Authors Guidelines
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General Guidelines

Kindly send the paper on editornmj@numl.edu.pk. Comments or questions can be asked on the same address. Due to large number of research articles received for each issue of the journal, it takes time to reply to each author. When a research paper is not according to the prescribed format, it may be dropped from the review process at the initial screening phase without formal review. Any deviation from the prescribed format can result in the rejection of the article at the initial phase. The authors are required to follow the following instructions for formatting their papers, failing which the paper will not be accepted for formal review process. Currently, the journal is only accepting empirical papers. Similarly, the journal only accepts papers with three or less number of authors. Any paper with more than three authors either may be rejected or a valid reason needs to be provided for more than three authors. The Editor-in-Chief and Editor may allow more than three authors in case the research paper justifies it. No author will be added to the list of authors once the research paper is received to NIJBM. Similarly, the order of the authorship will not be changed once the paper is received to the journal. It is the responsibility of the corresponding author to include the names of all authors at the time of submission. It is also the responsibility of the corresponding author to acknowledge all sources of funds, if any. Submitting your paper to the journal you agree to the copy rights of the journal. It is the responsibility of the corresponding author to ensure that the research paper submitted to NIJBM is not submitted to any other conference or journal.

Paper Length

Completed research papers are limited to maximum of 2,500-5000 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

☐ For writing, strictly follow APA format of writing. Any deficiency in APA format may result is the rejection of the paper for any processing. All tables, figures, equations etc. should be in APA format.

☐ 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(s) 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(s), 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" (bold, formatting, italics). You must list keywords (max. 6 words) from your paper in your abstract. To do this, left align the text and type Keywords: (italicized, bold) and then list your keywords. Your abstract should be a single paragraph single-spaced. Your abstract should be between 150 and 250 words.

Citation & References

Please follow the APA style of citation and referencing. Deviation from APA format can result in the rejection of the research paper from further processing. APA format must be followed in letter and spirit. Even minor deviations are not acceptable in the in-text citation and end references.

Headings & Paragraph Formatting

Heading and Paragraph formats are defined in the following table.

APA Headings	
Level	**Format**
1	**Centered, Boldface, Uppercase and Lowercase Headings**
2	**Left-aligned, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase heading with a period.** Begin body text after the period.
4	***Indented, boldface, italicized, lowercase heading with a period.*** Begin body text after the period.
5	*Indented, italicized, lowercase heading with a period.* Begin body text after the period.

Paragraph	Formatting Requirements
Abstract	Not indented, Italic, 1.15 line spacing, 12 Font size Times New Roman.
Basic text *All other paragraphs are formatted like Basic text if not defined otherwise below*	Font size 12 point, Times New Roman, Justify Text only, 1.15 line spacing.
Main Title	Font size 12 point, Times New Roman, 1.15 line spacing, should be centered, bold, should not be 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 1.5 line spaced and centered
Abstract	The word "Abstract" should be centered and typed bold, 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, Boldface, Uppercase and Lowercase Headings**
Heading level 2	**Left-aligned, Boldface, Uppercase and Lowercase Heading**

Heading level 3	**Indented, boldface, lowercase heading with a period.** Begin body text after the period.
Heading level 4	***Indented, boldface, italicized, lowercase heading with a period.*** Begin body text after the period.
Heading level 5	*Indented, italicized, lowercase heading with a period.* Begin body text after the period.
Figures and Table Names/ captions	Font 12 pt. Italic. Tables should be editable, in case editing is required per the journal requirements.
Table Text	Font 12 pt, Left aligned, Figures should be centered. Figures should be editable, in case editing is required per the journal requirements.
Bulleted list	Bulleted, Hanging 0.5 cm, Space before 0 pt, space after 0pt, Left indent 0.60
Bulleted list, second level	Bulleted, Left indent 1.2 cm, Hanging 0.5 cm, Space before 0
Citations within the body	Strictly follow the APA format of citations within the body of the text.
End Referencing	Strictly follow the APA format for end referencing. Follow APA 6th Edition or later in case new edition is released.