In preparing a well-structured research paper, adherence to specific formatting guidelines enhances readability, professionalism, and consistency. This guide outlines essential elements for constructing a manuscript, from title page requirements to section-by-section formatting instructions.

**1. Title of the Research Paper**

* Concise, reflecting the study's scope
* **Title:** Use Times New Roman, 24 pt, Bold, Title Case. Avoid using symbols or special characters.
* **Authors:** Provide the full name of each author in Times New Roman, 16 pt, Bold.
* **Designation, Department, and Organization:** Format using Times New Roman, 12 pt, Bold.

**2. General Formatting Guidelines**

* **Document Format:** Submit your paper in .docx format or Latex, ensuring the required header and footer are included.
* **Page Size and Layout:** A4, single-column.
* **Font and Alignment:** Times New Roman, 12 pt for main text, justified alignment.
* **Spacing:** Line spacing of 1.15 throughout the document, with a single blank line between paragraphs and no paragraph indent.

**3. Headings and Subheadings**

* **Main Headings:** 12 pt, Bold, Title Case.
* **Subheadings:** 12 pt, Bold.
* Avoid using italics or underlining for any headings.

**4. Figures and Tables**

* **Placement:** Integrate within the text at relevant points, not at the end.
* **Captions:** Center-aligned, 12 pt, Title Case.
* **Font in Tables:** Set 10 pt font size for the table's content.
* **Backgrounds:** Avoid color backgrounds in tables.
* Figures and tables should be self-explanatory, with captions placed directly below figures and above tables. Ensure high-quality, high-resolution visuals.

**5. Units and Equations**

* **Units:** Use SI units, with a space between the number and the unit (e.g., “20 cm”).
* **Equations:** Center-align and number consecutively. Use an equation editor if possible. Refer to equations only by their number in the text, unless starting a sentence.

**6. Vancouver Citation Style and References**

* Follow the Vancouver citation style with numerical citations in the text.
* List references at the end, in numerical order, including all necessary details.
* Ensure references are reliable, relevant, and current.

**7. Manuscript Sections**

7.1. **Abstract**: Provide a succinct summary of the main points and findings of your research. No references are typically included in this section.

**7.2. Keywords:** List key terms that represent the core topics of your research. These are used for indexing and searching purposes.

**7.3. Introduction:** Introduce the research topic, outline the problem, and state the objectives or hypotheses. Briefly mention the relevance of your study and any key literature that supports your research focus. References should be numbered sequentially as they appear.

**7.4. Background**: Discuss the existing research and literature related to your topic. This section provides a detailed literature review and should reference all sources using Vancouver style, citing them numerically in the order they appear.

**7.5. Insights and Applications :** This new section should offer the author's own insights, propose troubleshooting guidelines based on the research findings, or suggest practical applications. Reference any external sources or previous studies discussed in this section numerically.

**7.6. Figures and Tables:** All graphical data (figures) and summarized data (tables) need to be referenced in the text at the point they are discussed. Each should have a caption explaining its content and a citation if derived from another source.

**7.7. Conclusions:** Summarize the outcomes of the research and their implications. Discuss the limitations of the study and suggest areas for future research. All pivotal studies and important literature cited in this concluding discussion must follow the sequential numeric Vancouver style.

**7.8. References:** List all references used in the text in the order they appear. Each reference should be detailed enough to allow the reader to locate the source material. This includes the authors' names, title of the article, title of the journal/book, year of publication, volume number, issue number, and page numbers. For online sources, include the DOI or the URL if no DOI is available.

 **Journal Articles**:  
Author(s). Title of the article. Abbreviated journal name. Year;volume(issue):page numbers.

* Example:
  1. Smith J, Jones M. Studies on the effects of climate change. J Clim Change. 2020;15(4):234-245.

 **Books**:  
Author(s). Title of the book. Edition (if not the first). Place of publication: Publisher; Year of publication.

* Example:  
  2. Brown B. The complexities of environmental policy. 2nd ed. New York: Springer; 2019.

 **Chapters in Books**:  
Chapter author(s). Title of chapter. In: Editor(s), editors. Title of the book. Edition (if not the first). Place of publication: Publisher; Year of publication. Page numbers of the chapter.

* Example:  
  3. Davis R. Urban development challenges. In: Thompson C, editor. Urban planning advances. London: Routledge; 2018. p. 91-104.

 **Online Sources**:  
Author(s). Title of the page. Name of the website. URL (accessed date).

* Example:  
  4. Miller T. Renewable energy sources. Energy Research. https://www.energyresearch.org/renewable-energy. Accessed February 20, 2021.

**8. Submission of Manuscripts**

* Manuscripts must be submitted through the online submission system, ensuring compliance with Vancouver style guidelines.