

General Instructions

- ❖ Manuscripts should not exceed 20 pages and must conform to the style of the Publication Manual of the American Psychological Association (APA 6th edition)
- ❖ The name(s), affiliation(s), and phone, fax, e-mail addresses), permanent and postal address and a brief biography of the author(s) should appear on cover page.
- ❖ An Abstract of 150 to 200 words should be submitted with the manuscript.
- ❖ The authors are requested to check the article thoroughly with spellings, figures, and illustrations, etc., before sending for publication. Incomplete articles will not be entertained.
- ❖ The research papers are accepted for publication on the understanding that they have not been published earlier and are not being considered for publication elsewhere.
- ❖ Research papers/articles should be an original piece, including methodology, contents, data analysis and interpretation.
- ❖ Add something new to the existing stock of knowledge.
- ❖ The maximum number of authors for an article should not be more than three.
- ❖ Authors should be clearly specified as
 - main/corresponding author
 - co-author, and/or
 - Supporting author.

Formatting

- ❖ Margins: One inch on all sides except left side with 1.5 inch.
- ❖ Font size and Type: 12-pt Time New Roman.
- ❖ Line Spacing: Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figures.
- ❖ Spacing after Punctuation: Space once after commas, colon, and semicolons within sentences. Insert two spaces after full stop or any other punctuation mark.
- ❖ Alignment: Justified
- ❖ Paragraph Indentation: 5-7 spaces.
- ❖ Pagination: The page number appears one inch from the right edge of the paper on the first line of every page.
- ❖ Running Head: The running head is a short title that appears at the top of the pages of a paper or published article. The running head is typed flush left at the top of all pages. The running head should not exceed 50 characters, including punctuation and spacing.
- ❖ Referencing: Sources cited appear in parentheses after each reference (direct or otherwise), giving author's name (unless mentioned in text), year of publication, and page number(s) in the case of direct quotes. Enclose quotes of 40 or fewer words in double quotation marks in the text; indent quotes longer than 40 words in block format; page numbers must be given. List all sources alphabetically at the end of the manuscript under the heading References using APA style.
- ❖ Footnotes are not allowed, and the use of endnotes is discouraged; however, necessary brief explanatory notes, numbered consecutively and marked in the text with superscript numeral may appear before the References under the heading Notes; citations in notes follow the same format.
- ❖ Graphics: Mathematical symbols should be clearly marked. Number the tables and figures with Arabic numerals. Prepare tables using tabs without vertical lines; provide figures, charts, and diagrams in camera-ready form.
- ❖ The soft copy of the article complete in all respect and all correspondence regarding contribution to the Journal and other information should be email: jecce@aiou.edu.pk.

Section of Research Article

Research articles should present innovative research that clearly addresses selected hypothesis or question. A research article should be divided into the following sections:

- Title Page
- Introduction
- Literature Review
- Methodology
- Results and Discussion
- Conclusions
- Acknowledgment (if any)
- References