Basic 10 Steps of for Paper formatting according to Journal Standards in MS Word

1. Select all text of the paper ➔ Press Ctrl+A

   **Page Layout**

2. Page layout ➔ page size ➔ A4

3. Page layout ➔ Margins ➔ Moderate

4. Paragraph ➔ spacing ➔ Before 0 pt ➔ After 12 pt ➔ Line spacing single
5. Select font “Segoe UI”, size “10”

6. Paper title and Keywords:
   Capitalize each word

7. Review → Spelling & Grammar

8. Citations & References:

9. Header:

10. Footer: Page Numbers one onwards