

**TITLE (TIMES NEW ROMAN, 14, BOLDED, CENTERED, SINGLE SPACING, UPPERCASE)**

**Abstract** (Times New Roman, 12, Single spacing, Indented left and right, Justified)

The abstract should be **no more than 150 words**. All manuscripts/abstracts should clearly address a practical problem (i.e., the problem had some genesis in practice or is a potential/partial solution to a significant challenge). Equally important, submissions must include detailed implications not only for research and theory but also practice. These implications, where applicable, should be logical in terms of the context of practice and detailed enough to guide practitioners to integrate the recommendations into their practice based on their nuanced understanding of the cultures and needs that comprise that practice, and sufficiently evocative to inspire the practitioner to do so. All submissions will be reviewed using a single review form.

**Keywords:** (Times New Roman, 12, Single spacing, Flush Left, Italicized)

*Minimum of four (4) keywords and maximum of six (6) keywords.*

**Introduction**

**Level one headings (Times New Roman, 12, Bolded, Flush Left)**

Kindly prepare your manuscripts in Microsoft Word (**Times New Roman, 12-point font), 1.5 spaced, Justified, 1-inch margins on all sides**). The paper size should be set to A4. Please use **1.5 spacing throughout the contents/body paragraphs**.

**Headings** are following the APA Style Manual (7<sup>th</sup> Edition).

Level one headings (including the title are bolded and centered).

Level two headings are bolded and flush left.

Level three headings are bolded, italicized, and flush left.

Level four headings are indented and bolded.

Level five headings are indented, bolded, and italicized.

**Literature Review**

Submissions must comply with the word limits specified in the guidelines as described in the submission categories (above sections). Submissions exceeding word limits will not be reviewed. Document is saved as a Microsoft Word document (.doc or .docx). Please do not submit PDF documents.

### Methods

Do not include headers and footers in your submission. Authors should include figures and tables within the text where they are intended to appear. All tables and figures must conform to the APA 7<sup>th</sup> format.

### Findings and Discussion

Authors should include figures and tables within the text where they are intended to appear. All tables and figures must conform to the APA 7<sup>th</sup> format.

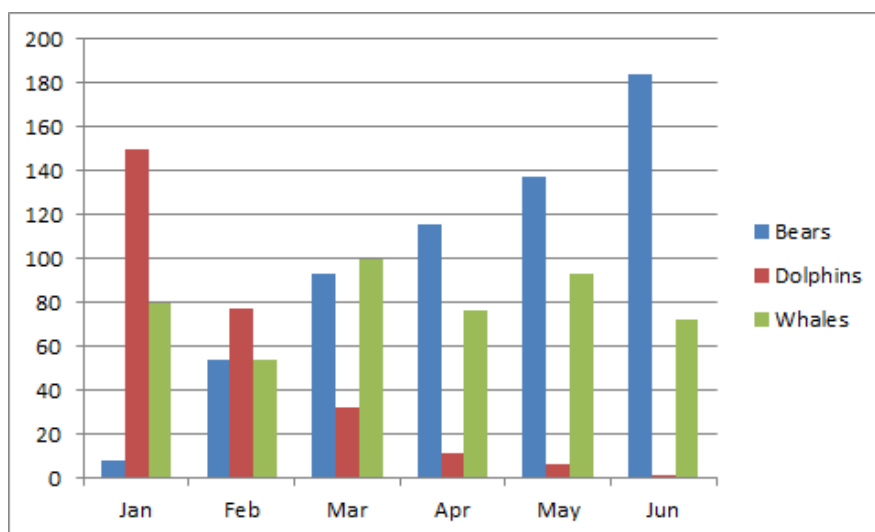
### Tables and Figures

Captions for tables/figures/images should be using Times New Roman 12-point. They should be numbered (e.g., “Table 1” or “Figure 2). Figure’s captions should be centered below the image or picture, and Table’s captions should be centered above the table body. A brief title should be provided, which should be shown at the top of each table (APA format):

**Table 1. Summary of Descriptive analysis  
(Times New Roman, 12, Single Spacing, Bolded, Centered)**

<b>Variable</b>	<b>Mean</b>	<b>SD</b>
Job Crafting	6.15	1.21
Work Engagement	6.44	1.58

Note: SD = Standard deviation (Times New Roman, 10-point font, Single Spacing, Centered)



**Figure 1: Example (Times New Roman, 12-point font,**

**Single Spacing, Bolded, Centered)**

Source: (Times New Roman, 10-point font, Single Spacing, Centered)

**Conclusion and Implications**

Thank you for adhering the required formats in preparing your manuscripts. Your manuscripts shall be sent to at least two reviewers and we shall notify you once we get the feedbacks from our reviewers. Stay tuned!

**References (Centered and bolded)**

Follow formatting and reference style strictly as stated in the APA 7<sup>th</sup>. **(Times New Roman, 12-point font, Single spacing, Hanging Indent, Justified).**