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Research Paper Guidelines/Checklists

1. The title of the paper should be no more than eighteen (18) words, sixteen (16) points font, bold and centered.
2. Author(s) name(s) should appear below the paper title, fourteen (14) points font and centered.
3. Spacing of two (2) lines required.
4. Abstract should be in Italic, justified 2.0 inches margin on both sides.
5. JEL Key words, no more than five (5) significant words.
6. Sections/Subtitles are numbered sequentially, fourteen (14) points font.
7. The text should be in Times New Roman twelve (12) points font and justified except for Sections/Subtitles.
8. There should be no indent at the beginning of the sentence of the new paragraph.
9. Use single spacing throughout the paper.
10. The paper should have been edited for spelling and grammar.

11. The author(s) affiliation, address, and e-mail should be provided at the bottom of the first (1) page, using ten (10) points font.
12. Tables, figures and charts must be included in the body of the paper and must not be colored, shaded or broken across two (2) pages.
13. The heading of the tables, figures and charts should be printed before the tables, figures or the charts.
14. References must be provided at the end of the paper in alphabetical order with no indent and using [The American Psychological Association \(APA\) style](#).

Note:

Do adhere to the checklist to ensure that your paper meets the essential requirements prior to submission to facilitate hard/soft copy publication.