

Formatting Specifications

1. Please **read these guidelines carefully**, all formatting specifications are explained in this document, **so you can** prepare your manuscripts accordingly. Failure to comply with these guidelines **may result** in your manuscript **not being published**.
2. All files should be submitted as a **Microsoft Word document** (.doc or docx). Please use **Microsoft Word** to create your manuscript. Please use **US letter** size (8.5in x 11in = 21.59cm x 27.94cm) paper, **NOT** an A4 size.
3. All papers are assumed to be **original** and **not under consideration for publication** elsewhere.
4. The paper must be written in the **third person** and in **English**. Authors should use straightforward declarative sentences, making every effort to help readers understand the concepts presented. Please **explain any acronyms or abbreviations** clearly.
5. All papers must be **copy edited** and must be **free of grammatical, spelling, and/or punctuation errors**. Please make sure the paper is thoroughly edited and **proofread** before submission. Non-native authors may consider using professional copy-editing services such as [CopyEditGlobal](#), [Peerwith](#), [Scribendi](#), and [Charles Worth Group](#). These companies are **NOT** affiliated with the **University of South Florida M3 Publishing**.
6. Papers **may be structured** as follows: **abstract** (max 250 words, followed by max **6 keywords** which define the subject matter and are not included in the title); **introduction; literature review; methods; findings; conclusions, implications, and further research; and references**. Please avoid abbreviations, diagrams, and reference to the text in the abstract.
7. Full paper should be **no more than 17 pages or 9000 words (including** the reference list, tables, figures, acknowledgements, and appendices if applicable).
8. Please use **APA (7th edition) style** for **in-text citations, tables** (if any), **figures** (if any), and **reference list**.
9. All references cited in the article **must be listed in the references** and the names must be spelt correctly in both places (this is one point that often is overlooked Please **perform a cross-check** to make sure that all citations used in the manuscript are included in the references and all articles in the references are cited in the manuscript).
10. Please **make sure** that all tables, figures, and charts are complete, accurate, correctly titled, and are correctly referenced in the text. If any table, figure or chart is **taken directly from another publication**, you **need to include** a release (permission to publish) from the original publisher.
11. Please **do NOT include the AUTHOR(s)' NAME(s), AFFILIATION and ACKNOWLEDGEMENTS or PROJECT NUMBER in the file name BEFORE your paper accepted**.

The rest of the formatting steps below will help you format your paper according to our formatting requirements. We suggest you to download and use our Word template while formatting your paper. You can simply copy and paste your information into our template. It is the simplest and best way to format your manuscript.

1. Manuscripts must be **single-spaced, justified text on both sides** and **12-point Times New Roman** font except:

- Manuscript title: **24-points**
- Author Name(s): **18-points**
- Affiliation(s): **10-points**
- Email Address(es): **10-points**
- Table(s) if any: **Maximum 10-points**
- Reference List: **10-points**
- Sources for table(s) and figure(s) if applicable: **10-points**

2. Paper **margins** should be **1-inch (1 inch = 2.54 cm)** for each margin: **left, right, top and bottom.**

3. **Line spacing** (find it in layout menu in Word) should be **12-point after** and **0-point** left, right and before **except** between **affiliations and email address(es).**

4. **For the headings, please follow the steps below:**

i. Heading Level 1: Please use Title Case or Capitalize Each Word (except for prepositions or articles, etc.), **bold face**, Centered and 24-point Times New Roman font

Example:

Title of the Manuscript

ii. Heading Level 2: Please use Title Case or Capitalize Each Word, **bold face**, flush left and 12-point Times New Roman font

Examples:

Abstract

Literature Review

Implications and Further Research

References

iii. Heading Level 3: Please use Title Case or Capitalize Each Word, *italics*, **bold face**, flush left and 12-point Times New Roman font

Examples:

Background to the Study

Sample and Data Collection

iv. Heading Level 4: Please use Title Case or Capitalize Each Word, *italics*, flush left and 12-point Times New Roman font

Examples:

Part of Literature Review

Any Other Forth Level Headings

- v. Please do not use any other level of headings
- vi. Please do not use any bulleted or numbered list for title(s) or heading(s).

- 5. Please do not include page numbers.
- 6. Please do not use footnotes and do not list references as footnotes at the end of each page.
- 7. For the table(s), please follow the steps below:

- i. Table(s) should fall within the page width and left aligned.
- ii. Please use 10-point type size (Times New Roman) and single line spacing.
- iii. Line up numbers by the ones column, or the decimal point.
- iv. Please use single line spacing between title and table and source (if any) and table.
- v. Larger tables may be presented in landscape format.
- vi. Please do not use any color for any background of row or column.
- vii. Table(s) may continue on the next page but please repeat the title of the table (and headings).

Example:

Table X. Title of the Table (**Table X:** should be “**Bold**” face and Title of the Table should be Capitalized Each Word (12-point, Times New Roman Font)

Variable	Time 1	Time 2
	<i>n</i>	<i>SD</i>
Table content (10-point)	365	3.45
Table content (Times new roman)	24	0.45

Source: If applicable. (10-point, times new roman font).

- 8. For the figure(s), please follow the steps below:
- i. All figures should be left aligned and should not exceed page width
- ii. Figure(s) should not be continued on the next page
- iii. Please use single line spacing between title, source (if any) and figure.

Example:

Figure X. University of South Florida M3. Publishing (**Figure X.** should be “**Bold**” face and “Explanation of the Figure” should be Capitalized Each Word; all figure titles go at the top of the figure; 12-point, times new roman font)



Source: If applicable (10-point, times new roman font).

9. For the formula(s), please follow the steps below:

- i. Please use “Equation” features of your office
- ii. **Equation(s)** should be **left aligned; space** before and after = sign.
- iii. After writing your formula, **please use “Tab Key”** to the end of the line and put (1), (2), (3)... for each formula respectively.

Examples:

$$E = mc^2 \tag{1}$$

$$A = P + Prt \tag{2}$$

10. For the itemized list(s), please follow the steps below:

- i. Please use “**Bulleted lists**” for itemized lists as shown below.
- ii. Bulleted lists should be **left aligned** and **0.25-point indented**.
- iii. Please check the “**line spacing**”, it should be “**single**” and **12-point** after only the last item.

Example:

Itemized Lists:

- First item.
- Another item.
- Last Item.

11. Please use double quotation marks only for “direct quotes.” If you like to stress on a word or phrase, please use *italicization*.

12. For the reference list, please follow the steps below:

- i. **Please use the APA 7th edition format.**
- ii. References should be **left aligned**.
- iii. Please use **10-point type size** (Times New Roman)
- iv. **Line spacing** should be **0-point** before and after
- v. The following reference lines should be **indented one half inch (0.5 inch)**

Examples:

PLEASE REFER TO THE FOLLOWING LINK: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/>

APA (2020) claimed literature review literature review literature review literature review.
Literature review literature review literature review literature review. Literature review literature
review literature review literature review.

Methods

Sample, data collection, data source, empirical model will be discussed.

Sample

Sample sample sample sample sample. Sample sample sample sample sample. Sample sample
sample sample sample. Sample sample sample sample sample. Sample sample sample sample
sample. Sample sample sample sample sample. Sample sample sample.

Data Collection

Data collection data collection. Data collection data collection. Data collection data collection.
Data collection data collection. Data collection data collection. Data collection data collection.
Data collection data collection (APA, 2020).

Data Source

Data source data source data source data source. Data source data source data source data source.
Data source data source data source data source. Data source data source data source data source.
Data source data source data source data source.

Data source data source data source data source. Data source data source data source data source.
Data source data source data source data source.

Empirical Model

Empirical model empirical model. Empirical model empirical model. Empirical model empirical
model. Empirical model empirical model. Empirical model empirical model.

$E = mc^2$

(1)

$A = P + Prt$

(2)

Empirical model empirical model. Empirical model empirical model. Empirical model empirical
model.

Findings

Findings findings findings findings. Findings findings findings findings. Findings findings
findings findings. Findings findings findings findings. Findings findings findings findings.
Findings findings findings findings. Findings findings findings findings. Findings findings
findings findings. Findings findings findings findings. Findings findings findings.

Commented [CM17]: Please write at least one paragraph between two titles.
Commented [CM18]: Heading 3: 12-point Times New Roman; Bold Face, Italics; Flush left; Capitalize Each Word except for prepositions, conjunctions, articles, and words less than 4 letters; 12-point line spacing after

Commented [CM19]: Heading 4: 12-point Times New Roman; Italics; Flush left; Capitalize Each Word except for prepositions, conjunctions, articles, and words less than 4 letters; 12-point line spacing after

Commented [CM20]: 12-point line spacing after
Commented [CM21]: Push it to the end with tab key
Commented [CM22]: Space before and after + sign

Table X. Title of the Table

Variable	Time 1	Time 2
	<i>n</i>	<i>SD</i>
Table content (10-point)	365	3.45
Table content (Times new roman)	24	0.45

Source: If applicable.

Findings findings findings findings. Findings findings findings findings. Findings findings findings findings. Findings findings findings findings.

Figure X. University of South Florida M3 Publishing



Source: If applicable

Conclusions

Conclusions conclusions conclusions. Conclusions conclusions conclusions. Conclusions conclusions conclusions. Conclusions conclusions conclusions.

Itemized Lists:

- First item.
- Another item.
- Last Item.

Conclusions conclusions conclusions. Conclusions conclusions conclusions. Conclusions conclusions conclusions.

References

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Journal*, volume number (issue number), pages. <https://doi.org/10.1037/M3C000061>

Cobanoglu, C., & Cavusoglu, M. (2020). The effect of incentives in web surveys: application and ethical considerations. *International Journal of Market Research*, 45(4), 475-488. <https://doi.org/10.1037/M3C000061>

Acknowledgements

You may enter any acknowledgements here if applicable.

Appendices

You may enter any appendices here if applicable.

Maximum 17-single pages or 9000 words including reference list, tables, figures, acknowledgements, and appendices if applicable.

Commented [CM23]: Table X: should be "Bold" face

Commented [CM24]: Title of the Table should be 12-point times new roman font; Capitalize Each Word except for prepositions, conjunctions, articles, and words less than 4 letters; 0-point line spacing after.

Commented [CM25]: 10-point Times New Roman; single line spacing

Commented [CM26]: Use same number of numbers after the decimal point

Commented [CM27]: Line up numbers by the ones column, or the decimal point.

Commented [CM28]: 10-point Times New Roman; 0-point line spacing before; 12-point line spacing after

Commented [CM29]: Figure X. should be "Bold" face

Commented [CM30]: Explanation of the figure should be Capitalize Each Word except for prepositions, conjunctions, articles, and words less than 4 letter; all figure titles go to at the top of the figure; 12-point times new roman font; 0-point line spacing before; 12-point line spacing after

Commented [CM31]: 10-point Times New Roman; 0-point line spacing before; 12-point line spacing after

Commented [CM32]: Left aligned and 0.25-point indented

Commented [CM33]: "Line spacing" should be "single" between the items and 12-point after only the last item.

Commented [CM34]: APA 7th edition format; 10-point Times New Roman; Flush left; 0-point line spacing after and before

Commented [CM35]: 12-point line spacing after if you have acknowledgements and/or appendices

Commented [CM36]: Max. 250 words; 12-point Times New Roman; Flush both left and right sides; 12-point line spacing after

Commented [CM37]: Should be in order appeared in to the text.

Commented [CM38]: 12-point Times New Roman; Flush both left and right sides; 12-point line spacing after