

## Manuscript requirements

The manuscript should include the following sections:

- Title
- Abstract
- Keywords
- Introduction
- Method
- Results
- Discussion & Conclusions
- References

**Language and Spelling:** Only papers in English are published.

The authors must ensure that the manuscript is complete, grammatically correct and without spelling or typographical errors.

**Tables and Figures:** Tables and figures should be supplied in the actual place in the text. Tables and figures should be numbered and have descriptive titles. Gray-scale or line art images are acceptable. Place captions to tables above the table body (e.g. **Table 1.** One-way ANOVA for the effect of gender on the performance on the groups) and footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules and lines. For figures place both captions and footnotes below the figure. **The font size for tables, figures, and their captions must be 11, and the style must be Times New Roman.**

**Cover letter:** The paper should have a cover letter. The cover letter should involve title of the paper, name of author(s); institutional affiliation (department, university, city, country), email and postal addresses; and telephone no, and word counts for the manuscript and for the abstract. Give the names of all contributing authors in the order you wish them to appear in the published article. Please, download the Journal Cover Letter template from [here](#).

**Please prepare your manuscript before submission, using the following guidelines:**

<b>Format</b>	Article files should be provided in Microsoft Word format. Times New Roman, 12 points. Use margins of 2.5 cm (1 inch), double-spaced.
<b>Article Length</b>	Articles should be between 4000 and 9000 words in length. This includes all text including references and appendices.
<b>Article Title</b>	Use bold for your article title, with an initial capital letter for any proper nouns and font 16 points.

<p style="text-align: center;"><b>Author details</b></p>	<ul style="list-style-type: none"> <li>- All contributing authors' names should be added, and their names arranged in the correct order for publication.</li> <li>- Correct email addresses should be supplied for each author in their separate author accounts</li> <li>- The full name of each author must be present in their author account in the exact format they should appear for publication, including or excluding any middle names or initials as required</li> <li>- The affiliation of each contributing author should be correct in their individual author account. The affiliation listed should be where they were based at the time that the research for the paper was conducted.</li> </ul>
<p style="text-align: center;"><b>Abstract</b></p>	<p>Authors must supply an abstract in their submission including:</p> <ul style="list-style-type: none"> <li>- Purpose (mandatory)</li> <li>- Design/methodology/approach (mandatory)</li> <li>- Findings (mandatory)</li> <li>- Originality/value(mandatory)</li> </ul> <p>Font: Times New Roman, 12 points. Maximum is 250 words in total.</p>
<p style="text-align: center;"><b>Keywords</b></p>	<p>Authors should provide appropriate and short keywords. The maximum number of keywords is 7.</p>
<p style="text-align: center;"><b>References</b></p>	<p>References to other publications must be in <b>APA</b> style and carefully checked for completeness, accuracy and consistency. You should cite publications in the text: (kim, 2008) using the first named author's name or (kim and james, 2011) citing both names of two, or (kim <i>et al.</i>, 2011), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:</p>
<p style="text-align: center;"><b>For books</b></p>	<p>Author, A. A. (1994). <i>Book title</i>. Location: Publisher.</p>
<p style="text-align: center;"><b>For journals</b></p>	<p>Author, A. A., Author, B. B., &amp; Author, C. C. (year). Article title. <i>Journal Name</i>, vol no.(issue no.), xx–xx.</p> <p>e.g. <b>Du, R., Ai, S. Z., and Ren, Y. Q. (2007). Relationship between knowledge sharing and performance: A survey in Xi'an, China. <i>Expert Systems with Applications</i>, 32(1), 38–46.</b></p>

<b>For dissertation/Thesis/projects</b>	Author, A. A. (Year). Title of dissertation/thesis ((Un)published doctoral dissertation [OR] (Un)published master's thesis). Academic Institution, City, State [OR] Country.
<b>For published Conference proceedings</b>	Author(s) of paper. Title of paper. In: <i>Name of conference or title of conference</i> , conference dates (Year, Month Day), place of conference (City, Country).
<b>For websites</b>	Author, <b>A. J.</b> , Author, <b>F.</b> , & Author, <b>D.</b> (year). Online article title. <i>Online Journal</i> , xx, xxx–xxx. Retrieved from <b>http://xxxx.xxxx.xx.xx/xxxx/xxxxxx/</b>

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### **Review process**

Each paper is reviewed by the editor and, if it is judged suitable for this publication, it is then sent to two independent referees for double blind peer review.