

MIE JOURNAL OF EDUCATION STYLE GUIDE

The full paper/manuscript shall be written in compliance with the instructions and template in this document. Use the template as a style sheet. ***Please do not change the format of the page, paragraph and font settings in this document.***

The author(s) is/are required to submit the paper in MS-Word. The file has to be saved with the full name of the first author as name of the file.

Online Submission Link: <http://www.manuscriptmanager.net/miejoe>

Full Paper Title in Title Case (Font: Times New Roman 16 bold)

First Author Smith¹, Second Author Smith² and Third Author Smith³

1 Full address of first author, including affiliation and email

2 Full address of second author, including affiliation and email

3 Full address of third author, including affiliation and email

ABSTRACT

A concise and factual abstract not exceeding 150 words should appear at the top of the first page, after the title of the paper in this section.

Keywords: Maximum 5 keywords or phrases

LEVEL 1 HEADING

Authors are required to submit carefully written and proofread material. Spelling and grammatical errors, as well as language usage problems, are not acceptable in the final submission. There is no strict limitation to the number of pages, but it is suggested that the paper length should be between 5,000 and 6,000 words in length (including references, tables, and figures). Text should be written in academic English (American **or** British usage is accepted, but not a mixture of these).

Level 2 Heading

Papers should clearly describe the background of the subject and the methods used (if applicable), as well as include a concluding discussion on the importance of the work. Technical terms should be explained. Acronyms should be written out when first used.

PAPER FORMAT

All text paragraphs should be single spaced, with first line intended by 10 mm (0.4 inch). Double spacing should only be used before and after headings and subheadings. Position and style of headings and subheadings should follow the format adopted in this document. No space should be placed between paragraphs.

3.1. Fonts

Papers should use 11-point Times New Roman. The styles available are bold, italic and underlined. Text in figures should not be smaller than 10-point font size.

3.2. Tables and Figures

Figure captions and table headings should be sufficient enough to explain the figure or table without the need to refer to the text. Figures and tables not cited in the text should not be included. Tables and figures should be placed close after their first reference in the text. All figures and tables should be numbered with Arabic numerals. Table headings should be above the tables. Figure captions should be centred below the figures. Minimum figures' resolution: 150dpi.

No vertical lines are to be used: just columns with hidden lines. Three horizontal lines are used: a 3/4pt line at the top and bottom of the heading cells as well as a 3/4pt bottom line (see Table 1).

Table 1: An Example of a Table

Workshop Session	Number of Participants*	Topic
Session 1	35	Classroom Management
Session 2	38	Learning Theories

3.3 Quotations

- Limited to one sentence (or parts of a sentence) – appear in the body of the text, in quotation marks.
- Long quotations (must not exceed 5 consecutive lines) – appear in an indented paragraph, single line spacing.

ACKNOWLEDGEMENTS

Include acknowledgements in a separate paragraph with Level 1 Heading ‘Acknowledgments’, before the reference list. This is optional if not applicable.

REFERENCES

Include a reference list before any appendices. List of references must follow **APA 7th Edition style**. For more information, please visit: <https://owl.english.purdue.edu/owl/section/2/10/> or <https://library-guides.ucl.ac.uk/APA/7th-edition>