

Formatting Specifications

1. Please **read these guidelines carefully**, all formatting specifications are explained in this document, **so you can** prepare your manuscripts accordingly. Failure to comply with these guidelines **may result** your manuscript **not being published**.
2. Please use **Microsoft Word** to create your manuscript. If you use any other word processor, please **make sure to format all requirements as outlined below**.
3. All papers are assumed to be **original and not under consideration for publication** elsewhere.
4. The paper must be written in the **third person** and in **English**. Authors should use straightforward declarative sentences, making every effort to help readers understand the concepts presented. Please **explain any acronyms or abbreviations** clearly. All papers must be copy edited and must be **free of grammatical and spelling errors**.
5. Papers **may be structured** as follows: **abstract** (max 250 words in full paper, followed by max **6 keywords**); **introduction**; **literature review**; **methods**; **findings**; **conclusions**, **implications**, and **further research**; and **references**.
6. Full paper should be **no more than 17 pages** (including reference list and acknowledgements and appendices if applicable).
7. Please use **US letter** size (8.5in x 11in = 21.59cm x 27.94cm) paper, **NOT** an A4 size.
8. Please use **APA (6th edition)** style for **in-text citations**, **tables** (if any), **figures** (if any), and **reference list** (**do not take italics into consideration**).

9. Examples of references:

i. Journal article, one author (include Digital Object Identifier [DOI] at end of citation if one is assigned).

Fisher, J. C. (1993). A framework for describing developmental change among older adults. *Adult Education Quarterly*, 3, 76-89.

ii. Book, revised edition

Knowles, M. S. (1980). *The modern practice of adult education: From pedagogy to andragogy* (Rev. ed.). Chicago, IL: Follett.

iii. Edited book

Galbraith, M. W. (Ed.). (2004). *Adult learning methods*. Malabar, FL: Krieger.

iv. Reference to article or chapter in an edited book

Lawson, K. H. (1991). Philosophical foundations. In J. M. Peters, P. Jarvis, & Associates (Eds.), *Adult education: Evolution and achievements in a developing field of study* (pp. 282-300). San Francisco, CA: Jossey-Bass.

v. Reference to issue in New Directions series

Sissel, P. A. (Ed.). (1996). A community-based approach to literacy programs: Taking learners lives into account. *New Directions for Adult and Continuing Education*, no. 70. San Francisco, CA: Jossey-Bass.

vi. Reference to chapter in one of the New Directions book

Ng, J. (2007). Campus politics and the challenges of international education in an urban community college district. In E. J. Valeau & R. L. Raby (Eds.), *International reform efforts and challenges in community colleges* (pp. 83-88). *New Directions for Community Colleges*, no. 138. San Francisco, CA: Jossey-Bass.

vii. Dissertation obtained from a university, or abstracted in *Dissertation Abstracts International*. (Example: Order # is AAT3052640).

Davis, M., III. (2002). The effects of socioeconomic status, gender, and age on reported performance in the contemporary social roles of parent, spouse/parent, and worker. *Dissertation Abstracts International: Section A. Humanities and Social Sciences*, 63(5), 1667. If retrieved from a database, include Accession or Order number.

viii. Report of a private organization or corporate author

Kennesaw State University. (2006). Student survey on internationalization. In C. L. Olson, M. F. Green, & B. A. Hill (Eds.), *A handbook for advancing comprehensive internationalization: What institutions can do and what students should learn* (pp. 137-140). Washington, DC: American Council on Education.

ix. Paper presented at a conference

Cameron, C., Rockhill, K., & Wright, J. (1978, October). Certification: An examination of the issues by and for adult educators. Paper presented at annual meeting of the Commission of Professors of Adult Education, San Antonio, Texas.

x. Paper presented at a conference, published in the proceedings

James, W. B., Witte, J. E., Abney, H. M., Jr., Kirkman, M. S., Dye, L., Hargiss, K., & Wall, N. (1996). Revision and validation of Havighurst's social role research. In H. Reno & M. M. Witte (Eds.), *37th Annual Adult Education Research Conference proceedings* (pp. 351-356). Tampa, FL: University of South Florida, Adult and Vocational Education.

xi. Entire website example:

DealOz is a great site for rare and out-of-print books (<http://dealoz.com>)

xii. Website with no author:

Two International Adult and Continuing Education Hall of Fame Inductions in 2008. (2008). Retrieved from <http://www.halloffame.outreach.ou.edu>

Website with no page numbers: you can include any of the following in the text to cite the quotation (from p. 120 of the Publication Manual): 1. A paragraph number, if provided; otherwise count paragraphs down from the beginning of the document. 2. Obvious heading plus the paragraph number within that section.

Website with no date and no author, text citation would include first couple words from title and "n.d." for no date (e.g., para. 5, "Style List," n.d.)

xiii. Personal communication—referenced ONLY in text not in reference list.

10. The rest of the formatting steps below will help you format your paper according to our formatting requirements.

Title of the Paper

John Doe¹, Name of Second Author², and Name of Third Author³

¹The College of Hospitality and Technology Leadership
University of South Florida, United State
²Name of the College
Name of the University, Country

Abstract

Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract. Abstract abstract abstract abstract abstract abstract.

Keywords: keyword, keyword, keyword

Introduction

Introduction introduction introduction introduction. Introduction introduction introduction introduction (APA, 2015). Introduction introduction introduction introduction. Introduction introduction introduction introduction. Introduction introduction (APA, 2015).

According to APA (2015), Introduction introduction. Introduction introduction introduction introduction. Introduction introduction introduction introduction. Introduction introduction introduction introduction. Introduction introduction introduction introduction. Introduction introduction introduction introduction. Introduction introduction introduction introduction.

Literature Review

Literature review literature review literature review literature review. Literature review literature review literature review literature review. Literature review literature review literature review literature review. Literature review literature review literature review literature review.

APA (2015) claimed literature review literature review literature review literature review. Literature review literature review literature review literature review. Literature review literature review literature review literature review. Literature review literature review literature review literature review.

Methodology

Sample, data collection, data source, empirical model will be discussed.

Comment [CM1]: Please select the “Title of Paper” in Home/Styles menu

Comment [CM2]: Please use “Superscript numbers” in Home/Styles. If all authors are from the same colleges and universities, please do not use it..

Comment [CM3]: Please select the “Author Name(s)” in Home/Styles menu

Comment [CM4]: Please use “Superscript numbers” in Home/Styles menu to specify each author’s college or faculty

Comment [CM5]: Please include only college or faculty name(s), DO NOT include department name(s)

Comment [CM6]: After typed your university/organization, please highlight college and university/organization and select the “Affiliation” in Home/Styles menu

Comment [CM7]: Please select the “Heading-2” in Home/Styles menu

Comment [CM8]: Max. 250 words; Please select the “Paragraph” in Home/Styles menu.

Comment [CM9]: Please type as one word

Comment [CM10]: Please use comma (,) between the keywords

Comment [CM11]: Please use maximum 6 keywords which are NOT included in your title

Comment [CM12]: Please select the “Heading-2” in Home/Styles menu

Comment [CM13]: Please select the “Paragraph” in Home/Styles menu for any paragraph.

Comment [CM14]: Please select the “Paragraph” in Home/Styles menu for any paragraph

Comment [CM15]: Please select the “Heading-2” in Home/Styles menu

Comment [CM16]: Please select the “Heading-2” in Home/Styles menu

Comment [CM17]: Please select the “Paragraph” in Home/Styles menu for any paragraph

Comment [CM18]: Please select the “Heading-2” in Home/Styles menu

Comment [CM19]: Please write at least one paragraph between two titles.

Sample

Sample sample sample sample sample. Sample sample sample sample sample. Sample sample sample sample sample. Sample sample sample sample sample. Sample sample sample sample sample. Sample sample sample sample sample. Sample sample sample sample sample. Sample sample sample sample sample.

Comment [CM20]: Please select the "Heading-3" in Home/Styles menu

Data Collection

Data collection data collection. Data collection data collection. Data collection data collection. Data collection data collection. Data collection data collection. Data collection data collection. Data collection data collection (APA, 2015).

Comment [CM21]: Please select the "Heading-3" in Home/Styles menu; Capitalize Each Word except for prepositions, conjunctions, articles, and words less than 4 letters

Data Source

Data source data source data source data source. *Data source* data source data source data source. Data source data source data source data source. Data source data source data source data source. Data source data source data source data source.

Comment [CM22]: Please select the "Heading-4" in Home/Styles menu; Capitalize Each Word except for prepositions, conjunctions, articles, and words less than 4 letters

Empirical Model

Empirical model empirical model. Empirical model empirical model. Empirical model empirical model. Empirical model empirical model. Empirical model empirical model. Empirical model empirical model.

$E = mc^2$

(1)

Comment [CM23]: 12-point line spacing after

$A = P + Prt$

(2)

Comment [CM24]: Push it to the end with tab key

Comment [CM25]: Space before and after + sign

Empirical model empirical model. Empirical model empirical model. Empirical model empirical model. Empirical model empirical model.

Findings

Findings findings findings findings. Findings findings findings findings. Findings findings findings findings. Findings findings findings findings. Findings findings findings findings. Findings findings findings findings.

Table X. Title of the Table

Variable	Time 1	Time 2
	<i>n</i>	<i>SD</i>
Table content (10-point)	365	3.45
Table content (Times new roman)	24	0.45

Comment [CM26]: Capitalize Each Word except for prepositions, conjunctions, articles, and words less than 4 letters

Please select the "Table-Heading" than highlight only "Table X." and select the "Bold" in home/Styles" menu.

Source: *If applicable.*

Comment [CM27]: You can select "Bold" or "Italicize"

Comment [CM28]:

Comment [CM29]: You can select "Table-10-point" or "Table 8-point" in Home/Styles menu

Findings findings findings findings. Findings findings findings findings. Findings findings findings findings. Findings findings findings findings. Findings findings findings findings. Findings findings findings findings.

Comment [CM30]: Please select the "Source-Table" than highlight only "Source" and select the "Bold" in home/Styles" menu.



Association of North America Higher Education International

Source: *If applicable*

Figure X. ANAHEI, a non-profit organization

Comment [CM31]: Please select the “**Source-Figure**” than highlight only “Source” and select the “**Bold**” in home/Styles” menu.

Conclusions

Conclusions conclusions conclusions. Conclusions conclusions onclusions. Conclusions conclusions conclusions. Conclusions conclusions conclusions.

Comment [CM32]: Explanation of the figure should be sentence case; all figure titles go to at the bottom of the figure

Please select the “**Figure-Explanation**” than highlight only “**Figure X.**” and select the “**Bold**” in home/Styles” menu.

Itemized Lists:

- **First item.**
- Another item.
- Last Item.

Comment [CM33]: Please highlight the list and select “**Itemized List**” for your itemized list(s) in Home/Styles menu

Conclusions conclusions conclusions. Conclusions conclusions conclusions. Conclusions conclusions conclusions.

References

Author. A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Journal, volume number (issue number), pages.

Cobanoglu, C., & Cobanoglu, N. (2003). The effect of incentives in web surveys: application and ethical considerations. *International Journal of Market Research*, 45(4), 475-488.

Comment [CM34]: APA 6th edition format; Please **do not take “italics” into consideration** and select “**References**” in the home/Styles menu

Acknowledgements

You may enter any acknowledgements here if applicable.

Appendices

You may enter any appendices here if applicable.

Comment [CM35]: Should be in order appeared in to the text.

Maximum 17-single pages including reference list and acknowledgements and appendices if applicable.