

# Formatting Specifications for Pacific International Journal

The rest of the formatting steps below will help you format your paper according to our formatting requirements. Please read these guidelines carefully, all formatting specifications are explained in this document, **so you can** prepare your manuscripts accordingly. Failure to comply with these guidelines **may result** your manuscript **not being published**.

- Manuscripts should normally **not exceed** 20 pages (everything included).
- Please use **US letter** size (8.5in x 11in = 21.59cm x 27.94cm) paper (**NOT** an A4 size) with **1-inch (2.54cm)** margins **left, right, top and bottom**.
- Manuscripts must be **single-spaced, justified text on both sides** and **12-point Times New Roman** font except:
- **Title of Manuscript authors detail Abstract and key words should be single column, Introduction, methodology, results, reference should be double column.**
  - Manuscript title: **14-points** (Align Left)
  - Author Name(s): **09-points** (Align Left)
  - Affiliation(s): **09-points** (Align Left)
  - Email Address(es): **09-points** (Align Left)
  - Address for Correspondence: **09-points** (Align Left)
  - Table(s) if any: **Maximum 10-points**
  - Reference List: **10-points**
  - Sources for table(s) and figure(s) if applicable: **10-points**
- **Line spacing** (find it in layout menu in Word) should be **12-point after** and **0-point left, right and before** **except** between **affiliations and email address(es)**.
- **For the headings, please follow the steps below:**

**i. Heading Level 1:** Please use Title Case or Capitalize Each Word (except for prepositions or articles, etc.), **bold face**, Centered and 24-point Times New Roman font

*Example:*

## Title of the Manuscript

**ii. Heading Level 2:** Please use Title Case or Capitalize Each Word, **bold face**, flush left and 12-point Times New Roman font

*Examples:*

**Abstract**

**Literature Review**

**Implications and Further Research**

**References**

**iii. Heading Level 3:** Please use Title Case or Capitalize Each Word, *italics*, **bold face**, flush left and 12-point Times New Roman font

*Examples:*

*Background to the Study*

*Sample and Data Collection*

**iv. Heading Level 4:** Please use Title Case or Capitalize Each Word, *italics*, flush left and 12-point Times New Roman font

*Examples:*

*Part of Literature Review*

*Any Other Forth Level Headings*

**v. Please do not use any other level of headings**

**vi. Please do not use any bulleted or numbered list for title(s) or heading(s).**

• Please **do not** include **page numbers**.

• **For the table(s), please follow the steps below:**

**i. Table(s) should fall within the page width and left aligned.**

**ii. Please use 10-point type size (Times New Roman) and single line spacing.**

**iii. Line up numbers by the ones column, or the decimal point.**

**iv. Please use single line spacing between title and table and source (if any) and table.**

**v. Larger tables may be presented in landscape format.**

**vi. Please do not use any color for any background of row or column.**

**vii. Table(s) may continue on the next page but please repeat the title of the table (and Headings).**

*Example:*

**Table X.** Title of the Table (**Table X:** should be “**Bold**” face and Title of the Table should be Capitalized Each Word (12-point, Times New Roman Font)

<b>Variable</b>	<b>Time 1</b>	<b>Time 2</b>
	<i>n</i>	<i>SD</i>
Table content (10-point)	365	3.45
Table content (Times new roman)	24	0.45

*Source: If applicable. (10-point, times new roman font).*

**17. For the figure(s), please follow the steps below:**

**i. All figures should be left aligned and should not exceed page width**

**ii. Figure(s) should not be continued on the next page**

**iii. Please use single line spacing between title, source (if any) and figure.**

**Example:**

*Source: If applicable (10-point, times new roman font).*

**Figure X.** ANAHEI, a non-profit organization (**Figure X.** should be “**Bold**” face and “Explanation of the figure” should be sentence case; all figure titles go at the bottom of the figure; 12-point, times new roman font)

**18. For the formula(s), please follow the steps below:**

- i. Please use “Equation” features of your office
- ii. **Equation(s)** should be **left aligned**; space before and after = sign.
- iii. After writing your formula, **please use “Tab Key”** to the end of the line and put (1), (2), (3)... for each formula respectively.

**Examples:**

$$X = xZc^2 \tag{1}$$

$$X = X+Xxx \tag{2}$$

**19. For the itemized list(s), please follow the steps below:**

- i. Please use “**Bulleted lists**” for itemized lists as shown below.
- ii. Bulleted lists should be **left aligned** and **0.25-point indented**.
- iii. Please check the “**line spacing**”, it should be “**single**” and **12-point** after only the last item.

**Example:**

Itemized Lists:

- First item.
- Another item.
- Last Item.

**18. For the reference list, please follow the steps below:**

- i. Please **do not** use **footnotes** and **do not** list references as footnotes at the end of each page.
- ii. **Please use the IEEE edition format.**
- iii. References should be **left aligned**.
- iv. Please use **10-point type size** (Times New Roman)

v. **Line spacing** should be **0-point** before and after

vi. The following reference lines should be **indented one half inch (0.5 inch)**

**Examples:**

Examples of citations for different materials:

Material Type	Works Cited
Book in print	[1] B. Klaus and P. Horn, <i>Robot Vision</i> . Cambridge, MA: MIT Press, 1986.
Chapter in book	[2] L. Stein, "Random patterns," in <i>Computers and You</i> , J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.
eBook	[3] L. Bass, P. Clements, and R. Kazman, <i>Software Architecture in Practice</i> , 2nd ed. Reading, MA: Addison Wesley, 2003. [E-book] Available: Safari e-book.
Journal article	[4] J. U. Duncombe, "Infrared navigation - Part I: An assessment of feasibility," <i>IEEE Trans. Electron. Devices</i> , vol. ED-11, pp. 34-39, Jan. 1959.
eJournal (from database)	[5] H. K. Edwards and V. Sridhar, "Analysis of software requirements engineering exercises in a global virtual team setup," <i>Journal of Global Information Management</i> , vol. 13, no. 2, p. 21+, April-June 2005. [Online]. Available: Academic OneFile, <a href="http://find.galegroup.com">http://find.galegroup.com</a> . [Accessed May 31, 2005].
eJournal (from internet)	[6] A. Altun, "Understanding hypertext in the context of reading on the web: Language learners' experience," <i>Current Issues in Education</i> , vol. 6, no. 12, July 2003. [Online]. Available: <a href="http://cie.ed.asu.edu/volume6/number12/">http://cie.ed.asu.edu/volume6/number12/</a> . [Accessed Dec. 2, 2004].
Conference paper	[7] L. Liu and H. Miao, "A specification based approach to testing polymorphic attributes," in <i>Formal Methods and Software Engineering: Proceedings of the 6th International Conference on Formal Engineering Methods, ICFEM 2004, Seattle, WA, USA, November 8-12, 2004</i> , J. Davies, W. Schulte, M. Barnett, Eds. Berlin: Springer, 2004. pp. 306-19.
Conference proceedings	[8] T. J. van Weert and R. K. Munro, Eds., <i>Informatics and the Digital Society: Social, ethical and cognitive issues: IFIP TC3/WG3.1&amp;3.2 Open Conference on Social, Ethical and Cognitive Issues of Informatics and ICT</i> , July 22-26, 2002, Dortmund, Germany. Boston: Kluwer Academic, 2003.
Newspaper article (from database)	[9] J. Riley, "Call for new look at skilled migrants," <i>The Australian</i> , p. 35, May 31, 2005. [Online]. Available: Factiva, <a href="http://global.factiva.com">http://global.factiva.com</a> . [Accessed May 31, 2005].
Technical report	[10] J. H. Davis and J. R. Cogdell, "Calibration program for the 16-foot antenna," Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.
Patent	[11] J. P. Wilkinson, "Nonlinear resonant circuit devices," U.S. Patent 3 624 125, July 16, 1990.
Standard	[12] <i>IEEE Criteria for Class IE Electric Systems</i> , IEEE Standard 308, 1969.
Thesis/Dissertation	[1] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.