

MANUSCRIPT FORMAT FOR SUBMITTING



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FONT PROPERTIES

TITLE

Alignment : Center
Font Size : 18
Line Spacing : Single Line after the line
Font Type : Ariel Black
Color : Black
Style : Title
Caps : All words in UPPER CASE
Spacing : 24 pts after line
: 8 pts before line.

SECTION HEADING

Alignment : Center
Font Size : 14
Line Spacing : Single Line before the line
Font Type : Ariel Black
Color : Black
Style : Heading 1
Caps : All words in UPPER CASE
Spacing : 18 pts after line
: 12 pts before line.

Sub Section Heading

Alignment : Left
Font Size : 12
Line Spacing : Single Line before and After
Font Type : Ariel, Bold
Color : Black

Style : Heading 2
Spacing : 12 pts after line
: 6 pts before line.

Body

Alignment : Justify

Font Size : 12

Line Spacing : 1.15 times single line

Font Type : Ariel

Color : Black

Style : Normal

Referencing : Vancouver style referencing with number in Square bracket. Number in superscript like done here.^[1]

Space after the paragraph.

Graphs/Pictures/Algorithms/Equations/Table:

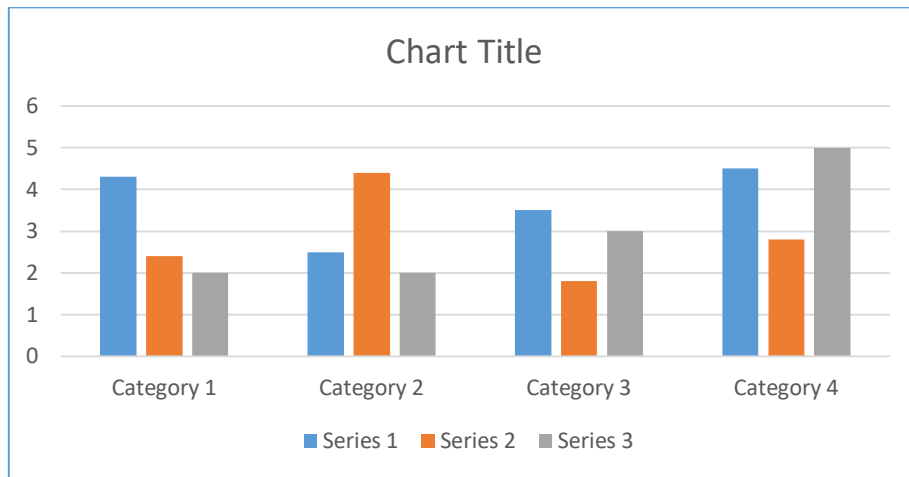
- Alignment : Centre
- Caption : At the bottom and properly numbered.
- Line Spacing : Single line
- Border colour : Black
- Caption Font style:
 - Alignment : Center
 - Font Size : 10
 - Line Spacing : 1 times single line
 - Font Type : Ariel
 - Color : Black
 - Style : Italic
 - No space after the paragraph.

$$(a + b)^2 = (a^2 + 2ab + b^2)$$

Equation 1 : Enter Equation Name

Heading	Column 1
Row 1 Column 1	Row 1 Column 2
Row 2 Column 1	Row 2 Column 2

Table 1 : Name/Description of table



Graph 1 : Name/Description of Graph

MANUSCRIPT FORMAT FOR SUBMITTING



Figure 1 Enter Name/Description of Picture

STRUCTURE OF MANUSCRIPT

Initial Pages

- Title
- Author information:
- Objective
- Abstract
- Introduction / Preface
- Method / tools Used
- Literature Review
- Discussion/Analysis
- Result Conclusion
- Acknowledgement

Last two pages should individually have

- References
- Appendix

OVERVIEW OF MANUSCRIPT

TITLE

The title should contain key words of what to expect in the Paper. These key words are used by search to return the results. That is Journal submitted by you. It should be one line statement.

Content of this section should be center aligned.

Authored By

It should contain information about the author. Authors name should be the full name. Second line should contain the information about the organization to which authors belong. In case authors belong to different Organizations, name should be clubbed based on the organization.

There can be single or multiple authors. In-case of multiple authors each author's name should be followed by comma and then the space. Before the last author's name use "and" instead comma and space.

Name should be written in the chronological order of the first name starting from A- Z.

Content of this section should be center aligned.

For example

Isabella Garcia, Olivia Rodriguez, Jackson Smith and Isaac Williams

Department of Business Strategies, University of World

OBJECTIVE

It should contain, what is expected or the purpose of the paper. An expected outcome or the reason which lead to creation of this activity

It should not be more than 2 line and should be concise.

ABSTRACT

It usually summarizes the complete paper in one paragraph. This section should not be more then 200 – 300 words and one paragraph.

It should contain information about following section in concise and precise form.

1. Purpose of the paper.
2. Method/Process/experiments used for the study.
3. Summary of major findings and interpretation of the study.

INTRODUCTION / PREFACE

This section sets the background for the user for this paper. It should contain,

- Reason which led to creation of journal / paper.
- It should be able to clearly define the questions / Hypothesis that a paper will answer.
- If there are multiple topics the paper addresses, this section should describe how these topics are interlinked to each other.
- Expected answers to questions being investigated.
- Objectives of study

METHODS / TOOLS USED / DISCUSSION

This section should include the methods / Tools used for creating this paper. This may include the location/geography, time, sampling techniques, object on which study has been done, how data was collected and the method of data collection.

Reference should be provided like following.^[1]

RESULT / CONCLUSION

This section can be divided into 3 sub-sections

1. Result
2. Result discussion.
3. If any further study is required.

First section should cover results of your study / experiment. It may cover the results in the form of tables and figures. It should be sequenced so that the results make an impact and are easy to understand.

In this section, discussion on the result will be carried out. It may include the following:-

- How does it address the hypothesis?

- If there are any other papers on the same topic how does it relate to its finding, does this result supplement, compliment or contradict the finding. It may also be reiterating the finding or the common thoughts.
- Give your understanding / explanation of the understanding of the result.

Note : It should not include the repeat of text/figures in other sections.

ACKNOWLEDGEMENT

In this section, you can acknowledge the effort of the third person who have helped you in completing the experiment or the paper. The support

REFERENCES

The References section gives an alphabetical listing (sorted by first author's last name, First name and then others followed by the year of publication.) of the references that you actually cited in the body of your paper. If available, also share the link to access the reference paper.

Example is as follows:

1. Garcia, Isabella. and Rodriguez, Olivia 2018. Title of the Paper or Book. Accessed on Feb 2018. (Link to the Paper)

In this section, you can also include the papers / books you may have read during the course of paper creation. You may have not referred them in the text.

It can have sub sections based on type of literature for example books, Journals, Weekly magazine, online article from database Etc.

APPENDIX

An Appendix contains information that is non-essential but is linked to the subject on which paper is being presented this may help in understanding of the paper. An appendix is an optional part of the paper.

This section may include the data you have collected during the course of your experiment. It could be in the form of photos, diagrams etc.

End

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