

Before you submit your manuscript, it's important that you read and follow the guidelines below.

### ***Format and style***

Article files should be provided in Microsoft Word format. The manuscript should be in English using Times New Roman font.

The article should be formatted double line spaces (except the abstract) and page size should be A4. The margins must be set as Top and Bottom = 1.00" and Left and Right = 1.00". The article body should use the Times New Roman font (12pt) with below mentioned exceptions.

The manuscript may organize under the headings of;

- Introduction,
- Literature review and hypotheses development,
- Methodology,
- Findings and discussion,
- Conclusion(s)
- References.

### ***Title Page***

The manuscript should have a title page providing the title of the paper (14pt and Bold), author/s name (11pt), affiliation/s, e-mail, corresponding e-mail. Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. State the authors' affiliation addresses (where the actual work was done) below the names. Also indicate the ORCID No. of author/s and DOI of the manuscript. Details of copyright policy and DOI will be assigned by the editorial team.

Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

### ***Corresponding author***

Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials.

Contact details of the corresponding author, including a valid e-mail address and postal details, should be included in the footer on the article's title page.

The corresponding author is the person who signs the publishing agreement on behalf of all of the authors and whose contact details are included in the article. After publication, they should be available to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.

### ***Article length/word count***

Articles should be between 6000 to 9000 words in length. This includes all text, such as the structured abstract, references, text in tables, and figures and appendices.

### ***Article title***

Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations.

### ***Structured abstract***

All submissions must include a structured abstract, following the format outlined below in single column. These four sub-headings and their accompanying explanations must always be included:

- Purpose
- Design/methodology/approach
- Findings
- Originality

The following three sub-headings are optional

- Research limitations/ Future research directions
- Theoretical and Policy implications
- Social implications

**The maximum length of your abstract should be 250 words in total**, including keywords and article classification.

### ***Keywords***

Immediately after the abstract, provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of').

### ***JEL Classification***

The author should classify the subject matter of the article according to the code of The Journal of Economic Literature (JEL).

### ***Headings***

Headings must be concise, with a clear indication of the required hierarchy.

Three categories of heading are defined: Heading 1 (Bold, Left and 12pt), Heading 2 (Left and 12pt) and Heading 3 (Italic, Left and 12pt). Keep 1.0 line space before the paragraph for each level of headings.

### ***Notes/endnotes***

Notes or endnotes should only be used if absolutely necessary. They should be identified in the text

by consecutive numbers enclosed in square brackets.

### **Formulas**

Formulas are to be formatted in Times New Roman, 10 pt, center-aligned and numbered.

e.g.,  $Y = Mx + C$  (1)

### **Tables and figures**

Tables and figures must be center aligned. Place figures and tables as close as possible to the first reference to them in the manuscript. Figures and tables must be numbered using uppercase roman numerals. Figure captions must be center aligned, 10pt, bold and placed below the figure. Table captions must be center aligned, 10pt, bold and placed above the table. The source should be placed right below the figure or the table, 09pt and italic. Graphics should be in full color.

### **Citations and References**

Citations and references should comply with the APA 7th format. Footnotes and endnotes should not be used for citations. URLs for the references should be provided and it is advised to include the DOI of the references wherever possible. The reference list (12pt), placed at the end of the manuscript must be in alphabetical order of authors.

### **Appendices**

Any appendices should present after the list of references. They should be numbered consecutively in Arabic numerals (e.g. Appendix 1, Appendix 2, etc.). All appendices should be referred to in appropriate places in the main text.

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