

Standard Guidelines for Writing and Formatting Your Article in English

1. General Formatting

- **Document Format:** Microsoft Word (.doc or .docx) or PDF (if specified)
- **Page Size:** A4 (21 x 29.7 cm)
- **Margins:** 2.5 cm (1 inch) on all sides
- **Line Spacing:** 1.5 lines
- **Alignment:** Justified text (both left and right aligned)
- **Paragraph Indentation:** First line indent 1.25 cm (0.5 inch)
- **Language:** English (clear, formal, academic style)

2. Font and Size

Section	Font Type	Font Size	Style
Article Title	Times New Roman or Arial	14 pt	Bold, Centered
Author Name(s)	Times New Roman or Arial	12 pt	Regular, Centered
Affiliation(s)	Times New Roman or Arial	11 pt	Italic, Centered
Abstract Heading	Times New Roman or Arial	12 pt	Bold, Left aligned
Abstract Text	Times New Roman or Arial	11 pt	Regular, Justified
Main Headings (e.g., Introduction)	Times New Roman or Arial	12 pt	Bold, Left aligned
Subheadings	Times New Roman or Arial	11 pt	Italic or Bold

Body Text	Times New Roman or Arial	12 pt	Regular, Justified
Captions (Figures/Tables)	Times New Roman or Arial	10 pt	Italic, Centered or Left aligned

3. Title Page

- Title of the article (bold, 14 pt, centered)
- Author(s) full name(s) (12 pt, centered)
- Author affiliation(s) and email address(es) (11 pt, italic, centered)
- Corresponding author clearly marked

4. Abstract

- Maximum 200-250 words
- Provide a concise summary of the research topic, methods, key findings, and significance
- Include 3-5 keywords below the abstract

5. Main Text Structure

- **Introduction:** Background, research problem, objectives
- **Literature Review / Theoretical Framework:** Summary of existing research
- **Methodology:** Research design, data collection, analysis methods
- **Results:** Presentation of findings (use tables/figures as needed)
- **Discussion:** Interpretation of results, implications
- **Conclusion:** Summary and suggestions for future research

6. Figures and Tables

- Number all figures and tables consecutively (e.g., Figure 1, Table 1)
- Provide a clear, descriptive caption below each figure/table
- Use high-resolution images (minimum 300 dpi)
- Refer to all figures and tables in the text

7. References

- Use a consistent citation style (e.g., APA, MLA, Chicago) — specify which style authors should follow
- List all references alphabetically at the end
- Ensure all in-text citations match the reference list