

### 3.1 General Rules for Text

Please use the following rules for the entire text, including abstract, keywords, headings, and references.

Font: Times New Roman; Size: 10 pt.

Paragraph Spacing: Above paragraph — 0 pt.; below paragraph — 4 pt.

Line Spacing: fixed, 12 pt.

Heading 1: Times New Roman; 10 pt.; Bold; for example, **1. First-level Heading**

Heading 2: Times New Roman; 10 pt.; Italic; for example, *1.1 Second-level Heading*

Heading 3: Times New Roman; 10 pt.; for example, 1.1.1 Third-level Heading

### 3.2 Abstract

A concise and factual abstract is required. It should be between 150 and 250 words. The abstract should state briefly the purpose of the research, the principal results, and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. References should therefore be avoided, but, if essential, they must be cited in full in the abstract without relying on the reference list.

### 3.3 Keywords

Immediately after the abstract, provide 3-10 keywords in alphabetical order, avoiding general and plural terms and multiple concepts (e.g., “and,” “of”). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. Listing your keywords will help researchers find your work in databases.

### 3.4 Subdivision of the Article

Divide your article into clearly defined and numbered sections (e.g., 1., 2., 3., etc.). Subsections should be numbered 1.1, 1.2, etc., and sub-subsections should be numbered 1.1.1, 1.1.2, etc. Note that the abstract is not included in section numbering. Use this numbering also for internal cross-referencing: do not just refer to “the text.” Any subsection, ideally, should not be more than 600 words. Authors are urged to write as concisely as possible but not at the expense of clarity.

### 3.5 Tables

Number tables consecutively in accordance with their appearance in the text. Place a table’s caption above the table’s body and its description below the body. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

## 4. References

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. They may provide key background information, support or dispute your thesis, or offer critical definitions and data. Citation of an article implies that you have personally read the cited work. In addition to crediting the ideas of others that you used to build your thesis, provide documentation for all facts and figures that are not considered common knowledge.

### 4.1 Citations in the Text

Each reference cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text. However, two kinds of material are cited only in the text: references to classical works such as the Bible and the Qur’an, whose sections are standardized across editions, and references to personal communication. References in a meta-analysis are not cited in-text unless they are also mentioned in the text.