

## General guidelines for ABC Journals paper submission

### Full paper instructions

See the journal home page for paper submission deadline for the upcoming issue.

Full paper submissions must be made electronically, and, full papers must be submitted in the following format and structure:

1. Word format.
2. As a guide, papers should be about 2000-6500 words, including list of references, tables etc.
3. Single-spaced text.
4. Font 12pt Times New Roman.
5. Do not number pages.
6. References within the text should be author's family name followed by year of publication all in round brackets, eg. (Ahmed, 2012).
7. Tables must be numbered consecutively within the main text using roman numerals (VI) and have a title.
8. Figures, diagrams, charts must be numbered consecutively within the main text using arabic numerals (6), black and white and with a title.
9. Illustrations, drawings, photographs with captions in the main text.
10. Avoid using footnotes, EndNote / Footnote.
11. The reference list at the end of the abstract should be complete and in Harvard style using an alphabetical list by author. Examples of Harvard style:
  - For Books: surname, initials, (year), *title of book*, publisher, place of publication
  - For book chapters: Surname, initials, (year), "chapter title", editor's surname, initials, *title of book*, publisher, place of publication
  - For journals: surname, initials, (year), "title of article", *journal name*, volume, number, pages

### Structure

1. Paper Title.
2. Autobiographical note for each author – full name; designation; department/faculty; university/affiliation; country; & email.
3. Abstract within 100-250 words, simply showing objectives, methodology and principal findings of the study.
4. Provide 3-6 keywords that indicate the main topic of the paper.
5. Text / Main Body
6. List of references

## How to submit full paper

1. Go to Journal's Submission page.
2. Click on the tab named "Download Paper Submission Cover Letter".
3. Complete the paper submission cover letter as the format requirements.
4. Prepare a Word-file with your full paper (manuscript). Please save your file under a file name using only ordinary letters and numbers, that is: A-Z, a-z, 0-9 and \_. It is important that you avoid signs such as "&" in the file name, because the submission system cannot receive such file names.
5. Complete the "**Online Submission Form**" for your manuscript submission.
6. Upload your paper submission cover letter.
7. Upload your **full paper / complete manuscript**
8. Mark on "I accept ....." as you agree the **Terms and Condition**.
9. Click on the Tab "**Submit**".

**After successfully submission you will receive auto-generated Thank You message. and You will receive a confirmation by e-mail within a week.**

