



## ASEAN Journal of Management & Innovation

### **AJMI Style Guide**

1. Must be a Word-compatible document (not PDF)  
Times Roman font, 12 point, used throughout the document
2. Title page
  - a. Uploaded separately from abstract and body
  - b. Manuscript title
  - c. Title, name, affiliation and email address of all authors
3. Abstract page
  - a. Manuscript title
  - b. Abstract of not more than 100 words; abstract should not include any information that would identify the author(s).
4. Keywords
  - a. Three to six keywords are requested at the time of submission
5. Body of the paper
  - a. A4 page size
  - b. Margins of 1" (2.5 cm) on all four sides
  - c. Times Roman font, 11 point, used throughout the document
  - d. Single space (not double) between sentences
  - e. Double space between paragraphs
  - f. Maximum 5,000 words
6. References
  - a. Appear at the end of the manuscript body
  - b. Follow APA format (see here: [www.library.cornell.edu/resrch/citmanage/apa](http://www.library.cornell.edu/resrch/citmanage/apa))
7. Figures and tables
  - a. Appear last in the manuscript with an indication in the body of where each one should be inserted (for example, "Figure 1 goes about here")
  - b. Numbered consecutively using Arabic numbers

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