



RESEARCH ARTICLE

ONLINE INTERNATIONAL PUBLICATION GUIDELINES

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FOR FURTHER INQUIRIES

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EDITORIAL BOARD STATEMENT

It is with great enthusiasm and a deep sense of commitment to academic excellence that we welcome you to The Academic Times Journal, a global platform dedicated to advancing scholarly research and knowledge dissemination. As an international journal committed to fostering intellectual growth, we recognize the vital role that researchers, scholars, and academicians play in shaping the future of knowledge, innovation, and policy.

Every manuscript undergoes a rigorous peer-review process, ensuring that published research contributes meaningfully to global scholarship. The editorial team comprised of experienced academics and industry professionals, meticulously evaluates each submission based on its methodological soundness, theoretical contribution, and practical implications. We are dedicated to maintaining a publication environment that fosters constructive feedback, academic excellence, and continuous scholarly dialogue.

In recognition of the evolving nature of research dissemination, The Academic Times Journal has embraced innovative approaches to making knowledge more accessible, engaging, and impactful. We have introduced a unique initiative that transforms selected research articles into podcasts and video documentaries, enabling scholars to reach broader audiences beyond traditional academic circles. Furthermore, we have established a dedicated graphic research publication for Ghanaian students and researchers, ensuring that academic insights are presented in an engaging and relatable format to foster deeper understanding and application. The Academic Times Journal is not just a repository of academic work but a dynamic platform that bridges the gap between research and real-world impact. Through The Academic Times Research Hour, we facilitate panel discussions via television and digital media platforms, bringing together researchers, policymakers, and industry leaders to engage in insightful conversations on critical global issues. This initiative amplifies the voices of scholars and ensures that research findings influence policy, governance, and industry practices.

The editorial team remains steadfast in its mission to provide a seamless and rewarding publication experience, ensuring that every manuscript is treated with the respect, diligence, and professionalism it deserves. We look forward to your contributions and to fostering a collaborative academic community that transcends geographical and disciplinary boundaries.

PREFACE

The Academic Times Journal upholds the highest standards of academic research publication while integrating innovative elements to foster inclusivity and global accessibility. Our research format follows the internationally recognized structure for scholarly articles, ensuring clarity, rigor, and transparency in the dissemination of knowledge. To enhance academic integrity, acknowledge research contributions holistically, and promote transparency in scholarly collaborations, our format includes the following innovative components:

1) Finance Acknowledgment

This section allows authors to disclose any financial assistance received during the research process. This may include funding or sponsorship from individuals, corporate bodies, or institutions. Authors can also indicate whether their research was supported through collaborative engagements with external entities such as laboratories, factories, hospitals, or other research facilities.

2) Corresponding Authors (If Applicable)

Where multiple authors contribute to a study, the Academic Times Journal allows for the identification of corresponding authors, who will serve as primary points of contact for inquiries regarding the research.

3) External Supervisor's Name and Affiliation

The Academic Times Journal mandates that all research submitted for publication must be supervised. In cases where the research was conducted by individuals who are not current students, have completed their education, or are independent researchers identifying a problem and addressing a research gap, an external supervisor must be acknowledged. This ensures that all published research undergoes expert oversight, maintaining high academic standards.

3.1) Exception

This external supervision requirement does not apply to student researchers whose work was already supervised by institutional supervisors before being extracted from their final-year projects, thesis, or dissertations.

4) Internal Supervisor's Name and Affiliation (For Student or Completed Student Research)

If a research article has been extracted from a student's final-year project, thesis, or dissertation, whether conducted as a current student or after graduation, the name of the institutional supervisor(s) along with their affiliated institution must be included. This ensures proper academic attribution and acknowledges the role of academic supervision in guiding student research.

5) Institutional and Departmental Affiliation

For articles extracted from academic dissertations, thesis, or final-year project works, the author(s) must include the name of the university and department under which the research was conducted. As part of our continuous efforts to enhance the structure and inclusivity of research publications, The Academic Times Journal has incorporated additional preliminary sections that are traditionally found in final-year project works, thesis, and dissertations but are often omitted in standard research articles. These additions are: **Declaration, Dedication, Acknowledgment, and Table of Contents**. These have been formally adopted to enrich the presentation of scholarly work and ensure a more comprehensive and globally inclusive approach to academic publishing.

The inclusion of these elements serves several key purposes:

- ✓ **Declaration** – Affirms the authenticity and originality of the research, reinforcing academic integrity.
- ✓ **Dedication** – Provides authors the opportunity to recognize and honor individuals or institutions that have significantly influenced their work.
- ✓ **Acknowledgment** – Allows researchers to express gratitude to those who have contributed to the study, including mentors, funding bodies, and research collaborators.
- ✓ **Table of Contents** – Enhances readability and accessibility by offering a structured overview of the research paper's organization.

PRELIMINARY PAGES OF RESEARCH A ARTICLE

1.1) COVER PAGE (First page without numbering it)

1.1.1) Title of the Article

The title should be concise, descriptive, and reflect the research topic. It should not exceed 15-20 words.

1.1.2) Author(s) Information

Provide the full name(s) of the author(s), followed by the institutional affiliation(s), address (es), and email(s). Include a corresponding author if applicable. Example: John Doe, PhD, Department of Political Science, XYZ University.

1.1.3) Financed By/Acknowledgement (If any)

At The Academic Times Journal, we recognize the significant resources involved in research. As such, we encourage authors to acknowledge individuals or organizations that have sponsored or collaborated with them, ensuring the necessary financial and institutional support for the successful completion of their research.

1.2) Declaration (Number it in Roman numerals as I)

By submitting your manuscript to The Academic Times Journal, you affirm that the work is original, has not been published elsewhere, and does not infringe on any copyrights. You also agree to disclose any conflicts of interest and funding sources. Finally, you confirm compliance with ethical standards and approval of the final paper by all authors if any.

1.3) Dedication (If any) (Number it in Roman numerals as II)

As part of the submission process, we request that authors provide a brief Dedication Statement for their research articles. This statement allows you to dedicate your work to any individual, group, or cause that has been meaningful to you during your research. **Example:** This paper is dedicated to my late mentor, Professor [Name], whose guidance and wisdom were invaluable throughout my research journey.

1.4) Acknowledgment (Number it in Roman numerals as III)

Acknowledge and express gratitude to those who have contributed to the study, including mentors, funding bodies, and research collaborators.

1.5) Table of Content (Number it in Roman numerals as IV)

As part of the submission process, kindly include a **Table of Contents (TOC)** for your entire research article.

1.2) Abstract: 150-250 Words (Number it in Roman numerals as V)

1.2.1) Title of the Paper

- ✓ The abstract must begin with the full title of the research article.
- ✓ The title should be concise, clear, and accurately reflect the study's main focus.
- ✓ Avoid abbreviations, jargon, and overly complex terms.

1.2.2) Structure

The abstract should be structured and divided into the following key sections:

a) Background & Objectives

- ✓ Provide a brief introduction to the research problem.
- ✓ Clearly state the objectives or research questions being addressed.

b) Methods

- ✓ Describe the methodology used, including research design, data collection techniques, and analytical tools.
- ✓ Ensure clarity without unnecessary detail.

c) Results

- ✓ Summarize the key findings concisely.
- ✓ Include significant quantitative or qualitative outcomes where applicable.

d) Conclusion & Implications

- ✓ Highlight the study's main conclusion.
- ✓ Explain the practical, theoretical, or policy implications of the findings.

4. Keywords (3-6 words/phrases)

- ✓ Provide relevant keywords that enhance the discoverability of the research.
- ✓ Keywords should be separated by commas and listed in lowercase (except for proper nouns).

RESEARCH ARTICLE SUBMISSION FORMAT

1) INTRODUCTION (5 pages maximum)

Authors submitting research articles to the **Academic Times Journal** must adhere to the following structured format when composing the introduction of their manuscripts. This format ensures clarity, coherence, and academic rigor, facilitating a comprehensive understanding of the research presented.

1.1) Background of the Study

The background provides an overview of the research area, offering insights into its broader context. It should: Introduce the field of study and its relevance.

- ✓ Discuss current trends, developments, or challenges in the domain.
- ✓ Highlight the significance of the research within a global or regional framework.
- ✓ Establish the foundation for the research problem by presenting relevant literature and existing studies.

1.2) Problem Statement

The problem statement should clearly define the research problem or the gap in existing knowledge that the study aims to address. It must:

- ✓ Explain why the identified problem is significant and requires investigation.
- ✓ Highlight theoretical, practical, or methodological challenges related to the issue.
- ✓ Justify the need for the study by referencing prior research and identifying unresolved issues.
- ✓ Clearly states the gap(s) in existing knowledge that the study aims to fill.
- ✓ Justifies the need for further research on the topic.
- ✓ Explain how the study will contribute to bridging the identified research gap.
- ✓ Discusses potential implications of addressing the research gap.

1.3) Research Objectives

This section outlines the specific aims of the study. The objectives should:

- ✓ Clearly articulate what the research intends to accomplish.
- ✓ Be divided into **general objectives** (broad goals) and **specific objectives** (narrow and detailed aims).

- ✓ Align with the problem statement and research questions.

1.4) Research Questions

The research questions should be explicitly formulated to guide the study. They must:

- ✓ Directly correspond to the research objectives.
- ✓ Be clear, concise, and structured to elicit meaningful responses.
- ✓ Address key aspects of the research problem.

1.5) Research Hypothesis (If Applicable)

For studies involving hypothesis testing, this section should:

- ✓ Present a testable statement predicting relationships between variables.
- ✓ Be formulated based on theoretical foundations or empirical evidence.
- ✓ Be suitable for quantitative research designs.

1.6) Significance of the Study

This section explains the study's importance and its anticipated impact. It should:

- ✓ Justify the research's relevance to academia, policy, industry, or society.
- ✓ Highlight how the findings will contribute to existing knowledge or practice.
- ✓ Demonstrate the potential benefits to stakeholders, including scholars, practitioners, or policymakers.

1.7) Scope of the Study

The scope defines the boundaries and limitations of the research. It must:

- ✓ Specify geographical, demographic, conceptual, or temporal constraints.
- ✓ Clearly outline the aspects included and excluded from the study.
- ✓ Ensure that the defined scope aligns with the research objectives and methodology.

1.8) Limitations of the Study

This section acknowledges potential constraints that may impact the study. It should:

- ✓ Identify challenges such as time constraints, resource limitations, or methodological restrictions.

- ✓ Discuss the possible effects of these limitations on the findings.
- ✓ Describe strategies employed to mitigate the impact of these constraints.

1.9) Definition of Key Terms

- ✓ To ensure clarity and consistency, this section should:
- ✓ Provide precise operational definitions of key terms used in the study.
- ✓ Reference standard definitions where applicable.
- ✓ Eliminate ambiguity and ensure a shared understanding among readers.

2) LITERATURE REVIEW (5 pages maximum)

Authors submitting research articles to the **Academic Times Journal** must adhere to the following structured format for the literature review section. This format ensures clarity, coherence, and academic rigor, facilitating a comprehensive understanding of the existing body of knowledge.

2.1) Introduction to the Literature Review

- ✓ Provides a brief overview of the purpose of the literature review.
- ✓ Explain the structure of the review (chronological, thematic, methodological, etc.).
- ✓ States the key themes or research areas covered.
- ✓ Justifies the relevance of reviewing the selected literature.

2.2) Theoretical Framework (If Applicable)

- ✓ Identifies the theories, models, or frameworks that underpin the study.
- ✓ Explain how these theories relate to the research problem.
- ✓ Discusses the strengths and weaknesses of the selected framework.
- ✓ Justifies the choice of a theoretical framework based on previous studies.

2.3) Conceptual Framework (If Applicable)

- ✓ Defines the main concepts in the study.
- ✓ Demonstrates how these concepts are interrelated and contribute to the research.

- ✓ Provides a conceptual model or diagram where applicable.
- ✓ Highlights how the conceptual framework informs the research design.

2.4) Review of Empirical Studies

- ✓ Summarizes existing research studies relevant to the topic.
- ✓ Highlights key findings, methodologies, and conclusions from past research.
- ✓ Identifies gaps, contradictions, and limitations in previous studies.
- ✓ Compares different authors' viewpoints and findings.
- ✓ Evaluates the impact of empirical findings on the research problem.

2.5) Critics and Analysis

- ✓ Connects different studies to identify patterns, themes, and inconsistencies.
- ✓ Highlights areas where further research is needed.
- ✓ Discusses how previous research supports or contradicts the current study.
- ✓ Critically analyze how existing literature informs the research objectives.
- ✓ Integrates literature to build a coherent argument leading to the research problem.

2.6) Summary of Key Findings

- ✓ Recaps the most significant insights from the literature review.
- ✓ Links the literature review to the research problem and objectives.
- ✓ Explains how the study will build on or differ from past research.
- ✓ Provides a final synthesis of the reviewed literature in relation to the study's goals.

3) METHODOLOGY (5 pages)

3.1) Introduction

The research methodology section serves as a critical component of any scholarly work published in The Academic Times Journal. It provides a comprehensive outline of the research design, data collection, and analytical techniques employed in a study. This section ensures the transparency, replicability, and credibility of

research findings. Authors are required to offer a concise yet detailed introduction that presents a brief overview of their methodology, along with a justification for the chosen approach. The justification should be well-grounded in existing literature and align with the research objectives.

3.2) Research Design

The research design lays the foundation for the study by specifying whether it follows a qualitative, quantitative, or mixed-methods approach. Authors must clearly indicate the type of research design used, such as descriptive, exploratory, experimental, or case study research, and provide a strong rationale for their choice. This justification should demonstrate how the selected design effectively addresses the research problem and ensures the reliability and validity of the findings.

3.3) Population and Sampling

This section must describe the target population from which the sample is drawn, ensuring clarity in defining the study subjects. Authors should elaborate on the sampling technique employed, whether random, stratified, purposive, or convenience sampling, and justify its appropriateness for the study. Additionally, a detailed explanation of the sample size determination should be included, supported by relevant statistical or theoretical considerations. The rationale for selection should highlight how the chosen sample adequately represents the broader population under investigation.

3.4) Data Collection Methods

Authors must comprehensively outline their data collection approach, distinguishing between primary and secondary data sources. Primary data sources may include surveys, interviews, focus groups, experiments, or observations, while secondary sources encompass academic journals, books, official reports, and databases. The choice of data collection instruments, such as questionnaires, structured or unstructured interviews, or observation checklists, should be explicitly stated and justified. Any modifications or adaptations to standard instruments must be well-documented to ensure transparency.

3.5) Data Analysis Techniques

The approach to data analysis must be well-articulated, ensuring clarity on how raw data is transformed into meaningful findings. For qualitative research, authors should describe techniques such as thematic analysis,

discourse analysis, or content analysis. For quantitative research, statistical tools such as SPSS, STATA, R, or regression models should be specified. Authors must justify the choice of analysis methods and demonstrate how they align with the study's objectives, ensuring that conclusions drawn are valid and reliable.

3.6) Research Ethics and Considerations

Ethical considerations are integral to any credible research publication. Authors must describe whether ethical approval was sought from an institutional review board (IRB) or ethics committee, where applicable. Key ethical principles such as confidentiality, anonymity, and informed consent should be explicitly addressed. The methodology section should also discuss strategies to minimize bias and ensure objectivity, emphasizing adherence to ethical guidelines in data collection, analysis, and reporting.

3.7) Validity and Reliability

To establish the rigor of the study, authors must detail the steps taken to ensure validity (accuracy and credibility of findings) and reliability (consistency and repeatability of results). For quantitative studies, this may include techniques such as pilot testing, instrument calibration, and statistical reliability tests. In qualitative research, authors should describe strategies like triangulation, member checking, and thick description to enhance credibility.

3.8) Limitations of the Study

Acknowledging the study's limitations enhances transparency and strengthens the credibility of the findings. Authors must discuss any constraints faced, such as sample size limitations, response biases, data accessibility challenges, or methodological constraints. The methodology section should also highlight measures taken to mitigate these limitations and their potential impact on the study's conclusions.

3.9) Subjects & Selection Method

This section provides additional clarity on how study participants or subjects were selected. Authors must outline the criteria for inclusion and exclusion, ensuring that participant selection aligns with the research objectives and ethical considerations.

3.9.1) Inclusion Criteria

Authors should specify the characteristics that qualify individuals or data sources for inclusion in the study. These may include demographic factors (age, gender, occupation), clinical attributes (medical history, diagnosis), or other relevant criteria that define the study population.

3.9.1) Exclusion Criteria

This section should clearly state the characteristics that disqualify individuals or data sources from participation in the study. Examples include confounding factors, incomplete datasets, pre-existing conditions, or ethical constraints that may compromise the integrity of the research.

3.10) Chapter Summary

A concise summary of the research methodology should be presented, reaffirming how the chosen research design, data collection methods, and analysis techniques align with the study objectives. Authors should emphasize the methodological strengths that contribute to the robustness of their findings while briefly reflecting on areas for improvement or future research directions.

RESULTS AND DISCUSSION (10 pages maximum)

4.1) Introduction to the Findings and Discussion

- ✓ Briefly restate the research objectives or hypotheses.
- ✓ Provides an overview of how the findings will be presented.
- ✓ Clarifies the structure (e.g., findings first, then discussion, or integrated analysis).

4.2) Presentation of Findings

4.2.1) Descriptive Statistics (If Applicable)

- ✓ Summary statistics such as means, standard deviations, and frequencies.
- ✓ Tables, graphs, or charts to illustrate trends.
- ✓ Key demographic or sample characteristics.

4.2.2) Key Research Findings

- ✓ Clearly presents results based on research objectives/questions.

- ✓ Uses tables, charts, figures, or textual explanations.
- ✓ Highlights significant trends, patterns, or relationships.

4.2.3) Hypothesis Testing (If Applicable)

- ✓ Statistical results of hypothesis tests (e.g., t-tests, ANOVA, regression, etc.).
- ✓ Significance levels (p-values), effect sizes, and confidence intervals.

4.2.4) Qualitative Findings (If Applicable)

- ✓ Thematic analysis results, key themes, and sub-themes.
- ✓ Quotes or examples from participants (if interview-based research).
- ✓ Contextual interpretations of qualitative data.

4.3) Interpretation and Discussion of Findings

4.3.1) Linking Findings to Research Objectives

- ✓ Explains how results align with research questions.
- ✓ Highlights whether objectives were met.

4.3.2) Comparison with Previous Studies

- ✓ Relates findings to existing literature.
- ✓ Identifies agreements, contradictions, or new insights compared to past research.

4.3.3) Explanation of Unexpected Results

- ✓ Discusses anomalies or surprising outcomes.
- ✓ Provides possible explanations (e.g., limitations, methodology, external factors).

4.3.4) Theoretical and Practical Implications

How findings contribute to theory or conceptual understanding.

Practical applications (e.g., policy recommendations, industry insights).

4.3.5) Strengths of the Study

- ✓ Highlights unique contributions, methodological rigor, or novel insights.

4.4) Limitations of the Study

- ✓ Identifies constraints in sample size, methodology, or generalizability.
- ✓ Discusses potential biases or external influences on results.

4.4) Summary of Key Findings

- ✓ Provides a concise recap of major results.
- ✓ Reinforces the significance of the study.
- ✓ Connects findings back to the research problem and broader implications.

Conclusion (5 pages maximum)

The conclusion of a research article published in the Academic Times Journal must adhere to a structured format that ensures clarity, coherence, and scholarly rigor. Authors must carefully integrate the following five components into their conclusion:

5.1) Summary of Key Findings

Authors should provide a concise recap of the major findings of the study, explicitly linking them back to the research objectives and questions. This section should:

- ✓ Synthesize the primary results without introducing new information.
- ✓ Clearly indicate how the findings support or refute the study's hypotheses or research questions.
- ✓ Be written succinctly to reinforce the key messages derived from the study.

5.2) Contribution to Knowledge

This section should highlight how the study advances existing knowledge in its field. Authors must:

- ✓ Demonstrate the theoretical, empirical, or practical contributions of their research.

- ✓ Explain how the findings build upon, refine, or challenge existing literature.
- ✓ Show the significance of the study in broadening understanding within the specific discipline.

5.3) Implications of the Study

Authors should discuss the broader implications of their findings, considering academic, policy, and practical perspectives. This includes:

- ✓ Identifying how the study informs future academic research.
- ✓ Outlining its potential impact on policymaking and industry practices.

Providing insights into how different stakeholders—such as researchers, policymakers, and practitioners—can apply the findings to real-world challenges.

5.4) Limitations of the Study

It is crucial to acknowledge any constraints that may have affected the research outcomes. Authors should:

- ✓ Recognize methodological limitations such as sample size, data collection challenges, or analytical constraints.
- ✓ Explain how these limitations may have influenced the findings.
- ✓ Provide a balanced discussion without undermining the overall validity of the research.

5.5) Recommendations for Future Research

Based on the research findings and identified gaps, authors should suggest avenues for future investigation. This section should:

- ✓ Identify unresolved questions or areas requiring deeper exploration.
- ✓ Offer methodological improvements for subsequent research.
- ✓ Suggest interdisciplinary approaches or comparative studies that could extend the impact of the current study.

REFERENCES

To ensure uniformity, credibility, and international acceptance of published research, all submissions must strictly adhere to our internationally adopted referencing format. Compliance with this referencing style is mandatory for all authors submitting manuscripts to the journal.

Referencing Format: The Academic Times Journal follows the **American Psychological Association (APA) 7th Edition** referencing style. Below are the key guidelines for in-text citations and reference list formatting:

1) In-Text Citations:

- ✓ For single authors: (Smith, 2020) or Smith (2020) stated that...
- ✓ For two authors: (Johnson & Lee, 2019) or Johnson and Lee (2019) found that...
- ✓ For three or more authors: (Williams et al., 2021) or Williams et al. (2021) suggested that...
- ✓ When quoting directly, include page numbers: (Brown, 2018, p. 45).

2) Reference List Formatting:

The reference list should appear at the end of the manuscript in alphabetical order and formatted as follows:

2.1) **Journal Articles:**

Author, A. A., & Author, B. B. (Year). Title of the article. *Title of the Journal*, Volume(Issue), Page range.
<https://doi.org/xxxx>

- Example: Brown, T. R., & White, P. L. (2020). The impact of climate change on food security. *Journal of Environmental Studies*, 45(3), 123-135. <https://doi.org/10.1234/jes.2020.04503>

2.2) **Books:**

Author, A. A. (Year). *Title of the book* (Edition, if applicable). Publisher.

- Example: Smith, J. K. (2018). *Advanced research methodologies* (2nd ed.). Academic Press.

2.3) **Book Chapters:**

Author, A. A., & Author, B. B. (Year). Title of the chapter. In A. Editor & B. Editor (Eds.), *Title of the book* (pp. xx-xx). Publisher.

- Example: Williams, R., & Clarke, S. (2019). The role of technology in modern education. In L. Johnson & P. Adams (Eds.), *Trends in digital learning* (pp. 50-75). Springer.

2.4) Conference Papers:

Author, A. A. (Year). Title of the paper. In B. B. Editor (Ed.), *Proceedings of the Conference Name* (pp. xx-xx). Publisher.

- Example: Lee, M. (2021). Artificial intelligence in healthcare. In C. Roberts (Ed.), *Proceedings of the International Conference on AI in Medicine* (pp. 110-125). Elsevier.

2.5) Online Sources and Websites:

Author, A. A. (Year). Title of webpage. *Website Name*. URL

- Example: United Nations. (2020). Sustainable development goals. *United Nations Department of Economic and Social Affairs*. <https://sdgs.un.org/>

3) Additional Guidelines:

- Use hanging indentation (0.5 inches) for all references.
- Ensure proper capitalization: Only the first word of the title and proper nouns should be capitalized.
- Italicize journal and book titles.
- Provide DOIs or URLs for online sources where applicable.

Non-compliance with this referencing format may result in delays in the review process or rejection of the manuscript. Authors are encouraged to utilize reference management tools such as Mendeley, EndNote, or Zotero for accurate citation formatting.

For further clarification, please refer to the **Publication Manual of the American Psychological Association (7th Edition)** or contact the editorial office via email: editorial@academictimesjournal.com

APPENDICES FORMATTING GUIDELINES

The Academic Times Journal has adopted a standardized format for appendices in research articles. Authors must adhere to the following guidelines:

- ✓ **Labeling:** Each appendix should be labeled sequentially as *Appendix A*, *Appendix B*, etc. If there is only one appendix, it should be labeled *Appendix* (without a letter).
- ✓ **Title:** Each appendix should have a **descriptive title** placed below the label (e.g., *Appendix A: Survey Questionnaire*).
- ✓ **Order of Appearance:** Appendices should appear **after the reference list** and be cited appropriately within the main text (e.g., “see Appendix A for details”).
- ✓ **Formatting:**
 - ❖ Use **Times New Roman, 12-point font, double-spacing**
 - ❖ Maintain **one-inch margins** on all sides
 - ❖ Include **page numbers** consistent with the rest of the document
- ✓ **Content:** Appendices should include supplementary materials such as survey instruments, additional data tables, or technical details that support the main text but are not essential for its comprehension.

Failure to comply with these formatting requirements may result in manuscript revisions or rejection.

FORMATTING REQUIREMENTS

- ✓ **Font and Spacing:** Use **Times New Roman, 12-point font**, and **double-spacing** throughout the document.
- ✓ **Margins:** Set **one-inch (2.54 cm) margins** on all sides.
- ✓ **Alignment:** Text should be **left-aligned**, with the first line of each paragraph indented by 0.5 inches.
- ✓ **Page Numbers:** Page numbers should appear in the top right corner of each page.
- ✓ **Headings:** Follow APA 7th edition heading levels:
 - ❖ Level 1: Centered, Bold, Title Case
 - ❖ Level 2: Left-Aligned, Bold, Title Case
 - ❖ Level 3: Left-Aligned, Bold Italic, Title Case
 - ❖ Level 4: Indented, Bold, Title Case, Ending with a Period.
 - ❖ Level 5: Indented, Bold Italic, Title Case, Ending with a Period.
- ✓ **Tables and Figures:**
 - ❖ Label tables and figures consecutively (e.g., Table 1, Figure 1).
 - ❖ Include a descriptive title above tables and below figures.
 - ❖ Provide a note below if additional explanations are necessary.
- ✓ **Citations and References:**
 - ❖ Follow the **APA 7th Edition** citation format.
 - ❖ Ensure all in-text citations match the reference list entries.
 - ❖ Use a hanging indent of 0.5 inches for all references.

OTHER SUBMISSION GUIDELINES

- **File Format:** Submit manuscripts in **Microsoft Word (.doc or .docx) format**.
- **Length:** Research articles should not exceed **35 pages using double spacing**, including references and appendices.
- **Figures and Tables:** Must be placed within the text near their first mention.
- **Plagiarism Policy:** All submissions will undergo plagiarism screening, and manuscripts with over **15% similarity** will be rejected.