

Title of the Manuscript (Times New Roman 14)

Author's Full Name (Times New Roman 12)

Affiliation (Times New Roman 10)

Abstract (Times New Roman 12)

Write your abstract here. Use just one non-indented paragraph. Use double spacing throughout the paper. Avoid the use of abbreviations in your main headings, abstract, and keywords. The abstract should include, among other essential things, the main question, main aim, the significance of the study in addition to stating the research method used. Then some briefings should be stated on the main findings of the research and finally that the study concludes with some recommendations for further use. All such points should be stated in a very concise and summarized language. **(Words limit -150-250)**. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords: First keyword, second keyword, third keyword, fourth keyword, fifth keyword (Times New Roman 12. Keywords should be arranged in alphabetical order and written in lower case)

Introduction

Use Times New Roman 12 points in the whole text. Indent paragraphs by five spaces. The introduction should move from a general to a specific background through which you should present the research problem and the rationale of choosing such a problem, i.e. providing the background and setting the context. State the significance of the study by introducing the specific context and explaining why the topic is important. Conclude your introduction by presenting its research questions and the underlying research objectives.

Literature Review

Use this Style for Level Two Headings (TNR12)

Use this Style for Level Three Headings (TNR12)

Do not use numbers or alphabets to organize your headings and sub-headings (A. Introduction, 1. Introduction). Use APA style throughout the paper. Avoid footnotes in your manuscript. Use numerals and include your footnotes as endnotes in the endnotes section.

If the quotation is more than 40 words, it should be separated from the surrounding text and have a .5 indent set from the left margin. Provide citation information. The text after the block quotation begins on its own line, with no indentation. If the quotation is not more than 40 words, it should not be block quotations. (author, date, p. page number)

Use theoretical framework(s) relevant to your study and review related literature of more recent studies. Define key concepts and support your arguments with quotes. The literature review is not just a description of previous studies It is a summary and a synthesis through which you compare and contrast different views, studies, and approaches to identify the literary gap existing in the literature related to your subject.

Method

In this section, describe in detail how you conducted the study. Provide a complete and concise description of the methods and methodologies used in data collection so that you can confirm the validity and reliability of your research findings to the readers as well as allow experts to replicate the work. Methods, which have already been published, should be referenced. It is important to divide the method section into sub-sections where you can describe the participants, the instruments, and the research procedures.

Participants

In this sub-heading, you have to describe the sample who participated in your study and the setting where the research took place. You should also present some details on how the sample was selected, its size, number, and relevant demographic characteristics. You can use tables if it is needed.

Instruments

Describing the instruments used in data collection is also relevant and important. The description should be accompanied by identifying the purpose of selecting these research tools. Provide enough details of the instruments and if they are used by other scholars, you should give an account of their validity and reliability. You should also describe the time used in the experiments, the type, and the number of the items. You should also explain how you have built your research instruments in case you have developed a test, an interview, or a questionnaire.

Procedures

In this section, try to describe in detail how the study was conducted. It is an important section for studies that are based on experiments. You can even provide a timetable for the different steps and stages of the research.

Results

In this section, you should present the findings of the study objectively by inserting numbers, tables, and figures. In the discussion section, you can restate your hypotheses and answer your research questions. As an author of the paper, you should guide your reader through the analysis and avoid including a detailed description of narration or more details about tables and figures. Try to give a general description since the information found in the table can give the reader an idea.

To organize your tables, each table should have a number and a title. Make sure the table titles are specific and clear. Limit the tables to the essential ones. Tables should be numbered with sequential Arabic figures: Table 1, Table 2, and so on. Do not number your tables with references to chapter number or with letters (i.e. Table 2.4). Your figures or tables should fit within your paper's margins. Any fonts used within your number should be between eight and fourteen points. The title should be flush left, in italics, title case, and not bolded, underlined, or in quotation marks. It should appear directly above your table. Tables that are too long or too wide for a single page may be typed in a smaller font or you could place them as appendix A, B, etc. and refer to them in the text.

Discussion

In this section, you should discuss, explain, and interpret your findings. You should show the significance of the study and its importance. It is preferable to give a combination of your findings and support them with previous studies and scholars' views and arguments which you have already included and mentioned in your literature review section. If your findings are different from your hypotheses, you have to explain the reasons. You should avoid inserting quotes in this section.

In this section, you may also interpret your findings by acknowledging the limitations of the study. You can also return to explain the research problem. You can also show the importance of your study and how it contributed to the understanding of the research problem and filling the research gap. In your interpretation, you need to engage your reader to think critically about the research problem and your findings.

Conclusion

This section presents the main conclusions that you set from your study. In this sense, you should not repeat the findings or their discussion, but you should draw conclusions based on these

findings. This section is an important part of your research since it gives the reader an idea about the practical implications, and provides him with a roadmap for future research on the subject.

Endnotes

Use TNR10. APA does not recommend the use of footnotes. However, if explanatory notes still prove necessary to your paper, please place all footnotes on the last page before the references section. **But not in the footer.**

1. Insert your endnotes here.
2. Number your endnotes.
3. Use a few endnotes.

References (TNR12)

An example of the references list is provided in the journal submission guidelines. Note that the references should be entered in **hanging style**; that is, the first line of the entry should be left-justified, with the following lines indented **five spaces**.

Order: Entries should be arranged in alphabetical order by authors' **last names**. Sources without authors are arranged **alphabetically by title within the same** list. Ignore the words A, An, and The when ordering by title.

(A sample of a paper in a journal)

Foucault, M. (1986). Of Other Spaces. *Diacritics*, 16(1), 22-27.

(A sample for a translated book)

Lefebvre, H. (1991). *The Production of Space* (D. N. Smith. Trans.).USA: Basil Blackwell Publishing.

(A sample for a book)

Lefever, A. (2003). *Translation, History, Culture* (2nd ed.). London: Routledge.

(A sample for a book chapter)

Mammers, M. (2011). Risk Management in Localization. In K. J. Dunne, & E. S. Dunne (eds.), *Translation and Localization Project Management: The Art of the Possible* (pp. 211-232). John Benjamins Publishing Company.

Appendices (TNR12)

Place your appendices after the references section. Include an informative title for each appendix. An appendix may contain tables, figures, or texts. Use alphabets to organize your appendices and refer to them in the text like the following example shows:

Appendices

Appendix A: Students' Questionnaire