide for clear interrelationships and direction of interactions of variables which the researcher expects to show by his/her data and data interpretations. It should be noted that variable interactions may be easier to understand if they were to be presented in illustrated model formats.

Relevant Studies or Review of Related Studies (for qualitatively-oriented studies)

Review of studies that are highly related to the current study. After the relevant studies have been presented, a synthesis of these may be presented and the relationship of such synthesis must be related to the study under consideration.

Subheading may be determined as necessary. In these subheadings, specific observations may be noted and statistical tables presented as well as figures and models.

Methodology

This section includes brief discussions of data collection procedures and analyses. Data must be presented in appropriate tables.

Results and Discussions

For quantitatively-oriented papers, analytical discussions must present possible relationships of the results of the study and the findings from other studies specifically reviewed for this purpose. Post analysis data may be presented in both statistical tables and appropriate models and figures.

Include subheadings as necessary.

For qualitatively-oriented papers, in this section shall be inserted full discussion of results and finding, discussed more deeply in relation to the

related studies already reviewed. Subheads may be determined and included in the discussions.

Conclusions and Recommendations

Conclusions must be according to the objectives of the study.

Recommendations must reflect the objectives and conclusions of the study.

References

General format must follow the suggestions for authors, but generally must follow the APA Style for publications.

DETAILED GUIDELINES

The paper should be 15-25 pages long (including tables, figures, and references) and prepared preferably in Microsoft Word format.

1. Font type

The whole text should be in Arial.

2. Margins

The paper should be A4 size (21 x 29.7 cm). All margins (top, bottom, left, and right) should be 1 inch each.

3. Line Spacing

The whole text should be single-spaced.

4. Title

The title of the paper should be 14-point, bold, in capital and lowercase letters, and centered.

5. Author Information

- The author name(s) should be 12-point, bold and centered. The Western naming convention, with given names preceding surnames, should be used.
- The author name(s) should appear below the title, with one blank line after the title.
- Use 10-point for author(s)' position(s), institutional affiliation(s), country, and email address(es).
- The author(s)' position(s), institutional affiliation(s), country, and email address(es) should appear below the author name(s), with one blank line after the name(s).

6. Headings

- Heading font (with the exception of the paper title and the abstract) should be 14-point Arial and in bold.

- Headings should be centered and in capital and lowercase letters [i.e. nouns, verbs, and all other words (except articles, prepositions, and conjunctions) should be set with an initial capital].
- There should be two blank lines before each heading and one blank line after it.

7. Subheadings

- Subheading(s) should be 14-point Arial, in bold capital and lowercase letters, and flushed left.
- There should be one blank line before and after each subtheme.

8. Abstract

- The abstract heading should be 12-point Arial, bold, centered.
- The abstract should be in 150-250 words.
- The main text of the abstract should be 12-point Arial, italicized.
- Alignment of the main text of the abstract should be justified, no indent.

9. Key Words

- Include at most five keywords.
- Use 12-point Arial. The keywords should appear below the abstract, with one blank line after the abstract.

10. Main Text

- In general, paragraphs should be separated by a single space.
- All paragraphs must be in block format.
- Text font should be 14-point Arial, single-spacing. Italic type may be used to emphasize words in running text. Bold type and underlining should be avoided.
- The first line of each paragraph should not be indented.

11. Tables and Figures

- Tables and figures should be numbered and have captions which appear above them.

- Graphics and pictures should not exceed the given page margins.
- Captions should be 14-point centered.
- The tables and figures of the paper should follow the APA citation style.
- There should be no space between the caption and the table/figure.

12. Footnotes

- Footnotes may be used only sparingly. A superscript numeral to refer to a footnote should be used in the text either directly after the word to be discussed or – in relation to a phrase or a sentence – following the punctuation mark (comma, semicolon, or period). Footnotes should appear at the bottom of the page within the normal text area, with a line about 5 cm long immediately above them.
- Footnotes should be 10-point and aligned left.

13. References

- The author-date method in-text citation should be used. Following the APA format, the author's last name and the year of publication for the source should appear in the text.
- All references that are cited in the text must be given in the reference list. The references must be in APA format and arranged alphabetically at the end of the paper.

Sample:

Surname, A. A. (year). Article title. *Title of Journal*, volume number(issue number), inclusive page numbers.

Surname, A. A. (year). *Title of book*. Publisher location: Publisher Name.

Surname, A. A., Surname, B. B., & Surname, C. C. (2000). Title of article. *Title of periodical*, volume number(issue number). Retrieved from URL/web address.

Surname, A.A. (Year, Month). *Title of paper*. Paper presented at name of conference, city, country.

14. Length

The paper should be 3,000-4,000 words including tables, figures, and references.