

Formatting requirements	
Font size of title page	16 Times New Roman (colored)
Font size	12 Times New Roman
Line spacing	1.5
Paper Size	A4 (double side printing)
Margins	1.25” from left side and 1” from all other sides of the page
Footnotes/quotations/references/legends of the figures/tables	Font size 10 TNR, Line spacing-1
Page Orientation	Portrait
Page numbers except title page	Bottom – centered (1, 2, 3...)
Paragraph Alignment	Justified
Page Limit	20-30 Pages
No. of Copies	1 hard copies, 1 soft copy (email)