

Guidelines for Authors

1. A paper should contain 3000 to 5000 words. All contributions should be submitted in Times New Roman 12-point type, 1.5 lines spacing in A4 size page setup, with margins of one inch from all sides.
2. Manuscript should be accompanied with a declaration by the author that the paper is the author's own work and has neither been published nor submitted for publication elsewhere.
3. The desired order of content is
 - a) Title
 - b) Author(s)/ Affiliation(s)
 - c) Acknowledgement, if any
 - d) Abstract (200 words)
 - e) Main Text
 - f) References and
 - g) Appendices
4. The cover page of the article should contain: (i) Title of the article (in bold), (ii) Name(s) of author(s), (iii) Professional affiliation, (iv) Address of correspondence (v) Acknowledgements, if any. ***Kindly note the author's name should not be mentioned in any other page.***

Example:

TITLE OF ARTICLE
NAME OF AUTHOR
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The second page should contain

- (i). Title of the article (Times New Roman 16-point type, in bold)
- (ii). An abstract in about 100-150 words (Times New Roman 12-point type, single line spacing, in italics)
- (iii). 3-5 Key Words
- (iv). Paper type: Empirical research, Concept paper, Case study, Viewpoint, or General .
- (v). Main Headings should be in Times New Roman -14 point type and Sub headings should be in Times New Roman 12-point type, bold font, in italics. Do not number or underline headings.
- (vi). Mathematical expressions, figures and charts should be presented in a way that will be easily printable. Tables and diagrams should be numbered consecutively and included in the text. Source must be mentioned below the table.
- (vii). References must be given in Harvard style in alphabetical order and typed on a separate page, single-spaced, at the end of the paper. All references listed must be cited in the article and vice versa.

- (viii). Please check your manuscript for clarity, grammar, spellings, punctuation, and consistency of references to minimize editorial changes.
- (ix). The editorial team has the right to modify or edit the work in order to match the standard and style requirement of book. Manuscripts are accepted for publication on the understanding that they are subject to editorial revisions.
- (x). All contributions (hard copies) are to be addressed

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The editor,
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