

# 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** your manuscript **not being published**.
2. Please use **Microsoft Word** to create your manuscript. If you use any other word processor, please **make sure to format all requirements as outlined below**.
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. All papers must be copy edited and must be **free of grammatical and spelling errors**.
5. Papers **may be structured** as follows: **abstract** (max 250 words in full paper, followed by max 6 keywords); **introduction; literature review; methods; findings; conclusions, implications, and further research; and references**.
6. Full paper should be **no more than 17 pages (including** reference list and acknowledgements and appendices if applicable).
7. Please use **US letter** size (8.5in x 11in = 21.59cm x 27.94cm) paper, **NOT** an A4 size.
8. Please use **APA (6<sup>th</sup> edition) style** for **in-text citations, tables** (if any), **figures** (if any), and **reference list**.
9. **The rest of the formatting steps below will help you format your paper according to our formatting requirements.**
10. 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**
11. Paper **margins** should be **1-inch (1 inch = 2.54 cm)** for each margin: **left, right, top and bottom**.

**12. 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)**.

**13. 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).**

**14. Please do not include page numbers.**

15. Please **do not** use **footnotes** and **do not** list references as footnotes at the end of each page.

16. 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)

<b>Variable</b>	<b>Time 1</b> <i>n</i>	<b>Time 2</b> <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).*

17. 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:*



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

**Figure X.** ANAHEI, a non-profit organization (**Figure X.** should be “**Bold**” face and “Explanation of the figure” should be sentence case; all figure titles go at the bottom of the figure; 12-point, times new roman font)

**18. 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:***

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

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

**19. 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.

**18. For the reference list, please follow the steps below:**

- i. **Please use the APA 6<sup>th</sup> 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:***

- i. **Journal article, one author (include Digital Object Identifier [DOI] at the end of citation if one is assigned).**  
Fisher, J. C. (1993). A framework for describing developmental change among older adults. *Adult Education Quarterly*, 3, 76-89.

**ii. Book, revised edition**

Knowles, M. S. (1980). *The modern practice of adult education: From pedagogy to andragogy* (Rev. ed.). Chicago, IL: Follett.

**iii. Edited book**

Galbraith, M. W. (Ed.). (2004). *Adult learning methods*. Malabar, FL: Krieger.

**iv. Reference to article or chapter in an edited book**

Lawson, K. H. (1991). Philosophical foundations. In J. M. Peters, P. Jarvis, & Associates (Eds.), *Adult education: Evolution and achievements in a developing field of study* (pp. 282-300). San Francisco, CA: Jossey-Bass.

**v. Reference to issue in New Directions series**

Sissel, P. A. (Ed.). (1996). *A community-based approach to literacy programs: Taking learners lives into account*. New Directions for Adult and Continuing Education, no. 70. San Francisco, CA: Jossey-Bass.

**vi. Reference to chapter in one of the New Directions book**

Ng, J. (2007). Campus politics and the challenges of international education in an urban community college district. In E. J. Valeau & R. L. Raby (Eds.), *International reform efforts and challenges in community colleges* (pp. 83-88). New Directions for Community Colleges, no. 138. San Francisco, CA: Jossey-Bass.

**vii. Dissertation obtained from a university, or abstracted in *Dissertation Abstracts International*. (Example: Order # is AAT3052640).**

Davis, M., III. (2002). The effects of socioeconomic status, gender, and age on reported performance in the contemporary social roles of parent, spouse/parent, and worker. *Dissertation Abstracts International: Section A. Humanities and Social Sciences*, 63(5), 1667. If retrieved from a database, include Accession or Order number.

**viii. Report of a private organization or corporate author**

Kennesaw State University. (2006). Student survey on internationalization. In C. L. Olson, M. F. Green, & B. A. Hill (Eds.), *A handbook for advancing comprehensive internationalization: What institutions can do and what students should learn* (pp. 137-140). Washington, DC: American Council on Education.

**ix. Paper presented at a conference**

Cameron, C., Rockhill, K., & Wright, J. (1978, October). *Certification: An examination of the issues by and for adult educators*. Paper presented at annual meeting of the Commission of Professors of Adult Education, San Antonio, Texas.

**x. Paper presented at a conference, published in the proceedings**

James, W. B., Witte, J. E., Abney, H. M., Jr., Kirkman, M. S., Dye, L., Hargiss, K., & Wall, N. (1996). Revision and validation of Havighurst's social role research. In H. Reno & M. M. Witte (Eds.), *37<sup>th</sup> Annual Adult Education Research Conference proceedings* (pp. 351-356). Tampa, FL: University of South Florida, Adult and Vocational Education.

**xi. Entire website example:**

DealOz is a great site for rare and out-of-print books (<http://dealoz.com>)

**xii. Website with no author:**

Two International Adult and Continuing Education Hall of Fame Inductions in 2008. (2008). Retrieved from <http://www.halloffame.outreach.ou.edu>

*Website with no page numbers:* you can include any of the following in the text to cite the quotation (from p. 120 of the *Publication Manual*): 1. A paragraph number, if provided; otherwise count paragraphs down from the beginning of the document. 2. Obvious heading plus the paragraph number within that section.

Website with no date and no author, text citation would include first couple words from title and "n.d." for no date (e.g., para. 5, "Style List," n.d.)

**xiii. Personal communication—referenced ONLY in text not in reference list.**



APA (2015) 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.

**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, 2015).

**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 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.



## Association of North America Higher Education International

Source: If applicable

**Figure X.** ANAHEI, a non-profit organization

### 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.

Cobanoglu, C., & Cobanoglu, N. (2003). The effect of incentives in web surveys: application and ethical considerations. *International Journal of Market Research*, 45(4), 475-488.

### Acknowledgements

You may enter any acknowledgements here if applicable.

### Appendices

You may enter any appendices here if applicable.

**Maximum 17-single pages including reference list and 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]:** 10-point Times New Roman; 0-point line spacing before; 12-point line spacing after

**Commented [CM30]:** Figure X. should be "Bold" face

**Commented [CM31]:** Explanation of the figure should be sentence case; all figure titles go to at the bottom of the figure; 12-point times new roman font; 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 6<sup>th</sup> 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