

## **Manuscript Preparation Guideline**

Authors should prepare their manuscripts according to the guidelines. Manuscripts that are not prepared according to these guidelines may be returned for revision prior to any editorial consideration.

**Paper size** – A4

**Paragraph spacing** – Before 0 pt, After 0 pt

**Alignment** – Justify

**Margin** – Manuscripts must be in 1.5 line spacing, size 12 in Times New Roman and all margins: 1.3 inches (left) and 1 inch (top, right and bottom).

**Length** – Manuscripts are maximum 5000 words or 15 pages (including references, attachments, tables and graphical information).

**Tables and Figures** – Must be placed as part of the text.

**Paper Main Title** – Written in lowercase, bold, size 14 and centered.

**Author/s** – Name, font 12, Times New Roman (position, department and name of university must be described using endnote in the first page of paper.). If more than one author, use index number 1,2,3 etc. (e.g., Author Name<sup>1</sup>, Author Name<sup>2</sup> and Author Name<sup>3</sup>)

**Abstract** – between 250-350 words “Times New Roman” size 10. (0.5 tab from left and right)

**Keywords** – should not more than FIVE keywords, size 10.

**Title** - Written in lowercase, bold, size 12 and centered

**Sub-title** – Written in lowercase, bold, size 12 and left margin.

**Tables/Figures** – title of the tables/figure should be written on the top of the tables/figure. Times New Roman, size 12, Bold, lower case, centered.

**Acknowledgement** – must be described, size 10.

**References** – Should be in the last part of the article (before any attachments/appendixes), in alphabetical order, according to American Psychological Association (APA) style, size 10.

### **1. Article.**

Arize, A. C. (1994). A re-estimation of the demand for money in small developing economy. *Applied Economics*, 26(1), 217-228.

### **2. Conference Proceeding**

Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, & S. Russell (Eds.), *Sociology for the New Millennium*. Papers presented at The Australian Sociological Association, held at Monash University, Melbourne, 7-10 December (pp. 281-289). Churchill, Victoria: Celts.

### **3. Book**

Blyton, P. & Turnbull, P. (1998). *The Dynamics of Employee Relations* (2<sup>nd</sup> ed.). London: McMillan Press Ltd.

Treviño, L. K., & Nelson, K. A. (2007). *Managing business ethics: Straight talk about how to do it right*. Hoboken, NJ: Wiley.

### **4. Two to Seven Authors**

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

**Note: Include all authors up to and including seven.**

### **5. Eight or More Authors**

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., ... Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

**Note: For eight or more, include the first six, then an ellipsis, followed by the last author's name.**

**The Title of the Paper**  
**Author Name**

**Abstract**

**Keywords:** Reading, writing, calculation

**Title**

**Title**

**Subtitle**

**Subtitle**

**Table title**

Source:

**Figure title**

Source:

**Acknowledgement**

**References**