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- **Format** - MS Word document, Times New Roman
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- **Names of Author(s):** First author’s **First Name**, First Author **Last Name**; Second author’s **First name**, second author’s **Last Name**; and so on
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- **Text** - Justified, except for titles and block quotations Font Times New Roman, size 11
- **Line Spacing** – Single
- **Quotations** longer than four lines should appear as blocked quotations, single-spaced, Italicized and indented.
- **Sub-headings** - bold and placed at the left-hand margin, Font size 11, and one double- space below the previous section.
- **Page limit** - 7 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
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- **Bibliographic References** must appear at the end of the paper.
**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 reference list or the bibliography should follow the same reference style. The reference list or the bibliography should appear at the end of your draft paper.

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