

# FORMATTING GUIDELINES FOR RESEARCH PAPERS

The guidelines will help the researcher deliver quality research work in the academic community. Corresponding authors of the research study are advised to properly subject their paper to plagiarism detection, grammar checking software or expert, and readability prior to submission since research value begins with the writer. They should apply the corrections indicated and append the first and final reports.

## **General Guidelines on Manuscript Preparation**

- The author/s must observe the following:

### **Fonts**

- Times New Roman, 12 font size all throughout the manuscript; 9 - 12 font size for tables
- Italics for foreign words, including scientific names
- Bold-Uppercase for heads
- Boldface, Capitalize Each Word except for "of", "the", and the like for side-heads
- Indentation
- All paragraphs must be properly indented by 0.5 inch

### **Margin**

- 1.25 inches for the left side and 1 inch for the remaining sides
- Right margin must be justified.

### **Pagination**

- Number serially all pages, including tables, appendices, and references.
- Page must be at the lower right portion of the paper
- First page should be numbered using roman numeral

### **Paper size**

- 8.5 x 11 inch

### **Spacing**

- Double space all-throughout the paper except for the format in approval sheet, table of contents, tables and figures.
- Double-space in between paragraphs and subsequent side-heads Table and figure headings
- No color fill
- Table head should be in sentence case.

# New Dir Oral Literature Cb

**Raffaela Di Napoli**



**New Dir Oral Literature Cb:**

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