

1. General guidelines

- Manuscripts are accepted in English. Any consistent spelling and punctuation styles may be used. Please use double quotation marks, except where “a quotation is ‘within’ a quotation”. Long quotations of 4+ words or more should be indented without quotation marks.
- A typical manuscript will be between 3000 and 6000 words including tables, references, captions, footnotes, and endnotes.
- Manuscripts should be compiled in the following order: title page; abstract; keywords; main text; acknowledgements; references; appendices (as appropriate).
- Abstracts of 100 to 200 words are required for all manuscripts submitted.
- Each manuscript should have 6 keywords.
- All authors of a manuscript should include their full names, affiliations, and email addresses. One author should be identified as the corresponding author.
- All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.
- For all manuscripts non-discriminatory language is mandatory. Sexist or racist terms must not be used.
- When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.

2. Style guidelines

- Reference Style: APA 7th ed.
 - Original Research Papers:
 1. Introduction
 2. Literature Review
 3. Methodology
 4. Results
 5. Discussion

*For qualitative studies, sections 1, 2, and 5 are necessary to be included.

- Font size: The text should be double-spaced throughout and with 1 inch page margins.
- In text: Times New Roman 11
- Level I headings: bold font, Times New Roman 12
- Level II headings: bold font, Times New Roman 11
- Level III headings: Italic font, Times New Roman 11

3. Figures

- Please provide the highest quality figure format possible. To improve the print and online display, please ensure that all figures and graphics are supplied at the appropriate resolutions listed below:

- Minimum 1200 dpi for line art; Minimum 600 dpi for greyscale; Minimum 300 dpi for color.
- Figures must be saved within the text. Please embed figures in the manuscript file.
- All figures must be numbered in the order in which they appear in the manuscript (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)).