

## Guidelines for Full Paper

1. **Title** - Times New Roman 14 bold / FMAbhaya 14 bold
2. **Authors' names, affiliations and e-mail addresses** - Times New Roman 12 / FMAbhaya 12 (1.5 line spacing)
3. **Body** - Times New Roman 12/ FMAbhaya 12, 1.5 line spacing
4. **Keywords** – 5 keywords
5. **Words** – between 2500 - 5000
6. **Margins** – 2.5 cm margin on Left and Right side, 2cm for top and bottom margins
7. **Paper** – Size: A4, Orientation : portrait
8. **Headings**: Three types of headings:
  - a. *Heading 1* (Bold, Left, and 14pt),
  - b. *Heading 2* (Bold, Left, 12pt) and
  - c. *Heading 3* (Italic, Left, 12pt).

Keep 10 point space before the paragraph for each level of headings

(Note: In this document main title is in Heading 1, 1-13 number labels are in Heading 2, a-c heading titles are in Heading 3)

9. **Tables and figures** - number and directly placed in the text. 1. Naming tables; Table 1: Title in bold, 12pt, placed above the table. 2. Naming figures; Fig 1: Title in bold, 12pt, placed below the figure. 3. The source should be placed right below the figure or the table; in Times New Roman, 11pt, Italic.
10. **Formulas** - Formulas are to be numbered in Times New Roman, 11pt, align to the right margin next to the formula.
11. **Acknowledgement** - If it is needed to acknowledge somebody or an institution, it should be mentioned between the conclusion and references.
12. **Referencing**: Footnotes and endnotes should not be used for citations. Citations and references should be in accordance with the **APA** or **Harvard** style
13. **Pages**: Maximum pages of the full paper should be limited to 12 pages.