

Body of Text

Page Format

Paper size	-	A4 (8.27" x 11.69")
Margin	-	Mirror margin
Inside margin	-	1.2"
Outside margin	-	0.8"
Top margin	-	1"
Bottom margin	-	1"

Header, Footer Format

Header margin	-	0.7"
Footer margin	-	0.7"
Odd page header (Time New Roman, 10 size)		
Page No.	-	Right Alignment
Even page header (Time New Roman, 10 size)		
Page No.	-	Left Alignment

Character Format

Research Title	-	Times New Roman, 14 size, Bold, Center, Title Case
Author Name	-	Times New Roman, 12 size, Center
Main Title	-	Times New Roman, 12 size, Bold, Center
Sub Title	-	Times New Roman, 12 size, Bold, Left (Don't use italic)
Abstract Title	-	Times New Roman, 12 size, Bold
Abstract Text	-	Times New Roman, 10 size
		Indentation – Left 0.5", Right – 0.5"
		Not more than 300 words
		Key words – 3 to 8 words
Body Text	-	Times New Roman, 12 size
Acknowledgement	-	Times New Roman, 10 size
Reference Text	-	Times New Roman, 10 size
		Hanging Indent – 1"

Author Designation, Department and Institute

Use as 1st page footer separate by 1.5" separator line
Times New Roman, 10 size
More than one author, use index number 1, 2, 3, etc.
Do not use index number 1 for only one author

Paragraph Format

Tab	-	0.5" tab in 1 st line of each paragraph
Line spacing	-	Single line
Paragraph spacing	-	Before 0 pt
		After 6 pt
Alignment	-	Justify

Do not display 1st page number of each article in header.

Table heading is above the table and Times New Roman, 12 size.

Figure caption is below the figure and Times New Roman, 12 size.