

KASBIT Research Conference (KRC)

PAGE FORMATTING:

- The top, bottom, left, and right margins should be 1” (one inch).
- Double-space after every line in the title, headings, footnotes, quotations, references, and figure captions. The entire manuscript should be double spaced.
- 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).
- A running head top-left on every page (omitting the words “Running head” on 2nd and subsequent pages).
- Font size should be 12-point, Times New Roman.

RUNNING HEAD:

- 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.
- The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words.

TITLE PAGE:

- The title page includes five elements: title, running head, author byline, institutional affiliation, and author note.
- 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.

ABSTRACT:

- Immediately after the title page and should be numbered as page 2.
- Abstract heading (with no bold) centered at the top of page.
- Abstracts should be between 150 and 250 words.

TEXT:

- Text (start on a separate page, numbered page 3).
- Take care that proper punctuation is followed throughout the text.

HEADINGS:

- Authors are requested to follow APA Heading style.

REFERENCE PAGE:

- References (start on a separate page)
- The reference page should consist of all the sources referred to throughout the document.

APPENDICES:

- Appendices (start each on a separate page).