

# Article Title

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*Abstract (Size 10 & bold & Italic)*

*This document gives formatting instructions for authors preparing papers for publication in the Karpagam Journal of Commerce and Management. The authors must follow the instructions given in the document for the papers to be published. Authors can use this document as both an instruction set and as a template.*

**Keywords (Size 10 & Bold)** — *Three to five keywords separated by comma.*

## **I. INTRODUCTION (SIZE 10 & BOLD)**

(Size 10 & Times New Roman Normal) This document is a template. An electronic copy can be downloaded from the Institution website.

## **II. PAGE LAYOUT**

### **A. Page Layout (Size 10 & Bold & Italic)**

Your paper must use a page size corresponding to A4 which is 210mm (8.27" Inch) wide and 297mm (11.69" Inch) long. The margins must be set as follows:

- Top = 25.4mm (1.00" Inch)
- Bottom = 25.4 mm (1.00" Inch)
- Left = Right = 25.4 mm (1.00" Inch)

Your paper must be in two column format with a space of 6.35mm (0.25" Inch) between columns.

## **III. PAGE STYLE (SIZE 10 & BOLD)**

All paragraphs must be indented. All paragraphs must be justified, i.e. both left-justified and right-justified.

### **A. Text Font of Entire Document (Size 10 & Bold & Italic)**

- ❖ The entire document should be in Times New Roman.

### **B. Title and Author Details (Size 10 & Bold & Italic)**

- ❖ Title must be in 24 pt Regular font.
- ❖ Author name must be in 11 pt Regular font.
- ❖ Author affiliation must be in 10 pt Italic.
- ❖ Email address must be in 9 pt Courier Regular font.

### **C. Section Headings (Size 10 & Bold & Italic)**

- ❖ All headings must be in 10pt font.
- ❖ Every word in a heading must be capitalized except for short minor words

### **D. Figures and Tables (Size 10 & Bold & Italic)**

(Size 10 & Normal) Figures and tables must be centered in the column. Large figures and tables may span across both columns. Any table or figure that takes up more than 1 column width must be positioned either at the top or at the bottom of the page.

Graphics may be full color. All colors will be retained on the CDROM. Graphics must not use stipple fill patterns because they may not be reproduced properly. Please use only *SOLID FILL* colors which contrast well both on screen and on a black-and-white hardcopy.

**E. Figure Captions** (*Size 10 & Bold & Italic*)

(Size 10 & Normal) Figures must be numbered using Arabic numerals. Figure captions must be in 8 pt Regular font. Captions of a single line (e.g. Fig. 2) must be centered whereas multi-line captions must be justified (e.g. Fig. 1). Captions with figure numbers must be placed after their associated figures.

**F. Table Captions** (*Size 10 & Bold & Italic*)

(Size 10 & Normal) Tables must be numbered using uppercase Roman numerals. Table captions must be centred and in 8 pt Regular font with Small Caps. Every word in a table caption must be capitalized except for short minor words. Captions with table numbers must be placed before their associated tables.

**G. Links and Bookmarks** (*Size 10 & Bold & Italic*)

(Size 10 & Normal) All hypertext links and section bookmarks will be removed from papers during the processing of papers for publication. If you need to refer to an Internet email address or URL in your paper, you must type out the address or URL fully in Regular font.

**CONCLUSIONS** (SIZE 10 & BOLD)

(Size 10 & Normal) Most of the formatting instructions in this document have been compiled by Causal Productions from the IEEE LaTeX style files.

**ACKNOWLEDGMENT** (SIZE 10 & BOLD)

The heading of the Acknowledgment section and the References section must not be numbered. Causal Productions wishes to acknowledge Michael Shell and other contributors for developing and maintaining the SSRG International Journals LaTeX style files which have been used in the preparation of this template.

**REFERENCE HEADING** (*Size 10 & Normal*)

**References** (Size 8 & Normal)

**Journal Article Reference Style**

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217.

**Book Reference Reference Style**

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

**Chapter in Edited Book Reference Style**

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>