**(Title) Instruction for Authors (up to 60 characters w/spaces, fonts: times new roman bold, font size 16, and centred, paper size A4)**

John Smith\* and Mary Wilson\*\* (Authors name, font size 14)

***Abstract*** *is a summary of your research paper. Fonts (times new roman, italics, size 10, centered and justified). No more than 150 words*

*Keywords A set of keywords must be included; include no more than five keywords, separated by commas.*

**1. Introduction (Heading, times new roman bold Font size 14, and leave space 6pt space before and after heading, line spacing: single, sub heading, size 12)**

Text in the body of introduction: times new roman, size 12, line spacing: single, paragraph: justified

Introduction section is telling the reader what your study/research is about, research question or research problem, what are the important issues that you are studying.

**2. Literature Review (formatting same as above)**

Text in the body of introduction: times new roman, size 12, line spacing: single, paragraph: justified

Literature review section seeks to investigate what other researchers have done in this area, what are the gaps that you can address, what were the findings of other studies. What constructs, variables you are going to develop or adapt from other studies.

**3. Research Methodology (formatting same as above)**

Text in the body of introduction: times new roman, size 12, line spacing: single, paragraph: justified

Research Methodology explains your approach to studying the research question/research problem, whether you are going to adopt qualitative, quantitative approaches. Explain.

**4. Main Findings (formatting same as above)**

Main findings explain what your data is suggesting. What are your most important results that you want the readers to know. Does it differ from other studies? If yes, how.

**5. Conclusions (formatting same as above)**

Conclusions section seeks to describe how you plan to take this study forward, what limitation your study has or will encounter taking it forward. How can the research be improved.

**6. References (formatting same as above)**

All references should be in Harvard style. Check Google Search- Harvard style referencing. References should be included in the body of the paper and cited in the References section.

Agarwal, R., and Karahanna, E. 2000. “Time Flies When You’re Having Fun: Cognitive Absorption and Beliefs About Information Technology Usage,” *MIS Quarterly* (24:4), December, pp 6-9.

**7. Appendix (formatting same as above)**

Any information such as diagrams, tables that cannot fit in the body of sections, can be cited here.

Only on the first page- authors name, department, university, and email

\*Dr. John Smith, Department of Management, American University, USA

Email: johnsmith@americanuniversity.edu

\*\*Dr. Mary Wilson, Depart of Accounting and Finance, University of America, USA

Email: Email: marywilson@universityofamerica.edu