Title

Author1, Author1, Author2

1 Affiliation, Country, email

2Affiliation, Country, email

# ABSTRACT

Your article must include an abstract, consisting of 100-150 words, which provides readers with an overview of the content of your article. It is important that your abstract clearly states the purpose of your article and summarizes the content. Do not use first or second person (I, me, my, we, us, our, you…). Instead, use “this article” or “the authors”.

Keywords: Word1, Word2, Word3…

# TITLES

The main title must be 42 pts. You can use “Main title” style to write it. The styles for each heading are provided as “Title 1”, “Title 2” and “Title 3”. For paragraphs, there is also a style “Paragraph”. All texts are in Calibri font to ensure accessibility.

Subsection using Title 2

Paragraph

Sub-subsection using Title 3

Paragraph

# AUTHORS

Include the author’s full first and last name(s) under the title, as well as their affiliation (institution name). A style is provided for authors and institutions. Authors with the same affiliation should indicate it using the same index number.

The paper should have at least one corresponding author and details, like the corresponding author(s) e-mail address, should be added at the end of the affiliation section.

# KEYWORDS

Please include a list of 5-8 keywords that figure prominently in your article. Each word should be capitalized.

# LENGTH

Submissions’ length is limited to 8 pages for full papers, including the references section.

# INTRODUCTION

Describe the general perspective of the article. End by specifically stating the objectives of the article.

# BACKGROUND

Provide broad definitions and discussions of the topic and incorporate views of others (literature review) in the debate to support, refute, or demonstrate your position on the topic.

# MAIN FOCUS OF THE ARTICLE

Issues, Controversies, Problems

Present your perspective on the issues, controversies, problems, etc., as they relate to the topic and arguments supporting your position. Compare and contrast with what has been or is currently being done as it relates to the article’s specific topic and the main theme of the journal.

More Issues, Controversies, Problems

Present more issues, controversies, or problems

# LISTS

Numbered lists

A numbered list is an ordered list and should be placed using numbers.

1. List level 1
   1. List level 2.
      1. List level 3.
      2. List level 3.
   2. List level 2.
2. List level 1

Bulleted Lists

A bulleted list is an unordered list and should be placed using bullets.

* List level 1
  + List level 2.
    - List level 3.
    - List level 3.
  + List level 2.
* List level 1.

Unnumbered Lists

The unnumbered list is an order of some steps or phases.

**Phase One:** Ask a question

**Phase Two:** Do background research

**Phase Three:** Construct a hypothesis

[**Phase Four:** Test your hypothesis by doing an experiment](http://www.fao.org/wairdocs/ilri/x5465e/x5465e06.htm#phase 4: cross site synthesis)

**Hypothesis One:** Research results in conclusion.

**Hypothesis Two:** Conclusion leads to breakthrough.

# COMPUTER CODE

Computer code should be indicated by using “Consolas” 10 point.

Any proper indentations

should be made clear

and checked during final proofing.

# FIGURES AND TABLES

Figures

Figure 1. Caption should be sentence case with no ending punctuation if only one sentence



Captions should be placed above the figure. The style “Caption Figure/Table” is provided to correctly insert the caption for the figure.

Tables

Tables should not include cell shading. Column headings should be **bold and centered** – while the content should be aligned to the **left**. The size of the content should be 10 points. The caption should be placed above the table, and the style “Caption Figure/Table” is provided to correctly insert the caption for the table. The example is shown for Table 1.

Table 1. Caption should be sentence case with no ending punctuation if only one sentence

|  |  |  |
| --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3** |
| Content | Content | Content |
| Content | Content | Content |
| Content | Content | Content |

# CONCLUSION AND ACKNOWLEDGMENT

Section title should be “Conclusion,” not “Conclusions.” Provide discussion of the overall coverage of the article and concluding remarks.

Any acknowledgment to fellow researchers or funding grants should be placed within this section.

# REFERENCES

References should relate **only** to the material you cited within your article (this is not a bibliography). References should be in **APA (American Psychological Association) 7th** **style** and listed in alphabetical order in 11 points.

We recommend using a tool for citations and references organization as Zotero[[1]](#footnote-2). This tool comes with APA 7th reference style, but you can also download it from Zotero styles repository[[2]](#footnote-3). You can also visit APA’s website[[3]](#footnote-4) to obtain more information.

This is an example of one reference in the text [1], while this other example contains two references [2], [3].

[1] S. de Freitas and H. Routledge, ‘Designing leadership and soft skills in educational games: The e‐leadership and soft skills educational games design model (ELESS)’, *British Journal of Education Technology*, 2013, [Online]. Available: https://doi.org/10.1111/bjet.12034

[2] Costin, G.P., ‘Legitimate Subjective Observation and the Evaluation of Soft Skills in the Workplace’, presented at the national training framework - training partnership and regional development, Albury, Australia, 2002.

[3] L. M. Gutman and I. Schoon, ‘A Synthesis of Causal Evidence Linking Non-Cognitive Skills to Later Outcomes for Children and Adolescents’, in *Non-cognitive Skills and Factors in Educational Attainment*, M. S. Khine and S. Areepattamannil, Eds., Rotterdam: SensePublishers, 2016, pp. 171–198. doi: 10.1007/978-94-6300-591-3\_9.

1. <https://www.zotero.org/> [↑](#footnote-ref-2)
2. <https://www.zotero.org/styles?q=American%20Psychological%20Association%207th%20edition> [↑](#footnote-ref-3)
3. <https://apastyle.apa.org/> [↑](#footnote-ref-4)