South East Asian Association for Institutional Research (SEAAIR)

Guidelines To Submit Full Paper

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Guidelines to Submit Full Paper

1. Manuscripts should be single-spaced throughout. The orientation of the pages is to be Portrait only.

2. Manuscripts should have a 2.5 cm (1 inch) margin on each side of the page.

3. Headings should be in Times New Roman 12-point bold.

4. The text should be Times New Roman 11 points. The text should be left aligned. Italics may be used to emphasize any points the authors wish to. Please do not use underlines.

5. The full paper manuscripts should be no longer than 5000 words (or 10 pages to 12, whichever comes first), inclusive of abstract, graphs, tables, and references. Papers with more than 12 pages will be subjected to revisions and re-submission.

6. The manuscript should incorporate every table and figure where appropriate and display where it is supposed to be displayed "as is" at the place and position the author wants it to be displayed in the main body of the paper itself.

7. Tables and figures should be in word processing format, void of colors or fancy formats.

8. The manuscript should be structured in the following order:
   a. Title of the Paper – *The title of the paper should be in Times New Roman 14 pt., Bold, where the first letter of each main word is capitalized.*
   b. Author and Contact details - *Contact details should include affiliation and email in italics.*
   c. Abstract - *Abstracts are required for all papers. It should be approximately 250 words.*
   d. Keywords - *Three to five keywords should be included for indexing purposes.*
   e. Body of the article - *In the text of the article, page numbering must start from the beginning of the text, at the bottom center of each page. It should include the introduction or the rationale for the study, a statement of the problem, a framework of the study, methodology, results, conclusions, and recommendations. From this point on, no other details should be included,*

like the name of the authors, title of the paper, etc.
     f.   References – Use the American Psychological Association (APA) style (newest edition).
     g.   Acknowledgment – Due to the lack of spaces, avoid using acknowledgment unless needed.

Document History

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