**Title of Article (Arial, font size 14, Bold)**

**Author’s Name 1 (Arial, font size 11, Bold)**

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**Abstract**

**(Arial, font size 12, Bold)**

*The abstract is a short summary of the paper written in a single paragraph. It should be written concisely and clearly (in English, the official language of the event) and in not more than 300 words. The paragraph must be written in the authors’ own words to state the aim of the study following one or two introductory lines. Citation and quotations are not permitted. The use of abbreviation in the abstract is also not permitted. The design of the study and the method used must be stated as well. A summary of the research findings must be included. The abstract must end with a concluding statement. The keywords used to identify the article are limited from 3 to 6. (Arial, font size 11, Italic)*

***Keywords****: Open and Distance Learning, Technology, Online, Collaboration, Innovative Pedagogy (Arial, font size 11, Italic)*

**Introduction**

**(Arial, font size 12, Bold)**

The first section of the article is an introductory section that introduces readers to the area of the study. It may consists of more than one paragraph. The section should be written in a succinct manner and provide the necessary background for the readers. It ought to depict the research problem that is being explored. The whole article must be written in English (UK), well-structured sentences with no typographical or grammatical errors. Non-English words must be italicised and introduced only when there is a need to do so. The articles on the whole must have a good flow and clarity. Authors are responsible to ensure that the article is an original work and not plagiarised. While self-citation is allowed, the number of references cited should be less than 25% of the total number of references listed. (Body Text: Arial, font size 11)

**Research Objectives**

**(Arial, font size 12, Bold)**

The second section is a section on the research objectives. Examples:

* Objective 1;
* Objective 2…..; and
* Objective nth

**Literature Review**

**(Arial, font size 12, Bold)**

The third section is a section on the literature review carried out for the research. It ought to introduce crucial theory or theoretical framework and past studies. The description of past studies is required and must be based on largely work within the last ten years. The references related to all citations appearing in the article must be listed at the end of the article using the American Psychological Association (APA) Guidelines (refer the APA Publication Manual). In addition, authors must also adhere to the APA standards and guidelines on plagiarism, and on quoting the work of others (including authors’ own work). Authors are also reminded that paraphrasing someone’s original work is not permitted if the original work is not properly credited. This section should lead towards the formulation of the research objective(s).

Presentation of numbered or bulleted lists follows as shown below. If complete sentences are used, each point must begin with a capital letter and end with a full stop. Else, each point must begin with lower case letter and:

For numbered lists:

1. note the use of colon in the introductory sentence
2. longer sentences may end with a semi-colon
3. if semi-colons are used the second last point should include the word and following semi-colon; and
4. the final point must end with a full stop.

For bulleted lists:

* note the use of colon in the introductory sentence
* longer sentences may end with a semi-colon
* if semi-colons are used the second last point should include the word and following semi-colon; and
* the final point must end with a full stop.

**Research Method <first heading>**

**(Arial, font size 12, Bold)**

The forth section on research method is important. This section ought to describe details concerning the research design, sampling method, instrumentations used, the processes involved including the data analysis method, and other details related to the work that has been carried out.

Research Method 1 <second heading> (Arial, font size 11, bold)

The first sub-heading in Arial, font size 11 and bold. Text begins a new paragraph.

*Research Method <third heading> (Arial, font size 11, bold, italic)*

The second sub-heading in Arial, font size 11, indented and bold. Text begins a new paragraph.

Research Method <fourth heading> Arial, font size 11, indented, bold ending with a period. Text begins on the same line and continues as a regular paragraph.

*Research Method <fifth heading> Arial, font size 11, indented, bold, italic, ending with a period.* Text begins on the same line and continues as a regular paragraph.

Research Method 2 <second heading> (Arial, font size 11, bold)

The first sub-heading in Arial, font size 11 and bold. Text begins a new paragraph.

*Research Method <third heading> (Arial, font size 11, bold, italic)*

The second sub-heading in Arial, font size 11, indented and bold. Text begins a new paragraph.

Research Method <fourth heading> Arial, font size 11, indented, bold ending with a period. Text begins on the same line and continues as a regular paragraph.

*Research Method <fifth heading> Arial, font size 11, indented, bold, italic, ending with a period.* Text begins on the same line and continues as a regular paragraph.

Findings

(Arial, font size 12, Bold)

This section can be presented as a single section or as two separate sections: (i) Findings, and (2) Discussion. The article must consist of all the sections shown in this template. The article must also be prepared based on the Editorial Style Guide incorporated in this template. The authors however may use special heading and sub-headings where appropriate.

Findings 1 (Arial, Font Size 11, Bold)

Research data must be analysed using suitable techniques. The use of discrete and inferential statistics is common. Authors must ensure that the techniques used are appropriate for the data collected. Findings can be presented in the form of tables, graphs and other tools. The analysis carried out will determine the quality of the article and the discussion carried out.

**Table 1 *(*Arial, font size 10, bold)**

*An Example of an ABC Table (Arial, font size 10, italic)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Heading 1 | Heading 2 | Heading 3 |
| Row 1 | Cell 1 | Cell 2 | Cell 3 |
| Row 2 | Cell 4 | Cell 5 | Cell 6 |
| Row 3 | Cell 7 | Cell 8 | Cell 9 |
| Row 4 | Cell 10 | Cell 11 | Cell 12 |
| Row 5 | Cell 13 | Cell 14 | Cell 15 |
| Row 6 | Cell 16 | Cell 17 | Cell 18 |
| Row 7 | Cell 19 | Cell 20 | Cell 21 |

*Note.* Note and source for a table appear here.

The use of diagrams (in black and white) must be depicted with good quality images or drawing. The text or numbers in the diagram should use the Arial font, size 10.

**Figure 1**

*The ABC Logo (Arial, font size 10)*

ABC

Discussion

(Arial, Font Size 12, Bold)

The discussion of the findings must be directed towards answering the research questions. A good deliberation of the findings will improve the quality of the paper. Authors should review their article to ensure that the research objectives (and/or questions) are discussed in a clear and orderly manner. This section should highlight the contribution of the article to the field of study.

Recommendations and suggestions of further studies must be outlined with this section, and not as part of the next section.

Conclusion

(Arial, font size 12, Bold)

The final section must summarise the research objectives, method, and findings to highlight the contribution of the article to the field of study. It must be written in a single paragraph and containing between 200 and 300 words.

Acknowledgement

(Arial, font size 12, Bold)

If you would like to make acknowledgments in your paper, please do so before the reference section. Limited to grant providers and/or selected individuals whose work made a significant contribution to article presented.

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