GUIDELINES FOR FULL PAPER SUBMISSION

Manuscripts must be sent in MS Word (Doc/Docx) format.

The full paper should not exceed 15 pages (B5 size) including references and appendices.

Formatting Criteria	Guidelines
Page Size	B5
Margins	Top, bottom and right – 1" Left – 1.25"
Font	Cambria 11 (Headings -12; Tables & Figures 10)
Section headings (up to three levels)	1. **BOLD, CAP ONLY, FONT SIZE 12, LEFT ALIGNED** 1.1. ***Bold, Italic, Initial Cap Only, Font Size 11**, Left Aligned* 1.1.1. *Italic, Initial Cap Only, Font Size 10, Left Aligned*
Paragraph Text	After 6pt, Single lines spacing, justified
Tables	Center aligned, Heading: above the table, table Source: Below the table, font size 10, Cambria font type
Figures	Center aligned, Heading: below the figure, font size 10, Cambria font type
Referencing	Follow APA Style in both in-text and end-text citation End text citations (After 6pt, Single lines spacing, left aligned, Alphabetical order, No numbers please (1,2,3), Hanging indent, Cambria Font, 11 size

A CONCISE AND INFORMATIVE TITLE, CENTERED WITH ALL WORDS CAPITALIZED, BOLD PHASE, 12 FONT SIZE, CAMBRIA FONT

Author name without Title like Dr., Prof. etc. 1 (Font-12, Bold)

Affiliation with Institute Name, University, City, Country, Email ID (Font-12, Italic)

Author name without Title like Dr., Prof. etc. 2 (Font-12, Bold)

Affiliation with Institute Name, University, City, Country, Email ID (Font-12, Italic)

Author name without Title like Dr., Prof. etc. 3 (Font-12, Bold)

Affiliation with Institute Name, University, City, Country, Email ID (Font-12, Italic)

ABSTRACT

Please adhere to the formatting and layout which have been set up in this template. Indent 0.4" from both left and right sides. Keep single line spacing after 6pt. Font type is Cambria. Font size is 11. Insert an abstract of 200-250 including keywords here. Please adhere to the formatting and layout which have been set up in this template. Indent 0.4" from both left and right. Keep single line spacing after 6pt. Font type is Cambria. Font size is 11. Insert an abstract of 200- 250 words here. Please adhere to the formatting and layout which have been set up in this template. Indent 0.4" from both left and right sides. Keep single line spacing after 6pt. Font type is Cambria. Font size is 11. Insert an abstract of 200-250 including keywords here. Please adhere to the formatting and layout which have been set up in this template. Indent 0.4" from both left and right sides. Keep single line spacing after 6pt. Font type is Cambria. Font size is 11. Insert an abstract of 200-250 including keywords here. Please adhere to the formatting and layout which have been set up in this template. Indent 0.4" from both left and right sides. Keep single line spacing after 6pt. Font type is Cambria. Font size is 11. Insert an abstract of 200-250 including keywords here.

Keywords: axxxxxxxx, byyyyyyyyy, dzzzzzzzzz, saaaaaaaaa (Maximum Five Key Words in alphabetical order)

1. **INTRODUCTION**
   Background, Research Problem, Purpose/Aims/Objectives of the study, Significance

2. **LITERATURE REVIEW**
   Critical Review of the literature which paves the way to build the present argument while addressing the gaps in the literature

3. **METHODOLOGY/METHODS**
   A description of research Philosophy/Approach, Strategy, Research Context, Sample selection, Data collection methods

4. **DATA ANALYSIS & RESULTS**
   An explanation of data analysis techniques and results while connecting to objectives/research questions

5. **DISCUSSION OF THE FINDINGS**
   A meaningful discussion on the findings of the study by comparing and contrasting the findings with the previous research findings that enable the researcher to locate the present research in the

6. **CONCLUSION & CONTRIBUTIONS**
   Summary of the main findings, novel contributions of the study (theoretical, contextual, methodological), implications to the practitioners (if any)

   ACKNOWLEDGEMENTS (HEADING WITHOUT NUMBER)
   Any acknowledgments authors wish to make should be included in a separate headed section at the end of the manuscript but before the list of references.

   REFERENCES (HEADING WITHOUT NUMBER)

TABLES FIGURES, & EQUATION SAMPLES

Figures should be labeled with "Figure" and tables with "Table" and should be numbered sequentially, for example, Figure 1, Figure 2 and so on (refer to table 1 and figure 1). The figure numbers and titles should be placed below the figures, and the table numbers and titles should be placed on top of the tables. Table captions should be centered above. Avoid placing figures and tables before their first mention in thetext.

Table 1: ICMM Guidelines

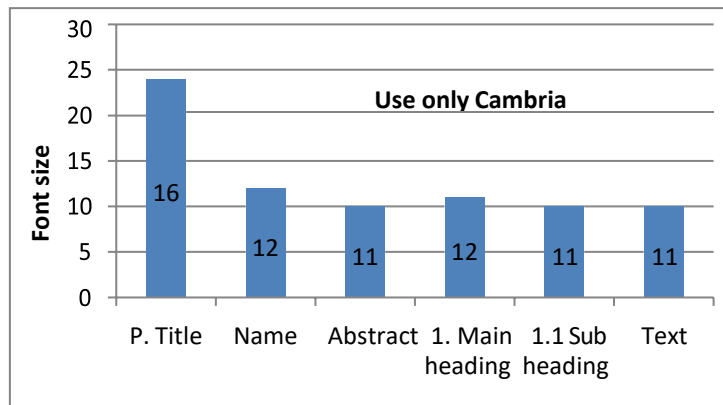| Section	Letter style	Font
Sample Table	Cambria	10

Figure1: Details of figures font size 10

ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text; Like, Organizational Citizenship Behaviour (OCB). Do not use abbreviations in the title and abstract unless they are unavoidable.

EQUATIONS

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1).

$$a + b = c \tag{1}$$