

Guidelines for Full Paper Submission

1. General Requirements

1. **Language:** English (US)
2. **Originality:** The paper must be original, unpublished, and not under review elsewhere.
3. **Length:** Full paper should be up to **10,000 words** (including references, tables, figures etc.)
4. **File format:** Microsoft Word (.doc/.docx) only.
5. **Similarity:** Refer Publication Ethics Guidelines

2. Structure of the Manuscript

Authors should structure their manuscript in the following order

1. Title Page

- Title of the paper (Arial 14 pt bold)
- Author names (First name, Surname) and affiliation(s).
- Corresponding author email (must be marked with *).

2. Abstract

- Purpose, Methodology, Findings, and Implications.

3. Key Words

- Provide **2 keywords** that best describe the paper.
- Words/phrases should be specific and searchable

4. Main Text

5. References

- Follow **APA 7th edition** style strictly.
- Ensure all in-text citations match the reference list.

6. Tables and Figures

- Must be placed **within the text** immediately after first mention, not at the end.
- Caption above tables, below figures (Arial 12 pt, italic).
- Avoid images of tables; use Word table function.

7. Appendices (if necessary).

3. Formatting Instructions

- **Page Setup:** A4, single column, margins 1 inch (2.54 cm).
- **Font & Size:**
 - Title: Arial 14 pt bold
 - Headings:
 - Heading 1 – Arial 12 pt bold
 - Heading 2 – Arial 12 pt
 - Heading 3 – Arial 12 pt italics
 - Body Text: Arial 12 pt, justified, 1.5 line spacing
- **Footnotes:** Use superscript numbers.
- **Spelling & Grammar:** Must be checked before submission

4. Declaration of Generative AI in Scientific Writing

- Authors must disclose if **generative AI tools** (e.g., ChatGPT, Gemini, Copilot, etc.) were used in the preparation of the manuscript.
- Disclosure must appear in a separate section titled *"Declaration of Generative AI in Scientific Writing"* placed **after Acknowledgements and before References**.