

## **INSTRUCTION FOR AUTHORS**

### **PAGE FORMATTING:**

- 1) The top, bottom and right margins should be “1” (one inch).and left margin should be “2” (two inches).
- 2) Double-space after every line in the title, headings, footnotes, quotations, references, and figure captions. The entire manuscript should be double spaced except in tables or figure.
- 3) No extra space between paragraphs or sections
- 4) First line of each paragraph is indented ½-inch (except for (a) the abstract, (b) block quotations, (c) titles and headings, (d) table titles and notes, and (e) figure captions).
- 5) Arabic page numbers (i.e. 1, 2, 3) should begin on title page, top-right.
- 6) A running head top-left on every page (omitting the words “Running head” on 2nd and subsequent pages).
- 7) Font size should be 12-point, Times New Roman.

### **RUNNING HEAD:**

- 1) The running head is an abbreviated title that is printed at the top of the pages of a manuscript or published article to identify the article for readers.
- 2) The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words.
- 3) It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages.

### **TITLE PAGE:**

- 1) The title page includes five elements: title, running head, author byline, institutional affiliation, and author note.
- 2) Full title of manuscript should be written in upper- and lowercase, preferably, no more than 12 words and should be double-spaced if the title is longer than 1 line and centered, in the upper half of the page.
- 3) Authors’ names should appear in order of their contribution to the manuscript.
- 4) Identify the title page with the page number.

### **ABSTRACT:**

- 1) Immediately after the title page and should be numbered as page 2.
- 2) Abstract heading (with no bold) centered at the top of page (format is double-spaced with 0 space before and after paragraph).
- 3) Abstracts should be between 200 to 300 words.
- 4) Running head (but the phrase “Running head:” should not appear after the title page).
- 5) Paragraph text on the line below the title should have no indentation

### **TEXT:**

- 1) Start on a separate page, numbered page 3.
- 2) Commas should be used between words in a series of three or more items. For example, use commas to separate the following spies: James, Jason and Gadget.
- 3) Make sure to put a comma before the word “and” or the word “or” when connecting three or more words/phrases.

## **HEADINGS:**

APA uses five levels of headings, each with its own particular formatting style.

<b>APA Level of Heading</b>	<b>Format</b>
1	Centered, Bold, Uppercase and Lowercase Your paragraph text begins a double-spaced line below the heading (also double-spaced with 0 spacing before and after), with ½-inch indentation at the start of each paragraph. Note: Headings for Title, Abstract, and References are not in bold but otherwise follow Level 1 format.
2	Flush Left, Bold, Uppercase and Lowercase Your paragraph text begins a double-spaced line below the heading, with ½-inch indentation at the start of each paragraph.
3	Indented, bold, lowercase, and ending with a period. Your paragraph text begins two spaces after the period at the end of the heading.
4	Indented, bold, italicized, lowercase, and ending with a period. Your paragraph text begins two spaces after the period at the end of the heading.
5	Indented, italicized, lowercase, and ending with a period. Your paragraph text begins two spaces after the period at the end of the heading.

## **REFERENCEPAGE:**

- 1) References (start on a separate page)
- 2) The reference page should consist of all the sources referred to throughout the document.
- 3) APA style uses the author-date format for citing references, which distinguishes it from other editorial styles used in the humanities or other disciplines outside the scientific community.
- 4) References should be listed alphabetically by the author's last name followed by the publication date, title of the article and publication information, in that particular order.
- 5) Hanging indents should be applied to the second line of all references.
- 6) The most common types of sources cited in the reference section include dissertations, books, and chapters of books, podcasts, book reviews, journal articles or conference proceedings.

## **APPENDICES:**

Appendices (start each on a separate page).

For queries and papers for publication, please contact:

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