

AJI Style Sheet

Abstract: (approximately 200 words.) This journal will be published online, and also printed by direct photo-offset printing. Please follow these instructions carefully. Use Microsoft Word. Select A4 page size. Select Moderate margins. Top and bottom margins are 25mm. Left and right margins are 20mm. Use Times New Roman fonts throughout the whole paper. For the main text use 12 point font. Use single-line spacing. Do not use automatic formatting styles. Authors should submit both a PDF and an editable version by Email.

Keywords: 4-6 keywords, *italic*, 12 point, one blank line below abstract, indent if keywords exceed one line.

1. General Instructions

(1) Organization

Write clearly and fluently. Organize ideas logically so that it is easy for the reader to understand. Since the AJI Journal is interdisciplinary, don't assume the reader has specialist knowledge.

Format your paper so that it is easy to read. If the reader needs to flip between pages provide page numbers, use numbered section headings, clear figure and table titles, etc.

Authors are responsible for the correct formatting of their manuscripts, and must submit manuscripts for editing and reviewing in the correct style.

If you do not follow the formatting instructions carefully, your page numbering and footnotes will be changed.

Your paper will be edited before publishing to remove spelling mistakes, typos, grammatical and usage errors.

(2) General Formatting

- 1) Use Microsoft Word.
- 2) Use only A4 size paper.
- 3) Select Moderate margins: left and right margins 20 mm; top and bottom margins 25mm.
- 4) Single line spacing for text.
- 5) For two line spaces between sections press the return key twice. Do not use specially formatted section breaks.
- 6) Single column, Justified.
- 7) Maximum number of pages including diagrams and references should be 15 pages, the minimum 12 pages. The title page is a separate, unnumbered page.
- 8) Set Language to English (United States).
- 8) Page numbers are in the center of the bottom margin, i.e. Footer, center.

- 9) Top margin. The header will be used for the journal name when publishing.
- 10) Paragraph line breaks. If using Asian Typography, uncheck the box: 'Allow Latin text to wrap in the middle of a word'

2. General Typing

- 1) For main text use 12 point. For other text follow the detailed instructions below.
- 2) Single column, justified text.
- 3) Spacing. One space after periods, commas, and colons: In lists, use a comma before the conjunction, and.
- 4) An organization's name is spelled out the first time with the acronym or initials in parenthesis. Thereafter use the acronym.
- 5) Underline. Do not use Underline or Bold in the main text.
- 6) Article: "paper" should be changed to "article" for publishing an accepted manuscript.
- 7) Italics:

- (1) Emphasis

This is when, especially in dialog, you want to make sure that *this* word or *these* words are seen as *particularly important*.

Note: Overused, italics quickly lose their force. Seldom should as much as a sentence be italicized for emphasis, and never a whole passage.

- (2) Titles

Set the titles of the following things in italics: books, journals, movies, and paintings. Also “the names of ships and other craft, species names, and legal cases.” For fantasy and science fiction authors, this means that “in world” book titles like *The Book of Common Spells* by Galen Wizardson or *General Principals of Anti-Gravity* by Bert Einstein, Jr. would be set in italics.

- (3) Foreign Words

Italics are used for isolated words and phrases in a foreign language if they are likely to be unfamiliar to readers. If a foreign word becomes familiar through repeated use throughout a work, it need be italicized only on its first occurrence. If it appears only rarely, however, italics may be retained.

3. Manuscript Order and Content

- 1) Title Page (unnumbered page) contains author's name, affiliation and contact Email. This will be removed for a blind review of the paper.
- 2) First page (numbered page 1), contains
 - a) Title only. (No reference to the author for a blind review)
 - b) Abstract
 - c) Keywords
 - d) Text (begins on page 1)
- 3) Conclusions

- 4) Acknowledgements
 - 3) Appendixes (if any)
 - 4) References (single spaced with hanging indent)
 - 5) Tables (include labels, titles, and notes). Clear Mark: "Insert table X# here" in main text"
 - 6) Figures (include labels, titles, and notes). "Insert fig. X# here" in main text"
 - 7) Photos (include labels, titles, and notes). "Insert photo X# here" in main text"
- Note: For publishing, diagrams and figures will be inserted at the space indicated in the main text.

4. Page Layouts

(1) Layout and Fonts for the Title Page (for a submitted manuscript)

1) **Title in Times New Roman,**

18pt, bold centered.
(1 line spacing)

2) Author(s) in Times-Roman, 12pt. The name(s) and affiliation(s) of the author(s) should be numbered in order of appearance.

(1 line spacing)

- 3) Affiliation(s)
- 4) Email address(es)

Note: This page will be removed for a blind review. For an accepted manuscript the author's name, affiliation and contact details will be inserted on page one.

(1) Layout and Fonts for Page 1(for submission)

1) **Title in Times New Roman,**

18pt, bold centered. (No reference to the author(s))
(1 line spacing)

2) **Abstract:** Times New Roman, 12pt, approximately 200 words.

(1 line spacing)

3) **Keywords:** 4-6 Keywords in Times New Roman, *Italic*, 12pt,

(2 blank lines).

4) **Main text begins:** Times New Roman, 12pt, single column, justified.

(2) Layout and Fonts of the Main Text

The text should be placed 2 blank lines below the key words. Left and right margins for the text are equally set at 20 mm. The text must be single spaced with a two-line space between sections. The first line of each paragraph is indented 5 spaces. Use 12point Times-New Roman

font for the text. Use single column, justified text.

(3) Page Numbers

Page numbers should be center-aligned and should appear at the bottom of each page in the footer. Number all pages except the title page.

5. Headings

(1) Main/Section Headings

- 1) Centered
- 2) Capitalize first letter of main words
- 3) 16 point bold
- 4) A space of 2 lines before and one-line space after.
- 5) Numbered followed by a period

(2) Sub-headings for Sections

- 1) Align left
- 2) Capitalize first letter of main words
- 3) 14 point bold
- 4) One line space before and after
- 5) Numbered in parenthesis (2)

(3) Tertiary/Sub-headings for sub-sections

- 1) Align left
- 2) Capitalize first letter of main words
- 3) 12 point
- 4) Numbered with right parenthesis, e.g.: 2)
- 5) No extra spacing before and after tertiary headings.

(4) Other Headings

- a) Align left
- b) 12 point
- c) Lettered with right parenthesis, e.g.: a)
- d) End with period. Start text on same line.
- e) No extra spacing before and after other headings.

6. Numbers and Dates

(1) Numbers

1) General

- 1) For percentages: 20 percent (in tables, use %).
- 2) Large numbers: use commas, e.g., 4,508
- 3) Round numbers: 20 million
- 4) Fractions e.g., a two-thirds majority, two-thirds of those present.
- 5) Decimal fractions: e.g., 3.14, 0.02.
- 6) Numbered items: e.g., chapter 5, part 2, page 35, volume 4.
- 7) Quantities e.g. 9 g, 10 k

2) Spelling out numbers:

- 1) Spell out one through one hundred.
- 2) Spell out numbers when used approximately: "About a hundred soldiers were killed."
- 3) Spell out a number used as the first word of a sentence (Chicago 8.9-10).

3) Numbers in series: This collection contains 7 audio-recordings and 15 video-recordings from twenty-three states and 400 photographs by ten authors.

(2) Dates

- 1) Month day, year: e.g. On April 6, 1966, it rained. (not April 18th).
 - 2) Month and year: e.g., April 1993
 - 3) Centuries and decades: e.g. ninth century, twentieth century; the sixties, the seventies or the 1920s, 1880s. Spell out adjectives: e.g. a twentieth-century school of thought).
- Era Year: A.D. 1800, 75 B.C.

(3) Mathematics

Use special high quality fonts for all mathematical equations in the text. Some equations may be placed off the text as:

$$y = \int_0^t \sin x dx \quad (1)$$

and some appear in the text as $\alpha(x)$. If their quality is not satisfactory, the manuscript may not be accepted. Numbered equations ((1) for example) should be center-aligned. The equation numbers in parentheses should be placed flush right.

7. Figures and Tables

Table 1 Place the caption above the table in 9pt.

Case	Height h (m)	Width w (m)
1	1.45	0.25
2	1.75	0.40
3	1.90	0.65

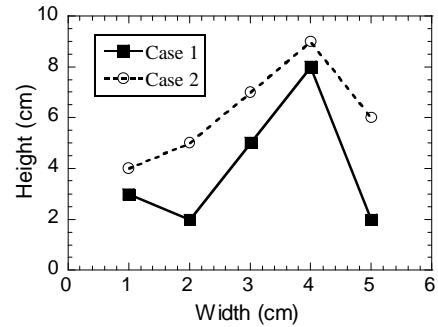


Fig. 1 Place the caption below the figure in 9pt.

(1) Location of Figures, Tables and Photographs

For submission, place figures, including labels, titles, and notes on a separate page at the end of the manuscript, do the same for tables and photographs. Indicate placement in the main text where figures, tables and photographs should be inserted as follows:

Insert Table 1 about here

Ideally they should appear at the upper or lower part of the page where reference is first made to them.

- Figures or tables should occupy the whole width of a column, as shown in Table 1 or Fig.1 in this example, or the whole width over two columns.
- Do not place any text besides figures or tables.
- Insert about one to two lines spacing above the main text.

(2) Fonts and captions

- Do not use too small characters in figures and tables. At least, the letters should be larger than those in the captions (9 pt).
- Captions should be centered, but
- Long captions must be indented like the example of Table 1 above.
- The heading of captions is 9pt bold face.

(3) Colors

You can use color figures in the manuscript.

8. Quotes

- A short direct quote can be included in 'single' quotation marks' within a paragraph.
- A quote of longer than three lines should be indented on both sides and no quotation marks are necessary.

9. Citations

- In-text references should be given in 'author-year' format in parenthesis after the citation in a consistent fashion. The reference follows the closing quote marks but comes before the closing period. ...it was found to be so" (Name Year: Page(s)).
- If there is no date, as in a website homepage mission statement, write (Name, n.d.)
- Use the author's family name or its cultural equivalent.
- For indented long quotations, the citation comes after the closing period of the quote.

9. Footnotes

- In the text, footnote numbers appear in superscript with left parenthesis directly after the referenced item.
- Footnotes appear at the bottom of the page, and are separated from the main text by a line across the column.
- The footnote number is superscript with left parenthesis, and flush-left. There is no period after the number.
- For footnotes, use 9 point Times New Roman.
- Footnotes of more than one line have a hanging indent.

Acknowledgment(s): Acknowledgments should follow 'Conclusions' and its text should be preceded by a bold face heading directly as shown here.

10. References

- Only cited works should appear in the bibliography.
- List by author(s) surname or its cultural equivalent in alphabetical order.
- If listing two or more works by the same author use a 5-dash line instead of the name.
- List works by the same author in order of publication.
- Use a hanging indent.
- Use 12pt font for the list.

- Use a consistent style for order, punctuation, and italics throughout the list.
- The header "References "is in the same style as a section header, but without a number.
- For details of reference styles, see the examples below.

References (Examples)

1. Books and Articles

- Cooper, A. & Dryden, D. T. F. 1984. *European Biophysics J.*, Vol.11, pp.103–109.
- Findlay, Christopher, ed. 2015. *ASEAN and Regional Free Trade Agreements*. New York: Routledge.
- Khan, M. A. 1983. *Islamic Economics: Annotated Source in English and Urdu*. Vol.1. Leicester: Islamic Foundation; Islamabad: Institute of Policy Studies. pp. 22-35.
- 1991. *Islamic Economics: Annotated Source in English and Urdu*. Vol.2. Leicester: Islamic Foundation.
- Koshland, D. E. Jr., Némethy, G. & Filmer, D. 1966. *Biochemistry J.*, Vol.5, pp.365–385.
- al-Omar, F. and M. Abdel-Haq. 1986. *Islamic Banking: Theory, Practice and Challenges*. Karachi: Oxford University Press; London: Zed Books.
- Schafferer, Christian, ed. 2006. *Election Campaigning in East and Southeast Asia: Globalization of Political Marketing*. Hampshire: Ashgate.
- Wallerstein, Immanuel. 1999. *The End of the World as We Know It: Social Science for the Twenty-first Century*. Minneapolis: University of Minnesota Press.

2. Statistics, Reports and Websites

- Iraqi Ministry of Displacement and Migration (MoDM). Unpublished Reports from MoDM, Department of Information, Statistics Section.
- United Nations High Commissioner of Refugees (UNHCR). "2011 UNHCR Country Operations Profile-Iraq Working Environment."
<http://www.unhcr.org/cgi-bin/texis/vix/page?page=49e486426> (accessed on 24th Dec. 2009).

3. Other Sources

Interview with Professor Khurshid Ahmad held at IPS Islamabad, 30-31st January 2009.

Note:

Asian names may be listed according to the customary preferences in the author's given field.