GUIDELINES FOR PAPER WRITING

You can use figures, images and tables in the full paper as per the information given hereinbelow:

1. Paper size: Use standard, white 8.5 x 11 –inch paper
2. Margins: Set page margins to 1 inch on all sides
3. Line spacing: Type in a single space. Give one space after each paragraph
4. Font: Use 12 point Century Gothic. Use Bold and running Headings
5. Page header: Don't use the header or footer as the book's name will be given at the header and page number at the footer by us.

6. Title Page

    The title page is the cover page of your paper. As its name suggests, the goal of the title page is to present the title. The title page should include the following components:

    • Title of the paper
    • Name of all authors
    • Institutional affiliation

7. Body

    The exact format of this section can vary depending upon the type of paper you are writing. For example, if you are writing a lab report, the main body will include an introduction, a method section, a results section, and a discussion section. Check with your instructor or publication guidelines for more specific information on what to include in the main body of your paper.

    Remember, if you cited something in the main body of your paper, it must be included in the reference section.

8. Language

    As a general rule, use the past tense (e.g., was, stated) or past perfect or present perfect tense (e.g., had been, have shown) throughout an

empirical research paper. Also, do not use contractions (e.g., "it does not follow" rather than "it doesn't follow")

9. Figures

    Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear below the figure. Use the word Figure in full, rather than Fig or F. All figures should be centered on the page. Figures should be referenced in the text preceding the figure and captioned immediately below the figures

10. Images

    Due to the conversion process, some images can cause larger than necessary pdf files. It is preferable to paste images into your document as .jpg format. Please ensure figures fit between the margins and are referenced in the text.

11. Tables

    Create tables using the table option of your word processing package. Do not use tabs and space

12. References: Be sure to keep a careful record of all your references. Using a citation tool is a great way to manage, organize, and correctly cite your references

13. Edit: Review your finished paper to ensure that your language, citations, and formatting are correct.