* Use Book Antiqua, single spacing, 2.0 cm margin on all sides throughout the manuscript.
* Texts are font size 10.
* Ensure that author names and affiliations are removed from the manuscript file to maintain anonymity during the review.
* Maximum of 20 pages only.
* Remove this textbox after reading this note.
* Remove all text highlighted in yellow.

**Title of the Study (Book Antiqua, 16, Centered, Bold)**

* In writing your title, be concise and descriptive. Avoid using abbreviations or jargons not widely known. Avoid being too narrow in scope. Make your title relatable to both local and international readers.

**Abstract.**

A concise and factual abstract is required. The abstract should briefly state the research problem/gap, research objectives, methodology, principal results, and the number of values and major conclusions. An abstract is often presented separately from the manuscript; hence, it must be able to stand alone, preferably typed in one paragraph, and should not exceed 300 words. Immediately after the abstract, a maximum of 5 keywords should be provided indicating the scope of the paper. They should be arranged in alphabetical order.

**Keywords:** Keyword one; Keyword two; Keyword three (maximum of 5 keywords)

**1.0 Introduction (First Level Heading, Book Antiqua, 12, Bold)**

Clearly explain the research topic and its significance. Make it compelling and capture the reader’s interest.The introduction should provide a clear statement of the problem and sufficient background information to contextualize the work.

Cite relevant studies to justify the research problem, especially on the existence of a gap in the literature. Include recent literature, preferably research articles (2019- present).

All citations in the text should refer to (1) a single author: the author’s name (without initials, unless there is ambiguity) and the year of publication; (2) two authors: both authors’ names and the year of publication; (3) Three or more authors: first author’s name followed by “*et al.*” and the year of publication. Multiple references should be cited in chronological order.

Citations may be made parenthetically or narratively as in these examples: “*as demonstrated* (Allan and Jones, 1995); Kramer *et al.* (2000) *have recently shown ...*”.

Ideas should be well-structured and transition smoothly.

The purpose statement and significance should be written in the last part of this section.

Do not add subsections. The RRL should be integrated into the discussion before presenting the research gap.

**2.0 Methodology (First Level Heading, Book Antiqua, 12, Bold)**

This section should be concise but provide sufficient detail to allow the work to be repeated by others. However, only truly new procedures should be described in detail; previously published procedures should be cited, and important modifications of published procedures should be mentioned briefly.

You may organize this section following the structure below but may not be applicable to all discipline. Be free to organize this section according to what is suitable to your study

**2.1 Research Design (Second Level Heading, Book Antiqua, 10, Bold)**

Describe the specific research design (example: phenomenological research design, experimental research design, etc.). Explain the rationale for selecting the research design to answer the research question.

**2.2 Participants and Sampling Technique (If Applicable only, remove if not)**

Description of the population, actual sample size, and sampling technique (random, purposive, etc.). Explain the inclusion and exclusion criteria.

**2.3 Research Instrument (If Applicable only, remove if not)**

Describe the type of research instrument (e.i., researcher-made, adopted, adapted, modified, etc.). Cite sources of test items or questions. Describe the validity and reliability. Mention pilot testing (if applicable).

**2.4 Data Gathering Procedure**

Explain how the research data was collected, the duration, medium (face-to-face, online, hybrid).

If applicable, also include interventions, pre-tests, post-tests, control/treatment groups, and measurement tools.

**2.5 Data Analysis Procedure**

Mention how quantitative and/or qualitative data were analyzed. Discuss, whichever is applicable, the validity, reliability, and trustworthiness.

**2.6 Ethical Considerations**

Discuss how participant protection, informed consent, data confidentiality, etc was ensured.

**3.0 Results and Discussion (First Level Heading, Book Antiqua, 12, Bold)**

Results should be presented logically in the text, tables, graphs, and figures; repetitive presentation of the same data in different forms should be avoided. The discussion of results should provide descriptions and explanations of observed phenomena, trends, optimized values, and other information that illustrate how these results relate to those obtained in similar previous works. Results and discussion are not separated, meaning, each result must be followed directly by its corresponding discussion.

Use subheadings to divide the different parts (i.e., demographic data, descriptive results, inferential results, etc.)

**3.1 Subheading 1 (Second Level Heading, Book Antiqua, 10, Bold)**

Tables should be referenced in the text using the term "Table" The tables incorporated must adhere to the following specifications: they should be formatted with a font size of 8, centered, and created using the Microsoft Word table editor. Tables presented in the text mustn't be included as images; instead, they should be generated using the designated word processing software. The table title should be placed above the actual table. See the sample below for the table presentation.

**Table 1.** *Frequency and percentage distribution of respondents in terms of sex* ***(Book Antiqua, 8)***

|  |  |  |
| --- | --- | --- |
| **Sex** | **Frequency** | **Percentage (%)** |
| Male | 31 | 17.60 |
| Female | 145 | 82.40 |
| **Total** | **176** | **100.0** |

**For statistical results:**

1. **Italics**: italicize all the statistical letters (e.g., M, SD, p, t, r, etc.) but not Greek letters
2. **Decimal places**: round everything to 2 decimals except p-values which are rounded to 3 decimals
3. **Leading zero**: no leading zeros for p-values, correlation, eta-squared, and betas, but leading zeros for everything else
4. **p-values**: report exact p-values, and if values are less than .001 we report it as *p* < .001.
5. **Parenthesis**: we cannot put a parenthesis inside a parenthesis; in those cases, put a bracket inside a parenthesis (e.g., here’s a parentheses with [something] in brackets)
6. ***N*** (populations or the full study sample) or ***n*** (samples, or a sub-sample within a study)
7. **Blanks and F**: to aid readability, there is no space between the statistcal test and the parentheses for the degrees of freedom, but for the F-statistic there is a space between the two degrees of freedom, such as *F*(2, 126)

Figures should be referenced in the text using the term "Figure". The figure title should be placed below the actual figure. See the sample below for the figure presentation.



**Figure 1.** *The figure caption should be placed below the figure* ***(Book Antiqua, 8)***

***Third Level Heading* (Third Level Heading, Book Antiqua, 10, Bold, Italic)**

School leaders recognize that ...............

**Fourth level heading.** Teachers were..  **(Fourth Level Heading, Book Antiqua, 10, Bold)**

**4.0 Conclusion**

Do not merely summarize or repeat the results or discussion but present a summary only of the important contributions of the study. Discuss the its implication to practice, policy, education, research, etc. Future related works may also be cited.

**5.0 References**

1. Minimum of 15 references. Minimum of 10 recent research articles (at least 5 years from the current year)
2. Every reference cited in the text should also present in the reference list.
3. Include only in the reference list those authors cited in the IMRAD format.
4. Gray literature, unpublished works, or references that are not accessible should not be cited.
5. The list of references should be arranged alphabetically by the author’s name.
6. More than one reference from the same author(s) in the same year must be identified by the letters “a”, “b”, “c”, etc., placed after the year of publication.
7. The manuscript should be carefully checked to ensure that the spelling of the author’s names and dates are the same in the text as in the reference list.
8. Use the complete DOI link with "https", not just DOI: XXX
9. Use tinyurl.com to shorten long links.
10. Use URL or links directly to online reference if DOI is not available.
11. Ensure correct capitalization, punctuation, etc.
12. Indicate all authors. Do not use the "et al"
	* + *Reference to a journal publication:* Andreff, W., & Staudohar, P. (2000). The evolving European model of professional sports finance. Journal of Sports Economics, 1(3), 257–276. https://doi.org./10.1177/152700250000100304
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**Example:**

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