**INSTRUCTIONS FOR PREPARING MANUSCRIPTS**

Author’s Name and Surname1, Author’s Name and Surname2 (10 font size)

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***Abstract:*** The abstract should summarize the context, content and conclusions of the paper in between 150 and 200 words. It should not contain any references or displayed equations. Abstract should be written in Times New Roman, single line spacing and 9 font size. Objective, method and findings are summarized in this section.

***Keywords*:**This section should contain maximum 5 words that are written in 9 font size and seperated with commas.

# 1 Introduction

Full papers should be written according to the below structure including the following headings: **abstract and keywords, introduction, methods, findings and argument, conclusion and recommendations.** There is flexibility as to the naming of the sections.

American English is used in spelling and grammar. Two spaces must be left after the period of each sentence. Abbreviations are allowed but should be spelt out in full when first used. Integers ten and below are to be spelt out.

Full papers shall be written in Times New Roman, single line spacing and 10/12 font size. Full papers can contain figures, tables and/or images. Page format should be A4 page size with margins 2.5 cm wide from the right, left, top and bottom. **Full paper should be at least 2 pages but not exceed 8 pages including the references**. The entire text is in a single column format.

The introduction section should (1) present the scope and objective of the paper and state the problem, (2) briefly review the pertinent literature, (3) describe the methods, and (4) provide an overview of the main results of the work.

# 2 Major headings

Major headings, including sub-headings and sub-sub headings should be typed in boldface in Title Case. Leave 6 pt additional space after the major heading, and one line space before.

# *2.1 Sub headings*

Sub-headings should be typed in boldface italic. Capitalize the first letter of the first world only. Leave no additional space after the sub-headings; leave one space before.

# *2.1.1 Sub subheadings*

Sub-subheadings in boldface italic and capitalize the first letter of the first word only. Number the sub-sub headings systematically, as illustrated. Make sure that no heading, sub heading, or sub-sub heading appears all by itself on the last line. Leave no line space after the sub-headings; leave one space before.

# *2.1.2 Numbering and spacing of the headings*

Sections, sub-sections and sub-sub-sections are numbered uniformly in Arabic numerals. Leave two spaces after the end of the numbering and beginning of heading text. Flush left all paragraphs that follow after section headings. Subsequent paragraphs should be indented.

# *2.1.3 List of items*

List may be laid out with each item marked by a bullet (dots only):

* Item one
* Item two

Leave 6 pt space before and after bullets. Alternatively, items may also be numbered in lowercase Roman numerals:

1. Item one
2. Item two
3. lists within lists can be numbered with lowercase alphabets
4. second item
5. Item three
6. Item four
7. Item five

# *2.1.4 Equations*

The Equations are typeset in 10pt size, centered. Equation numbers must appear right aligned with open and closed parentheses (see Eq. (1)). In MathType please set the font size to 10pt by selectiong the MathType menu “Size” > “Define”. When the “Define Sizes” dialog appears, set the value for “Full” as 10pt.

Displayed equations are to be centered on the page measure and have at least 8pt empty space above and below the equations. Displayed equations should be numbered consecutively in the paper, with the number set flush right and enclosed in parentheses, as below:

|  |  |
| --- | --- |
|  | (1) |

Equations should be referred to in the text in abbrevuated form, e.g. “Eq. (1)” or “Eq. (2)”.

Conventional symbols should be adopted and used consistently. There is no constraint on use of units. Standard English letters like x are to appear as x (italicized) in the text if they used as mathematical symbols. Punctuation marks are used at the end of eqyations as if they appeared directly in the text.

# 3 Methods

The methodology must be clearly stated and described in sufficient detail or with sufficient references.

# 4 Finfings and arguments

The findings and arguments of the work should be explicitely described and illustrated. Supporting figures, tables and images of the results (no more than two figures and two tables) may be included in the full paper.

# 5 Figures and tables

All the tables, images and figures should be centered. Figures and images should be numbered (see Figure 2 for an example) and figure headers should be placed under the figure or image; as for the tables, they should also be numbered (see Table 2 for an example) and the table header should be placed at the top. References (if any) of the tables, figures and images should be presented right under the tables, figures and images in the form of author surname and publication date.

**Figure 2. Header**

**Table 2. Header**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

 *Reference: author surname and publication date*

# 6 Conclusions

Conclusions should include (1) the principles and generalisations inferred from the results, (2) any exceptions to, or problems with these principles and generalisations, (3) theoretical and/or practical implications of the work, and (5) conclusions drawn and recommendations.

# 7 Footings

Footnotes must be numbered sequentially; select footnotes at the bottom of page by going *Insert  Footnote.1* Endnotes will be permitted for legal affairs type of papers only.

# 8 References

References should be listed in alphabetical order and presented in a a format according to the Chicago Manual of Style: <http://www.chicagomanualofstyle.org/tools_citationguide.html>

**Books:**

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

**Journal Article:**

Joshua I. Weinstein, “The Market in Plato’s *Republic*,” *Classical Philology* 104 (2009): 440.

**Thesis or dissertation:**

Mihwa Choi, “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty” (PhD diss., University of Chicago, 2008).

**Paper presented at a meeting or conference:**

Rachel Adelman, “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition” (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009)

**Website:**

“Google Privacy Policy,” last modified March 11, 2009, http://www.google.com/intl/en/privacypolicy.html

**Article in a newspaper or popular magazine:**

Daniel Mendelsohn, “But Enough about Me,” *New Yorker*, January 25, 2010, 68.

# Appendix A. The Relation between R and V

Appendices should be used only when absolutely necessary. They should come before the References. If there is more than one appendix, label them alphabetically. Number the displayed equations occurring in the Appendix in this way, e.g., (A.1), (A.2), etc

|  |  |
| --- | --- |
|  | **(A.1)** |
|  | **(A.2)** |