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**

* **Purpose:** Serves as a succinct summary of the entire paper. It provides readers with a clear overview of the main objectives, methods, results, and conclusions of the research.
* **Details:** Should be concise, typically between 150-300 words, and formatted as a single paragraph. It must give enough information to understand the essence of the research without needing to read the full text.

**7.2. Keywords**

* **Purpose:** These are specific terms that reflect the core content of the paper. Keywords help index the paper in databases, aiding in searchability and indicating the paper's main topics.
* **Details:** Choose 3 to 5 keywords that are highly relevant to the research. They should be capitalized and separated by commas.

**7.3. Introduction**

* **Purpose:** Introduces the background of the research topic, sets up the research question or problem, and states the purpose of the study.
* **Details:** Should clearly state why the research is important, how it fits into the existing body of knowledge, and what the paper seeks to achieve.

**7.4. Research Objectives**

* **Purpose:** Clearly defines the goals or aims of the research. These objectives guide the research methodology and analysis.
* **Details:** Should be specific, measurable, achievable, relevant, and time-bound (SMART). This section lays out what the research specifically intends to find out or accomplish.

**7.5. Conceptual Framework (if applicable)**

* **Purpose:** Provides a theoretical basis for the research, linking theories and concepts that are used to frame the study.
* **Details:** This may include models, theories, or all-encompassing ideas that define the perspective from which the research is conducted.

**7.6. Literature Review**

* **Purpose:** Reviews and synthesizes relevant existing literature on the topic, highlighting gaps that the current research aims to fill.
* **Details:** This section builds the foundation for new research by discussing previous findings and theoretical propositions. It demonstrates the researcher's comprehensive understanding of the field and contextualizes the significance of the new study.

**7.7. Methodology**

* **Purpose:** Describes how the research was conducted, including the design, participants, tools, procedures, and data analysis methods.
* **Details:** Ensures the reproducibility of the research. It should provide enough detail for another researcher to replicate the study.

**7.8. Results**

* **Purpose:** Presents the findings of the research without any interpretation.
* **Details:** Includes data in the form of text, tables, and figures. Results should be clearly stated, showing how they relate to the research objectives.

**7.9. Discussion**

* **Purpose:** Interprets the results, explains their significance, and how they fit into the broader context of the field.
* **Details:** May discuss the implications of the findings, potential limitations of the study, and possible areas for future research.

**7.10. Recommendations (if any)**

* **Purpose:** Suggests possible actions or directions for future research based on the findings.
* **Details:** These should be practical and based directly on the research results and conclusions.

**7.11. Conclusion**

* **Purpose:** Summarizes the implications of the findings, answering the research questions or confirming/rejecting the hypotheses posed in the introduction.
* **Details:** Should tie back to the introduction and offer a clear conclusion based on the results.

**7.12. Acknowledgements (if any)**

* **Purpose:** Provides a space to thank those who contributed to the research but do not qualify for authorship.
* **Details:** This may include acknowledging funding, support, technical help, or intellectual contributions.

**7 .13. References**

* **Purpose:** Lists all sources cited in the paper, allowing readers to verify and consult the cited materials.
* **Details:** Should adhere to the Vancouver citation style, which involves numerical citations within the text and a corresponding numbered list at the end of the document.

 **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.