Author Guidelines – Quick Checklist

Before submitting your manuscript, please ensure the following:

General
- ☐ Manuscript is **original** and not submitted elsewhere.
- ☐ File format is **MS Word (.docx)**.
- ☐ Word count is **2,000–4,000 words** (including references).

Formatting
- ☐ Font: **Times New Roman, 12pt**, 1.5 line spacing, justified.
- ☐ Title page includes **title, author(s), affiliation, email, ORCID**.
- ☐ Abstract (150–250 words) and **4–6 keywords** are provided.
- ☐ Headings are consistent (Heading 1, Heading 2, etc.).

Tables & Figures
- ☐ All tables and figures are **numbered, titled, and cited** in text.
- ☐ Images are high resolution (**300 dpi**).
- ☐ Sources acknowledged if not original.

References
- ☐ In-text citations match the reference list.
- ☑ References follow the **APA style 7th edition** consistently.

Ethics
- ☐ Manuscript checked for **plagiarism (<10-15 %)**.
- ☐ All ethical approvals (if applicable) are mentioned.

Review & Fees
- ☐ Ready for **double-blind peer review** (author details removed from main file).
- ☐ No fees charge **Article Processing (APC)** or Submission of Article.

Submission
- ☐ Manuscript submitted via the **online system / email**.

☐ **Tip for Authors:** Always keep a copy of your manuscript and supplementary files (figures, data, and appendices).