Paper Title (24 pt, Bold, Title Case)

Name of 1st Author 1, Name of 2nd Author 2 (16 pt, Bold, Title Case)

1 Designation of 1st Author, Name of Department of 1st Author, Name of Organization of 1st Author

2 Designation of 2nd Author, Name of Department of 2nd Author, Name of Organization of 2nd Author

# Abstract

“Abstract” is a necessary section in a research paper. It may be constructed by gathering main points (summary) from each section of the research paper.

**Keywords:** Keyword 1, Keyword 2, Keyword 3

# Introduction

* Research paper document file must be of .docx (Microsoft Office Word) format.
* Whole file must be editable, there must not be any locked/protected region in the document file.
* Set paper/page size to Letter.
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* Use Arial/Helvetica/Sans-Serif font in the whole document.
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* Document need to be in single column layout.
* Set 0.6 in left and right page margin, and set 0.4 in top margin, and set 0.3 in bottom margin.
* Do not give after or before margins to paragraphs; instead, add empty paragraph between two paragraphs to make them separate.
* No first line indent except numbered or bulleted paragraphs. Set “Before Text Indent” to the size of approx. 3 spaces between text and numbering/bullets for numbered/bulleted paragraphs.
* Set line spacing to “exactly” 15 pt everywhere.
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* A parenthetical “statement” at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical “sentence” is punctuated within the parentheses.) Similarly, whether to put a punctuation mark at within quotes or after closing quote depends on the quote/sentence; if the text is part of a sentence then put the end punctuation mark after closing quotation mark; and if the quoted text is an independent sentence then put punctuation mark inside the quotation marks.
* It is better to write in passive voice; for example, instead of “I observed that ... “, use “It is observed that ... “.
* Before submitting your research paper, please get it proof-read, by a person having good command over the language used, for spelling and grammatical mistakes, and proper punctuation marks.
* Paragraph(s) of Conclusion is not necessary, however it is preferred. It should not replicate the content of Abstract in the Conclusion section.

# Prepare Your Paper Before Styling

* Before you begin to format your paper, first write and save the content as a separate text file.
* Use Caps+Ctrl+V or “keep text only” to paste text without the original format.
* Keep your text and graphic files separate until the text has been formatted and styled.
* There should not be 2 or more spaces or blank lines consecutively in the document.
* Do not use hard tabs; use indentation.
* Finally, complete content and organizational editing before formatting.
* The main text should be around 2000 words, excluding appendices and references.

# Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract.

# Headings

* Headings to be formatted with same font family and font size as normal text.
* Use Title Case.
* Only apply bold style to the headings; no underline, no italic.
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* Set “Keep with next paragraph” checkbox checked in the paragraph’s settings/options for all the headings, to avoid heading in one page and its content on the next page.
* Do not add colon at the end of the headings.

# Figures and Tables

* Add captions/headings for figures and table using their “caption” option/setting.
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* Do not apply background color(s) to cells/rows/columns of tables.
* Center align figures, tables and captions.
* It would be better to give numbers to figures and tables.
* Use Title Case for the captions.
* Set height and width of the cells in tables to minimum required. Tables should be “fit to content”.
* It would be better to provide caption above the figures and tables rather than below them.
* Instead of using short text like “Fig. 1”, use full text like “Figure 1” in captions.
* If figures or images are smaller than half the width of the page then multiple consecutive figures and images may be put in one line. Use table to add multiple figures or images in one line/row.
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* Specify height and width in the same original proportions for images - they shouldn’t be stretched or squeezed disproportionally. And images need to be clear with fine resolution.
* Add blank paragraphs above and below the figures and tables.

Table 1: Table Type Styles

|  | Column Heading 1 | Column Heading 2 | Column Heading 3 |
| --- | --- | --- | --- |
| Row Heading 1 | 184 | 456 | 323 |
| Row Heading 2 | 290 | 234 | 523 |
| Row Heading 3 | 427 | 149 | 785 |
| Total | 901 | 839 | 1631 |

The above data is pictured in the next graph.

Figure 1: Temperature After Each Pass

# Authors’ Biography

Short biography of each author may be included, with no photographs, after main content of the research paper and before references. The biography may only include details related to current position/designation of the authors. No personal detail can be included in biography.

# References

## References within Main Content of the Research Paper

* Enclose the citation number in square brackets, for example: [1].
* Where appropriate, include the names of authors and publication year of the referenced research paper or book, enclosed within round bracket; e.g.: (Rupert Wesley, 2017)
* The reference numbers need to be within same referenced text sentence; i.e., the reference numbers must be before full stop mark of the sentence.
* Multiple reference numbers can be provided in one square bracket: [1, 2]. Add a comma and a space between each reference numbers.
* When referring to a reference, if you want to use its reference number then, do not use “Ref. [3]” or “reference [3]”; only write reference number like this: “[3]”.
* Do not use reference citations as nouns of a sentence; e.g., not “as the author explains in [1]”, specify “as Rupert Wesley (2017) explains”.
* If there are more than one author, write only one author’s name, and use “et al.” for other authors; e.g., (Rupert Wesley, et al., 2017).
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## References in the Reference List at the End of the Research Paper

* Reference’ details may be added in foot-note (at the end of the page on which reference is mentioned) or in end-note (at the end of the research paper). Either use foot-note or end-not, do not mix. Use end-note if any of the references is referred in more than one paragraphs. End-note is most preferred for list of references.
* Use “1.” numbering format.
* Do not format any part of the reference with italic style.
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  2. Roger R. Federer, Leonardo W. DiCaprio
  3. Roger F., Leonardo D.
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