

GUIDELINES FOR AUTHORS

Please note the following:

- Each paper should include a title page clearly indicating the title of the paper, Author/s name/s and title/s (e.g. Mr., Ms, Dr, Professor); institutional affiliation/s; email address, and telephone number of the author to whom all correspondence should be addressed.
- The abstract should not exceed 350 words and must be structured according to the following - or similar – headings:
 - Purpose and /or objectives
 - Problem investigated
 - Design and/or methodology and/or approach
 - Findings and/or value of the research
 - Conclusion
 - *Key words*

The first page of the paper should indicate the title but no reference to the author.

- The rest of the paper should rhyme with the following outline:
 - Introduction and a theoretical background (preliminary observations)
 - Purpose/problem statement and/or objectives
 - Methodology (the way the study was designed and carried out)
 - Analysis and interpretation of findings (most likely not applicable for a literature research)
 - Generalization from the study focusing on theoretical, practical and policy implications and developments, including recommendations if possible
 - Summary and conclusions
- All papers should be prepared in Microsoft Word, Arial 10 and single line spacing, with the following specifications:
 - No numbering of headings and sub-headings. Instead headings in Arial 12 bold uppercase; subheadings in Arial 12 bold lower title case.
 - Columns and margins: use column, one inch margins (1”) all round: top, bottom, left, and right.
 - Length: preferably not longer than 10 single-spaced pages, including the title, tables, figures, appendices, references, and other illustrative material
 - Table/figures/graphs: to be typed as close as possible to the location where they are cited.
 - Equations: all equations to be placed on separate lines and numbered consecutively, with the equation numbers placed in parentheses (brackets) and aligned against the left margin.

- Titles of organization etc. should be written out first in full and thereafter in acronyms
- Citations according to the Harvard referencing method
- References (in alphabetical order).