

Formatting Specifications

The rest of the formatting steps below will help you format your paper according to our formatting requirements. 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.

- Manuscripts should normally **not exceed** 17 pages (everything included).
- Please use **US letter** size (8.5in x 11in = 21.59cm x 27.94cm) paper (**NOT** an A4 size) with **1-inch (2.54cm)** margins **left, right, top and bottom**.
- 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**
- **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)**.
- **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).

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

- **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)

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. (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 **do not** use **footnotes** and **do not** list references as footnotes at the end of each page.
- ii. Please use the **APA 6th edition format**.
- iii. References should be **left aligned**.
- iv. Please use **10-point type size** (Times New Roman)

- v. **Line spacing** should be **0-point** before and after
- vi. 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 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.), *37th 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.

Literature Review

Literature review literature review literature review literature review. Literature review literature review literature review literature review. Literature review literature review literature review literature review. Literature review literature review literature review literature review.

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.

Methodology

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. 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.

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. 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.

Commented [CM16]: Heading 2: 12-point Times New Roman; Bold Face; Flush left; Capitalize Each Word except for prepositions, conjunctions, articles, and words less than 4 letters; 12-point line spacing after

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. 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, 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 6th 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