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Paper Size : A4

Paper title - Times New Roman, 12 point

First author's **First Name**, First author **LAST NAME**; Second author's **First name**, second author's **LAST NAME**; etc

1Department, Organization, Country, 2Department, Organization, Country (**Font:** Times New Roman, 11 point)

E-Mail numbers: (1) Academic (2) Private

Abstract size : Not more than 350 words excluding Title, names and keywords. Do not include references.

Text : Font & size : Times New Roman font, size 11, Single paragraph, *Italic*

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Keywords: Three to four (3-4 words) below the abstract

PAPER BODY (Use Microsoft Word 2010 or latest version)

- **Format** - MS Word document, Single-spaced, Times New Roman

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- **Quotations** longer than four lines should appear as blocked quotations, single-spaced, italicized and indented six spaces from the left hand margin.

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- **Sub-headings** - bold and placed at the left-hand margin, Font size 11, and one double- space below the previous section.

- **Page limit** - **07 pages** (maximum) including endnotes, figures, tables, References and appendixes

- **Tables and charts** - MS Excel compatible format, and may be inserted into the text document, numbered consecutively and captioned.

- **Electronic images** - 300 dpi resolutions if they are to be included at full size
- **Endnotes** - Font size 10, single-spaced, with one double space between each note
- **Bibliographic References** must appear at the **end** of the paper and all articles need to have bibliography written using the **Roman script**

Structure

This Structure is not mandatory, and you can have your own structure depend on your research and the method you have used. However, there should be an abstract, an introduction, a methodology, outcomes of your research and conclusions.

Abstract

The abstract should be a summary of your research, and should be self-contained. Avoid references if absolutely needed, cited in full. It should not exceed 225 words.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Method and Materials

Provide sufficient details about the Method you used in this research to reach the conclusion. Materials already published should be indicated by a reference: only relevant modifications should be described.

Results and Discussion

Results should be clear and concise. This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study must be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Endnotes

Please avoid using endnotes and footnotes unless they are absolutely necessary. If using they should be numbered clearly.

Acknowledgments

All acknowledgments (if any) should be included at the very end of the paper before the reference list and may include supporting grants, presentations, and so forth.

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The authors are responsible for the accuracy of the citations. Please include references to all materials you have cited in your paper using a **standard style of reference**. Please note that in-text citations and the

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The reference list should appear at the end of your paper. Please include references of all materials you have cited in your paper. Harvard-style referencing should be used throughout the paper. That is, author(s) last name, First name(s) and year of publication, followed by the source and the publisher. References should be listed in alphabetical order and all lines other than the first line should be indented. References are presented in **Roman script**.

**Roman script or Latin script refers to the alphabets that are used to write English and even if you have cited a study in Chinese or Japanese, you should write the reference in Roman script and not in Chinese or Japanese script.*

Examples: Reference list

Bhagwati J. 1998. The Capital Myth: The Difference between Trade in Widgets and Dollars "Foreign Affairs, vol. 77, no. 3, May-June, pp. 3-10.

Kindleberger C. 1978. Manias, Panics and Crashes: A History of Financial Crises. New York: Basic Books.

In-text citation

(Bhagwati 2010) or Bhagwati (2010, p. 25) stated that.....