

## Author's Guidelines for NUML Journal of Management & Technology (NJMT)

### General

Kindly send the paper on [editormmj@numl.edu.pk](mailto:editormmj@numl.edu.pk). Comments or questions can be asked on the same address. Moreover, NUML reserves the rights to publish the papers presented in NUML Conferences in NJMT.

### Format

The authors are required to follow the following instructions for formatting their papers, failing which the paper will not be accepted for publication.

### Paper Length

Completed research papers are limited to maximum of 3000-6000 words in length, excluding all figures, tables, references, and the title and abstract page. The editor reserves the right to edit the part, or content of a paper.

### Paper Layout

The paper layout is as follows:

- Page setup: A4, Portrait
- Margins: Leave 1.5 inch margin on left side and one-inch margin on right side as well as top and bottom of each page
- Paragraph Indentation: Indent each paragraph 5-7 spaces and apply the indentation consistently throughout the paper.
- Line Spacing: 1.0 throughout the paper
- Page Numbering: Number page consecutively in the lower left corner, beginning with title page

### Author/s Information

Author/s and institution's name along with contact details i.e. e-mail, phone/ cell # should be placed on title page of the final paper beneath the title. Please indicate the corresponding author in case the paper has multiple authors.

### Title Page

The title page should contain the title of the paper, the author/s' name, institutional affiliation and contact details i.e. e-mail, phone/ cell #.

### Abstract

Begin with a new page. Your abstract page should include the center the word "Abstract" (no bold, formatting, italics, underlining, or quotation marks). You must list keywords (max. 6 words) from your paper in your abstract. To do this, left align the text and type Keywords: (italicized) and then list your keywords. Your abstract should be a single paragraph single-spaced. Your abstract should be between 150 and 250 words.

### References

Please follow the APA style of referencing and references.

### Paragraph Formatting

Paragraph formats are defined in the following table.

#### Paragraph

#### Formatting Requirements

Basic text

*All other paragraphs are formatted like Basic* Font size 12 point, Times New Roman, Justify Text only  
*text if not defined otherwise below*

Main Title

Font size 14 point, Times New Roman, should be centered, should not be bolded, underlined or italicized.

Subtitle

Format subtitle as per level of the heading, i.e. Heading level 1, Heading level 2 etc.

Authors

Font size 12 point, Times New Roman

Author's name and institution should be double spaced and centered

Abstract

The word "Abstract" should be centered and typed in 12 point times New Roman. Do not indent the first line of the abstract paragraph. All other paragraphs in the paper should be indented.

Heading level 1

CENTERED UPPERCASE HEADING

Heading level 2

Centered Uppercase and Lowercase Heading

Heading level 3

*Centered, Italicized, Uppercase and Lowercase Heading*

Heading level 4

*Flush Left, Italicized, Uppercase and Lowercase Heading*

Heading level 5

*Indented, italicized, lowercase paragraph heading, ending with a period, with following text starting on the same line.*

Figures and Table captions

Font 12 pt.

Table Text

Italic

Bulleted list

Font 12 pt, Left aligned, Figures should be centered

Bulleted list, second level

Bulleted, Hanging 0.5 cm, Space before 0 pt, space after 0pt, Left indent 0.63

References list

Bulleted, Left indent 1.2 cm, Hanging 0.5 cm, Space before 0

Referencing

Follow the APA format of reference listing

Follow the APA format of referencing