Title of Manuscript (Times New Roman 14)

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**Abstract (TNR10**)

Put your abstract here. This is not included in the word count of the article. Use single spacing, Time New Roman 10, paragraph spacing 6 before 6 pt. after. Do not exceed 200 words. Include 3-5 keywords separated by semi colon.

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# INTRODUCTION

Use Heading level 1 for main section labels like *Introduction*, *Methods, and Conclusion*. For the text, put a line space between paragraphs and indent 0.5 the first line of the new paragraph. Use one-inch margins. Number all pages. Use Times New Roman 12 as font size, single spacing, paragraph spacing 0 before 0 after, and justified alignment for text throughout unless stated otherwise. The main text should include the following main sections: Introduction, Literature Review, Methods, Results and Discussion, Conclusion and Recommendation, and References. Include Acknowledgement, Endnotes and Appendices if necessary. If you quote from another writer, put the quote ‘inside single quote marks’.

The quotations that run into more than 40 words should be put in a separate indented paragraph as shown here. Use Times New Roman 9 as font size and do not use italics for quotes. And with any quote, make sure you give the page reference of the work it comes from. (Author, 20xx, p.xx).

Do not use numbers or alphabets in headings and sub-headings (Example A. Introduction 1. Literature Review). Use the following style for headings and sub-headings.

## Level Two Headings (TNR10)

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Use the Normal text style to create a level four heading. Run text on after a full stop.

**Including tables and figures in manuscript**

[Use Times New Roman 7 for **- TABLE 1, - FIGURE 1**. Use Times New Roman 9 for labels **-** Simple example of a table]

**TABLE 1**. Simple example of a table

|  |  |  |
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| Heading | Heading | Heading |
|  |  |  |
|  |  |  |

**FIGURE 1**. This is an example of a figure

Ac**knowledgeme**nts (TNR10)

Place any acknowledgement here. *e.g,* This work was supported by the Research Fund provided by [organization]. Avoid identifying any of the authors prior to the review. Replace instances where name(s) of author(s) appear(s) with ‘author(s)’.

Footnotes (TNR10)

Use Time New Roman 10 here. Indent the first line of each footnote and place a single space between the superscript number and the footnote text. Place after main document after Acknowledgement but before References. For example,

1 See Nguyen (2020), chapter 2, for a more detailed analysis of this approach.

References (TNR10)

Apply a hanging indent. The following are sample formats for individual references. If any lack of clarity about the format occurs, please follow the specific reference guidelines provided by APA 7th (2020).

Alpha, A. (Year). *Title of book*. Publisher.

Dang, D., Nguyen, E., & Zhang, Z. (Year). Title of journal article. *Title of Journal: Subtitle of Journal, volume number* (issue number), first page-last page.

Tran, T. H., & Kim, K. (Year). *Online resource title*. http://xxxxxxxxxxxxxxxx