Article Title

First Name Last Name[[1]](#footnote-1), First Name Last Name [[2]](#footnote-2), First Name Last Name[[3]](#footnote-3), & First Name Last Name[[4]](#footnote-4)

Abstract

Text of the abstract goes here. The abstract should be between **150** and **250** words. Line spacing for the abstract is **single**.

***Note:*** Separate the keywords with a comma, and initials should not be capital. Keywords can be listed in any order. Write the label “Keywords:” (in italic) one line below the abstract, indented 0.5 inch like a regular paragraph, followed by the keywords in lowercase (but capitalize proper nouns), separated by commas. Do not use a period or other punctuation after the last keyword. If the keywords run onto a second line, the second line is not indented.

***Keywords*:** keyword 1, two-word keyword, keyword, keyword, keyword

1. Introduction

Manuscripts should be checked for content and style (correct spelling, punctuation, and grammar; accuracy and consistency in the citation of figures, tables, and references; stylistic uniformity of entries in the References section; etc.). Line spacing for the body of the paper is double. Space before the paragraph is 0 pt. and space after paragraph is 6 pt. The first line of all the paragraphs should be indented by one tab key (0.5 inch).

**Research Question(s)**

2. Literature Review

Literature review goes here. Direct citations of 40 words and more must be separated into a block quote, without quotation marks:

This is a long direct quote and is indented in all lines. Use single space for direct citations of 40 words or more. (Author, 2020, p. 3)

The review goes under these subheadings.

2.1. This Is Level 2

Insert your new paragraph here.

2.1.1. This is level 3

2.1.1.1. This is level 4

Try to use this level infrequently.

3. Methodology

Here goes the text for your methodology.

4. Results

The purpose of tables and figures in documents is to enhance your the readers’ understanding of the information presented in the document. It is much lucid and efficient if the information is communicated in tables or figures.

Limit the use of borders or lines in a table to those needed for clarity. In general, use a border at the top and bottom of the table, beneath column headings, and above column spanners. You may also use a border to separate a row containing totals or other summary information from other rows in the table.

Do not use vertical borders to separate data and do not use borders around every cell in a table. Use spacing between columns and rows and strict alignment to clarify relations among the elements in a table. Also, **add one blank double-spaced line between the table and any text to improve the visual presentation.** Note that the font size for the content of the tables is 10 Times New Romans. Figures and tables should be left-aligned.

References

Start the references on a new page. List of the references must be placed here. Use a hanging indent for all references, meaning that the first line of each reference is flush left and subsequent lines are indented by 0.5 in. Use the paragraph-formatting function of your word-processing program to automatically apply the hanging indent.

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