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**Abstract :**

Authors must supply a structured abstract in their submission, includes the following elements::

* Purpose (mandatory)
* Design/methodology/approach (mandatory)
* Findings (mandatory)
* Research limitations/implications (if applicable)
* Practical implications (if applicable)
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* Originality/value (mandatory)

Authors should avoid the use of personal pronouns within the structured abstract and body of the paper (e.g. "this paper investigates..." is correct, "I investigate..." is incorrect).

**Keywords**: Alphabetically sorted; Capitalized first word; From a to z; Maximum 8 keywords; Sentence case; Separate by colon (,) between keyword.

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Maximum is 250 words in total (including keywords and manuscript classification).

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The number of pages is not less than **10** pages and the maximum is **25** pages, the paper size is **17x24** cm (no need to change it as this Word file is preset).

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**1. Introduction**

First of all, explanation of the topic in the light of the current literature should be made in clear, and precise terms as if the reader is completely ignorant of the subject. In this section, establishment of a warm rapport between the reader, and the manuscript is aimed. Updated, and robust information should be presented in the ‘Introduction’ section.

After the introduction author (s) is/are free to formulate the headings according to his topic), but must include - in a clear and detailed manner - the following:

**Theoretical framework** or **Theoretical background** or **Literature review**:

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**Tables & Figures**

Table 1: Tille of the table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Variables | Unstand Coefficients | | Stand Coefficients | T | *Sign* |
| B | Str. error | B  - |
| Constant | 5,13 | 0,471 | 11,45 | 0,02 |
| Independent variable | 0,501 | 0,123 | 0,75 | 4,21 | 0,01 |

\*\* Values are statistically significant at an alpha level of 0.01

Source : Prepared by the researcher, based on SPSS V.23 output

**or** Source : Achouri, 2019 **or** Achouri (2019, p. 10)

Figure 1: Tille of the figure

Source: Author’s own work **or** Author Surname, 2019 **or** Author Surname (2019, p. 7)

If you are using Word, use Microsoft Equation Editor or MathType, the equations are numbered sequentially from (1), (2), and so on. Each emerging equation must be accompanied by a sentence indicating the equation.

Example: ...... appears in equation (1)

** (1)

**4. Conclusion**

The Conclusion section presents the outcome of the work by interpreting the findings at a higher level of abstraction than the Discussion and by relating these findings to the motivation stated in the Introduction.

Considers the main conclusions and deductions of the previous section that answer the question in the introduction, followed by the proposals made through the field study, The conclusion of the manuscript includes the theoretical and practical limits of the research (self-criticism: reflect author future research intentions).

**Acknowledgements** (if any)

This section is optional. Provide acknowledgements accordingly. List here those individuals or institutions who provided help during the research (e.g., providing grants, language help, writing assistance or proof reading the manuscript, etc.).

**References**

References are written using the APA format system. It is advisable to use software applications to manage references and bibliographies, (eg Mendeley, Zotero, RefWorks) or paid apps (for example: Endnote, Reference Manager). This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.

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The reference is done without any kind of numbering. The reference composition used shall consist of a minimum of 80% of the primary reference (journal, proceedings) and a maximum of 20% of the secondary references (textbooks) published in the last 10 years. Each manuscript submitted must have at least ten (10) references. All data presented or quoted in manuscripts taken from other authors' articles should attach reference sources.

You should cite publications in the text, for more, please see:

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At the end of the paper a reference list in alphabetical order should be supplied.

Failure to adhere to the writing requirements of the references will result in the manuscript being rejected and will not be entered into the double-blind peer review process.

**Appendices** (if any)

(e.g., "**Appendix A**," "**Appendix B**")

**Points of Style**

Technical details

* Use only the Word format (.doc);
* Do not use tabs, section endings, headers, or footers;
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* If there are notes, insert it in footnotes .

Subsections

A manuscript may be divided into sections, subsections, and sub-subsections, using Arabic numerals. Only the initial word and proper names should be capitalized.

*Example*

1. Management and financial supervision

1.1 Introduction

1.1.1 Work division

Lists

Hyphenated lists: use hyphens followed by a space. Separate each item with a semi-colon, adding ‘and’ after the last semi-colon and ending the last item with a full stop.

*Example*

Certain rights are specifically designed for the protection of HR:

* The right to non-discrimination;
* The right to promotion;
* The right to training and development.

Abbreviations

Abbreviations that are in common use (UN, EC, EU, US, UK) need not be given in full on first use. Other abbreviations should be spelt out on first use with the abbreviation given immediately following in parentheses, e.g. ‘World Health Organization (WHO)’. In future references use

the abbreviation. Acronyms and lettered abbreviations will be rendered with no stops.

Numbers

Numerals will be written out up to and including ten; 11 and above will be given in figures. If numerals up to ten and numerals above ten are included within the same sentence, all should be written out for consistency’s sake. Numerals are always used to indicate percentages. Percentages should be given using %.

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