

Paper submission Checklist

Title of the paper is no more than 15 words, centred and in 16pt font.	<input type="checkbox"/>
Author(s) name(s) appear below paper title in 14pt font and centred	<input type="checkbox"/>
Leave two empty lines before and after the name(s) of the author(s)	<input type="checkbox"/>
All text in Arial provided	<input type="checkbox"/>
Section/sub-titles are in numbered sequentially, in bold and 14pt font	<input type="checkbox"/>
Leave one empty line before and after each section/sub-title	<input type="checkbox"/>
Line spacing throughout paper is single-spaced (no double spacing please)	<input type="checkbox"/>
Abstract is in italics and justified both with 2.5 inch margin on both sides	<input type="checkbox"/>
Field of Research is indicated after Abstract. Leave two empty lines after Field.	<input type="checkbox"/>
All text is in 12pt font except sub-titles	<input type="checkbox"/>
Author(s) affiliation, address and email is provided at the bottom of the first page in 10pt font	<input type="checkbox"/>
Figures, tables and charts are included within the body of the paper	<input type="checkbox"/>
Figures, text or tables are not coloured or shaded	<input type="checkbox"/>
Tables or figures do not break across two pages	<input type="checkbox"/>
All text is justified	<input type="checkbox"/>
No space left at the beginning of the sentence of the new paragraph	<input type="checkbox"/>
Heading of the table or figure is provided on the top of the table or figure	<input type="checkbox"/>
End-notes are included – if applicable (Please do not use footnotes)	<input type="checkbox"/>
Paper has been checked for grammar and spelling	<input type="checkbox"/>
References provided at the end in alphabetical order and 1cm hanging indent. Please delete all brackets before and after year of publication	<input type="checkbox"/>

Please attach it to you paper .