

FORMAT - BOOK CHAPTER

I. MANUSCRIPT STRUCTURE

Title
Author (s)
E-mail (corresponding author)

Abstract

- Abstract length: Limited to 250 words

Keyword (s): maximum five (5) words

Main Text

- All headings and subheadings are to be in bold and consistent throughout the manuscript.

References

- Writing and referencing style: American Psychological Association (APA) - <https://owl.english.purdue.edu/owl/resource/560/01/>
- Footnotes (instead of endnotes) are to be used

Figure (s) & Table (s)

- Tables and figures are to be completed with titles, sources and notes, and to be explicitly mentioned in the text (e.g., Table 3.3 indicates...)
- Table/Figure colour: Black and white & Table/Figure format: Modifiable format

II. GENERAL FORMAT

- Manuscript length: 7000 words (maximum) – inclusive of abstract, keywords, main text and references.
- Deadline of submission for a book chapter publication: **29th September 2017**
- Font size: 12, Font type: Times New Roman, Spacing: 1.5 space (Before & After: 0 pt), Margins: 1 inch right, left, top and bottom.
- Paragraphs are not to be indented; a line is to be left between paragraphs
- Manuscript is needed in WORD FORMAT (docx).
- Abbreviations and acronyms are to be used sparingly (terms such as higher education, higher education institution, and Ministry of Higher Education are not to be abbreviated).
- First usage of the term: Term to be written in full with the abbreviation/acronym in parenthesis;
- Subsequent usage of the term: Abbreviated version to be used consistently.
- A brief biography (containing designation, affiliation, and expertise in the subject matter [i.e., published works in the field]) of each individual author is to be provided.
- All manuscripts will be internally peer-reviewed.
- All manuscripts must be professionally proof-read.
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