

Author Guidelines

This style guide ensures consistency, readability, and a professional standard across all published articles. Please format your manuscript according to the following guidelines before submission.

1. Manuscript Structure

Every article must be organized in the following order:

- **Title:** (Font size: 14, Bold)
- **Author's Name:** Full name (a short biography or institutional affiliation is optional).
- **Publication Date:** Date of article upload/submission.
- **Abstract:** A concise summary of the background, purpose, and findings (Maximum 150 words).
- **Keywords:** 3 to 5 highly relevant keywords.
- **Introduction:** Outlines the background, context, and primary purpose of the article.
- **Main Body:** Well-organized using clear headings and subheadings.
- **Conclusion:** A summary of the main points and final thoughts.
- **References:** A complete list of all external sources cited in the text.

2. Formatting and Typography

All manuscripts must exclusively use **Times New Roman** font.

Font Sizes:

- **Title:** Size 14, Bold
- **Main Headings:** Size 12, Bold
- **Subheadings:** Size 11, Bold
- **Body Text:** Size 10, Regular
- **Spacing and Alignment:**
- **Line spacing:** 1.25
- **Paragraph spacing:** Leave exactly one blank line between paragraphs.
- **Text alignment:** Justified.
- **Indentation:** No paragraph indentation.

3. Quotations and Citations

The journal strictly follows the **APA 7th Edition** standard for all citations.

Quotations:

- **Short quotations (under 40 words):** Incorporate into the main text using double quotation marks ("...").

- Example: Smith (2020) states, "Popular culture plays an important role in shaping social identity."
- **Long quotations (40 words or more):** Format as a standalone block paragraph. Do not use quotation marks. Set the font size to **9pt** and indent the entire block from the right side.

Citations (APA 7th Edition):

- **In-text citation:** (Author, Year) — e.g., (Smith, 2020)
- **Reference List format examples:**
- **Book:** Smith, J. (2020). Title of the Book. Publisher.
- **Online Article:** Doe, J. (2021). Title of Article. Journal Name, Volume(Issue), Pages. Retrieved from [URL]

4. Images and Tables

- **Images:** Must be high-resolution (minimum 720p). Place captions directly below the image and number them sequentially (e.g., Figure 1, Figure 2).
- **Tables:** Must include a clear title and be numbered sequentially (e.g., Table 1). Cite the source of the data below the table if applicable.

5. Writing Style and Tone

- Maintain a formal, clear, and concise academic tone.
- Avoid overly long or unnecessarily complex sentences.
- Do not use abbreviations or slang (unless they are part of a direct quotation).
- When reporting numerical data, always include standard measurement units.
- Proofread carefully to ensure strict adherence to grammar and punctuation rules.