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**Manuscript Preparation Guidelines for Authors of Indian-Pacific Journal of Accounting and Finance (IPJAF) – Arial 16pt**

Author 1[[1]](#footnote-1)\*1, Author 21, Author 31, Author 41, Author 51, and Arial 101, 2

*1 Affiliation 1 (Arial 9)*

*2 Affiliation 2*

**Abstract:** The heading abstract should be typed in bold 11-point Arial. The body of the abstract should be typed in normal 11-point Arial in a single paragraph, immediately following the heading. The text should be set to 1 line spacing. The abstract should be centred across the page, indented 17 mm from the left and right page margins and justified.

**Keywords:** Format, Microsoft Word Template

**JEL Classification:** F23, M11, M14, M16, M19, Q1

**Paper Type:** Research

# INTRODUCTION

To ensure that all articles published in the journal have a uniform appearance, authors must produce a PostScript or PDF document that meets the formatting specifications outlined here. The document will be used for both the hardcopy and electronic versions of the journal.

This document briefly describes and illustrates the IPJAF format. Below we outline the basic specifications, including font sizes, margins, etc. However, the point is to have your articles look similar to the sample, and when in doubt you should use the sample as your guide. Please feel free to contact the editor of IPJAF if you have any questions.

The remainder of this document is organized as follows. Section 2 describes the style and formatting requirements for IPJAF papers. Section 3 describes how to obtain the formatting templates that should simplify following the requirements, and Section 4 describes common formatting errors that should be avoided.

## Style and Format

Papers must be printed in the single column format as shown in the enclosed sample. Margins should be 1 1/4 inch left and right. Headers should be 1/2 inch from top and footer should be 1 inch from bottom of page. Title should start 1 1/2 inches from the top of the page.

## Fonts

You should use Times Roman style fonts. Please be very careful not to use nonstandard or unusual fonts in the paper. Including such fonts will cause problems for many printers.

Headers and Footers should be in 9pt type. The title of the paper should be in 16pt bold type. The abstract title should be in 10pt bold type, and the abstract itself should be in 10pt type. First headings should be in 12 point bold type and second headings should be in 11 point bold type. The text and body of the paper should be in 11 point type.

## Title and Authors

The title appears near the top of the first page, centered. Authors' names should appear in designated areas below the title of the paper in ten point bold type. Authors' affiliations should be in italics, and their electronic addresses should be in small capitals (see sample article).

## Abstract

The abstract appears at the beginning of the paper, indented 1/4 of an inch from the left and right margins. The title ``Abstract'' should appear in bold face 11 point type, centered above the body of the abstract. The abstract body should be in 10 point type.

## Headings and Sections

When necessary, headings should be used to separate major sections of your paper. First-level headings should be in 12 point bold type and second-level headings should be in 11 point bold type. Do not skip a line between paragraphs. Third-level headings should also be in 11 point bold type. All headings should be capitalized. After a heading, the first sentence should not be indented.

References to sections (as well as figures, tables, theorems and so on), should be capitalized, as in ``In Section 4, we show that...''.

### 1.5.1 Appendices

Appendices, if included, follow the acknowledgments. Each appendix should be lettered, e.g., ``Appendix A''. If online appendices are submitted, they should not be included in the final manuscript (see below), although they may be referred to in the manuscript. They will be published online in separate files. The online appendices should be numbered and referred to as Online Appendix 1, Online Appendix 2, etc.

### 1.5.2 Acknowledgements

The acknowledgments section, if included, appears after the main body of the text and is headed ``Acknowledgments.'' The section should not be numbered. This section includes acknowledgments of help from associates and colleagues, financial support, and permission to publish.

### 1.5.3 Figures and Tables

Figures and tables should be inserted in proper places throughout the text. Do not group them together at the beginning of a page, nor at the bottom of the paper. Number figures sequentially, e.g., Figure 1, and so on.

*The figure or table number and the caption should appear under the illustration.* Leave a margin of one-quarter inch around the area covered by the figure and caption. Captions, labels, and other text in illustrations must be at least nine-point type.

At present, some types of illustrations in your manuscript may cause problems for some printers/previewers. Although this is gradually becoming less of an issue, we encourage authors to use ``reliable'' programs for producing figures. Before your paper can be accepted, we must verify that all your figures print successfully on our printers and may be viewed with Adobe Acrobat Reader or Ghostview.

Table 1. Note well that IPJAF expects table captions above the table. 9pt font.

|  |  |  |
| --- | --- | --- |
| **Category** | **Details** | **Description** |
| A | Name | Name As recorded in source documentation Gender Male/Female Age Reported age at time of conviction Role Account |
| B | Gender | Name As recorded in source documentation Gender Male/Female Age Reported age at time of conviction Role Account |
| C | Age | Name As recorded in source documentation Gender Male/Female Age Reported age at time of conviction Role Account |

## Headers and Footers

The first page of your article should include the journal name, volume number, year and page numbers in the upper left corner. The editor will let you know the volume number, year, pages, submission date and publication date.

On the even numbered pages, the header of the page should be the authors' names. On the odd pages, starting with page 3, the header should be the title of the paper (shortened if necessary, as in the sample).

### 1.6.1 Page Numbering and Publication Date

Upon completion of your article and final approval of the editor, you will be assigned a page number that should be the first page of your article. You should number the remainder of your article accordingly. Page numbers should appear at the bottom of the page in the center. You will also be assigned a volume number and publication date that you will use in the header.

Tip for Microsoft Word users: To start your page numbering at, say, 50, go to Insert / Page Numbers / Format / Start at: 50.

### 1.6.2 Footnotes

We encourage authors to use footnotes sparingly, especially since they may be difficult to read online. Footnotes should be numbered sequentially and should appear at the bottom of the page, as shown below.[[2]](#footnote-2)

## References

The reference section should be labeled ``References'' and should appear at the end of the paper in natbib format. A sample list of references is given in Appendix A.

# FORMATTING TEMPLATES

To ready your work for publication, please typeset it using this template.

# AVOIDING COMMON ERRORS

As we do the final editing passes on IPJAF papers, we find a fairly consistent set of problems repeated over and over. Here's a list of them. IPJAF won't enforce conformity with these rules, but it would certainly please the editors if you followed them.

## Dashes

Dashes should be used--with care--to set off interjections in a sentence. They should be long and there should not be spaces between them and the preceding and following words.

## Lower case names

The names of fields, algorithms, methods, etc., should be in lower case: cognitive science, reinforcement learning, principal components analysis. Exceptions are when they are in names of organizational entities, like Cognitive Science Department, or when they include proper names, such as Markov decision processes or Gaussian densities, or Bayes' rule.

## Latin abbrevs.

Scientists seem to like to use the Latin abbreviations i.e. and e.g. First, I'd like to encourage you to try to do without them. If you can't, then use the English equivalents (``that is'' instead of i.e. and ``for example'' instead of e.g.) If you really love the Latin (then you're a Latin lover?) you should at least do it right. There should be a period after each letter (because they're abbreviations), and there should be a comma after the expression.

## Equation numbers

Only number equations that are actually referred to later in the text.

## Citations

Citations are not nouns. It is not correct to say ``Using the method of (Smith, 1999), we ...'' Instead, say ``Using the method of Smith (1999), we ...'' or ``Using the method of partial discombobulation (Smith, 1999), we ....''. See the section on references (Section 2.7) for more details on correct and incorrect citation forms.

## Punctuate math

Sentences with mathematical statements in them are still sentences, subject to the usual rules of grammar and punctuation. As Knuth et al.,(1989) say,[[3]](#footnote-3) you should test this by reading out your paper with things like ``snort'' and ``grunt'' substituted in for the mathematics and listening to see whether it's grammatically correct.

Never put a footnote directly after a mathematical expression; it is too easily confused with an exponent.

## Don't start a section with a subsection

A section heading should never immediately follow another section heading without intervening text. So don't do this:

5. Experimental Results

5.1 Results on a Simulated Domain

Instead, do this:

5. Experimental Results

In this section, we first describe blah, blah, blah...

5.1 Results on a Simulated Domain

# ACKNOWLEDGEMENTS

Who helped, funded, etc.

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*Copyright Act* 1994. (2011, October 7). Retrieved from http://www.legislation.govt.my

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# APPENDIX 1: REFERENCE EXAMPLES

Any appendix comes before the references. The following formatting examples are intended to be illustrative, not exhaustive. If you are uncertain about the proper format for a reference, please contact the IPJAF editors.

* 1. Book

Airey, D. (2014). Logo design love: A guide to creating iconic brand identities. Berkeley, CA: New Riders.

Collins, C., & Jackson, S. (Eds.). (2010). *Sport in Aotearoa/New Zealand society.* South Melbourne, Australia: Thomson.

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* 1. Periodical

Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport, 13*(6), 578-583.

Crooks, C., Ameratunga, R., Brewerton, M., Torok, M., Buetow, S., Brothers, S., Jorgensen, P. (2010). Adverse reactions to food in New Zealand children aged 0-5 years. *New Zealand Medical Journal, 123*(1327). Retrieved from http://www.nzma.org.nz/journal/123-1327/4469/

* 1. Internet Sources

Pet therapy. (n.d.). Retrieved from htttp://www.holisticonline.com/stress/stress\_pet-therapy.htm

SPCA New Zealand. (2012). Your dog may be dying from the heat [Press release]. Retrieved from http://www.rnzspca.org.nz/news/press-releases/360-your-dog-may-be-dying-from-the-heat

* 1. Information Sources

Act (statute / legislation)

*Copyright Act* 1994. (2011, October 7). Retrieved from http://www.legislation.govt.my

Blog post

Liz and Ellory. (2011, January 19). The day of dread(s) [Web log post]. Retrieved from http://www.travelblog.org/Oceania/Australia/Victoria/Melbourne/St-Kilda/blog-669396.html

Brochure / Pamphlet (no author)

*Ageing well: How to be the best you can be* [Brochure]. (2009). Wellington, New Zealand: Ministry of Health.

Conference Paper

Williams, J., &Seary, K. (2010). Bridging the divide: Scaffolding the learning experiences of the mature age student. In J. Terrell (Ed.), *Making the Links: Learning, teaching, and high-quality student outcomes*. Proceedings of the 9th Conference of the New Zealand Association of Bridging Educators (p. 104-116). Wellington, New Zealand.

DVD / Video / Motion Picture (including Clickview&Youtube)

Gardiner, A., Curtis, C., & Michael, E. (Producers), & Waititi, T. (Director). (2010). *Boy, Welcome to my interesting world* [DVD]. New Zealand: Transmission.

Magazine

Ng, A. (2011, October-December). Brush with history. *Habitus, 13*, 83-87.

Newspaper article (no author)

Little blue penguins homeward bound. (2011, November 23). *Manawatu Standard*, p. 5

Podcast (audio or video)

Rozaieski, B. (2011). *Logan cabinet shoppe*: *Episode 37: Entertainment center molding* [Video podcast]. Retrieved from http://blip.tv/xxx

Software (including app

UBM Medica.(2010). iMIMS (Version1.2.0) [Mobile application software].Retrieved from http://itunes.apple.com

Television programme

Flanagan, A., &Philipson, A. (Series producers & directors). (2011). *24 hours in A & E* [Television series]. Belfast, Ireland: Channel 4.

Thesis (print)

Smith, T. L. (2008). *Change, choice and difference: The case of RN to BN degree programmes for registered nurses* (Master’s thesis). The Victoria University of Wellington, Wellington, New Zealand.

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*Mann, D. L. (2010). Vision and expertise for interceptive actions in sport* (Doctoral dissertation, The University of New South Wales, Sydney, Australia). Retrieved from http://handle.unsw.edu.au/1959.4/44704.

* 1. Non- English reference book, title translated in English

Real Academia Espanola. (2001). *Diccionario de la lingua Espanola* [Dictionary of the Spanish Language] (22nd ed.). Madrid, Spain: Author.

1. \* Corresponding author: E-mail: author@gmail.com, Phone: +493047031331, Fax: +493047031334 [↑](#footnote-ref-1)
2. A footnote should appear like this. Please ensure that your footnotes are complete, fully punctuated sentences. [↑](#footnote-ref-2)
3. I recommend this book highly to anyone who likes to think about technical writing. While we're on the subject, I also highly recommend the (sadly, out of print) Handbook for Scholars by Mary-Claire van Leunen (1992). [↑](#footnote-ref-3)