**Title of Manuscript**

Type the title of the manuscript in bold type, single-spaced, and centered across the top of the first page, in 14-point Times New Roman, as shown above.

***Authors***

The author(s), affiliation(s), mailing address(es), and e-mail address(es) should be single-spaced and centered on the lines below the title, in 12-point Times New Roman, as illustrated below. As shown below, please do not add titles (e.g., Dr., Professor, or Dean) before the author name(s).

***First Author Namea, Second Author Namea*** *and* ***Third Author Nameb****\**

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*bInstitute of XXX, XXX University,*

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**ABSTRACT**

Immediately following the names of the author(s), type ABSTRACT in all capitals, centered, 12-point Times New Roman. Include a one-paragraph abstract of approximately 150 to 300 words in 12-point Times New Roman, summarizing the purpose and findings of the research. At the end of the abstract, double-space and include a line with “Keywords,” as shown below.

**Keywords:** Manuscript format, APA, style guide

**1. INTRODUCTION** (FIRST-LEVEL HEADING)

Begin the manuscript with an introduction with a first-level heading, as shown above. Use a first-level heading for each major section of the manuscript. All first-level headings should be flush left, all capitals, bold type, 12-point Times New Roman.

**1.1. Second-Level Heading**

Second-level headings within each section should be flush left with initial caps in 12-point Times New Roman. Do not use headings other than these two types. At least one line space should separate headings from the preceding text.

**1.2. Citations**

When contributors cite references in the text, their citation should conform to the appropriate APA style. When a citation includes multiple references, the references should be listed alphabetically in parentheses, separated by semicolons; for instance, (Author A, year; Author B, year).

**2. MAIN TEXT, TABLES, AND FIGURES**

All text paragraphs should begin flush left (no paragraph indent). The text throughout should be in 12-point Times New Roman, single-spaced, and right-justified, Figures and tables should be placed as close as possible to where they are cited. All tables and figures should be embedded into the file and sized appropriately. When developing tables and figures, bear in mind that the width of text as published in the proceedings is 12.7 centimeters (5 inches). All photographs should be sampled at 300 dpi (dots per inch). Keep in mind that web graphics are typically sampled at 72 dpi. Photographs must be properly sized and positioned in the body of the manuscript.

**2.1. Tables**

Tables should be numbered sequentially using Arabic numerals (e.g., Table 1, Table 2), and each table should have a descriptive title. The table number and title should be typed in bold type, single-spaced, and centered across the top of the table, in 10-point Times New Roman, as shown below.

**Table 1. Title of the Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Variables | *M* (*SD*) | A | B | C | D | E | F |
| A | x.xx (.xx) |  | .xx | -.xx | .xx | .xx | .xx |
| B | xx.xx (xx.xx) |  |  | .xx | .xx\* | .xx\* | .xx |
| C | x.xx (x.xx) |  |  |  | .xx | -.xx | -.xx |
| C | x.xx (x.xx) |  |  |  |  | -.xx\* | -.xx |
| E | x.xx (.xx) |  |  |  |  |  | -.xx\* |
| F | x.xx (x.xx) |  |  |  |  |  |  |

*Notes.* Notes pertaining to the table should be added immediately below the table.

**2.2. Figures**

All figures in the manuscript should be numbered sequentially using Arabic numerals (e.g., Figure 1, Figure 2), and each figure should have a descriptive title. The figure number and title should be typed in bold type, single-spaced, and centered across the bottom of the figure, in 10-point Times New Roman, as shown below.

Text C

Text A

Text B

***Figure 1. Title of the Figure***

**3. PAPER SIZE**

Manuscripts should conform to the following size requirements. The manuscript should be A4 [i.e., 21.0 centimeters (8.27 inches) by 29.69 centimeters (11.69 inches)], and the margins should be set to Word's default: top and bottom 2.54 centimeters (1.00 inches), right and left 3.17 centimeters (1.25 inches). Manuscripts that deviate from these instructions may not be published.

**4. LENGTH OF MANUSCRIPT**

Each manuscript should not exceed 35 pages.

**5. APPENDIX****ES**

Appendixes should immediately follow the end of text in the manuscript.

**6. REFERENCES**

References should be listed alphabetically by authors’ last names at the end of the manuscript text. The format should conform to APA style, as shown below. The references should be typed in 12-point Times New Roman, single-spaced, with hanging indentation. Contributors should not number the references.

**REFERENCES**

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical, xx*(xx)*,* pp-pp. doi: xx.xxxxxxxxxx

Author, A. A., & Author, B. B. (in press). Title of article. *Title of Periodical.*

Author, A. A. (year, month date). Newspaper article. *Title of Newspaper,* pp. Ax.

Author, A. A. (year). *Title of work.* Location: Publisher.

Author, A. A. (year). *Title of work.* Retrieved from http://www.xxx.edu.xx.xxxx

Author, A. A. (year). *Title of work.* doi: xx.xxxxxxxxxx

Editor, A. A. (Ed.). (year). *Title of work.* Location: Publisher.

Author, A. A., Author, B. B., & Author, C. C. (year). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Author, A. A. (year). *Title of work* (Report No. xxx). Location: Publisher.

Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (year, month). Title of contribution. In E. E. Chairperson (Chair), *Title of symposium.* Symposium conducted at the meeting of Organization Name, Location.

Presenter, A. A. (year, month). *Title of paper or poster*. Paper or poster session presented at the meeting of Organization Name, Location.

Author, A.A. (2003). *Title of doctoral dissertation or master’s thesis* (Doctoral dissertation or master’s thesis). Retrieved from Name of database. (Accession or Order No.)

Producer, A. A. (Producer), & Director, B. B. (Director). (year). *Title of motion picture* [Motion picture]. Country of Origin: Studio.

**7. ACKNOWLEDGMENTS**

Contributors may include acknowledgments such as grant or contribution numbers, proofreaders, or editors. Such acknowledgments should be brief, and should be typed in 12-point Times New Roman, single-spaced, immediately following the References.

**8. ABOUT THE AUTHORS**

The last item in the manuscript should be a brief biographical sketch of each author, typed in 12-point Times New Roman, single-spaced.