

## SUBMISSION OF PAPER TO SULO IN IMR&D FORMAT

**Title:** Contain as few words as possible: (ex. 12 words at most)

**Authors:** The authors are individuals who have made an important contribution to planning and carrying out the research reported, and anyone listed as an author should also have helped in the preparation of the paper. Technicians and other staff are usually mentioned in the acknowledgments.

List the authors in the logical order of importance of their contribution to the work. The person listed first is considered the senior author (unless otherwise specified)

In case of submitting papers from thesis or dissertation, the student whose thesis or dissertation forms the basis of a paper as the first author followed by the adviser and / supervisor as the second author. The name of the corresponding author is to be marked with an asterisk.

Securing approval of each coauthor before the paper is published will be required through the SULO publication application form.

In filling out the SULO application form, author names should be complete enough to ensure proper identification, including current address and email. The institution to which the author was attached when the work reported in the paper was conducted should be listed against the author even if the author has left the institution after completing the work (which is common for graduate students and trainees).

**Keywords:** Should not exceed more than 6 words

**Abstract:** Written in not more than 250 words. If keywords are not listed separately, the Abstract should contain the keywords by which the paper should be indexed. Statements referring to the rationale and introduction, interpretation of results, and conclusions are in present tenses, whereas materials and methods and results are in past tense.

**Introduction:** Defines the nature and extent of the problems studied, relates the research to previous work (usually by a brief review of the literature clearly relevant to the problem), explains the objectives of investigation, and defines any specialized terms or abbreviations to be used in what follows. The Introduction leads logically to, and clearly states, the hypothesis or principal theme of the paper.

**Method:** The simple and direct presentation of what has been done, how, and when, and how the data were analyzed and presented. Presented in past tense and passive voice, it includes the following: Research design, location, participants/respondents/research subjects, materials and or instruments used, statistical and mathematical procedures used to analyze and summarize the data.

**Results:** Presentation of new knowledge found in the study projected in tables (accurate numbers) and figures (trends and features). Some guidelines on presenting the results are:

- Present the results simply and clearly
- Report only representative data rather than (endlessly) repetitive data
- Do not report large masses of data; reduce them to statistically analyzed summary forms
- Do not repeat in the text all or many of the data presented in tables and figures
- Include negative data—what was not found—only if useful for interpreting the results
- Cite in the text every table and figure by number
- Include only tables and figures that are necessary, clear, and worth reproducing
- Avoid verbose or too long expressions

**Discussion:** This includes discussions explaining meanings and implications of results, statement of well-articulated outcomes of the study, and brief suggestion on future lines of research in the area based on findings reported in the paper.

**Acknowledgment (if any):** This short section is for thanking the institutions and individuals who helped significantly in the work reported in the paper.

**References:** Name and Year system (“Harvard system”) citation style: The first author’s last name and year of publication are given in parentheses in the text; the list is arranged in alphabetical order.

**Attachment:** Additional information that is relevant to the paper, but is of secondary importance, may be added as Appendix, subject to the journal’s policy.

**Manuscript Layout:**

- Margin : 1-inch per side
- Orientation : Portrait
- Paper size : 8.5 x 11 inches (letter)
- Columns : 2
- Font : 4 Section headings in bold text (**Intro, Method, Results, Discussion**)
- Pages : 6 to 8 pages
- Spacing : single

SECTION	FONT SIZE (Times New Roman)	PLACEMENT
Title	14	Centered
Author	12	Centered
Abstract	10	Centered
Introduction	12	Columns
Method	12	Columns
Results	12	Columns
Discussion	12	Columns
Acknowledgement	12	Columns
References	12	Columns