



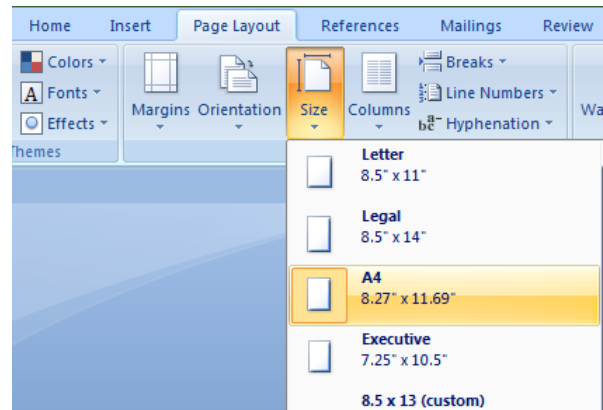
Basic 10 Steps of for Paper formatting according to Journal Standards in MS Word

Home

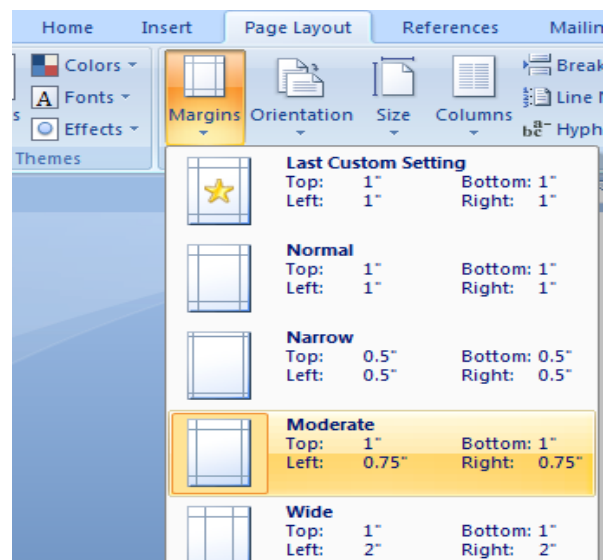
1. Select all text of the paper → Press Ctrl+A

Page Layout

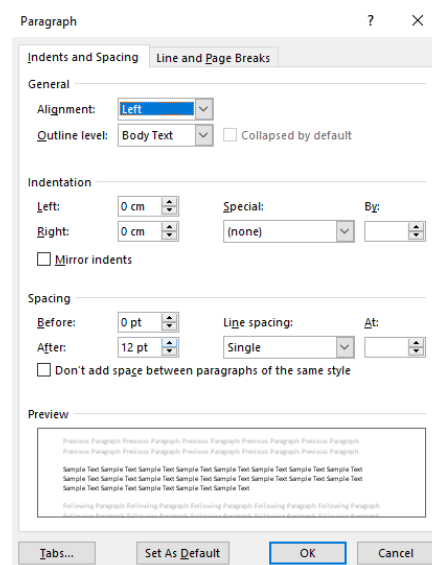
2. Page layout → page size → A4



3. Page layout → Margins → Moderate

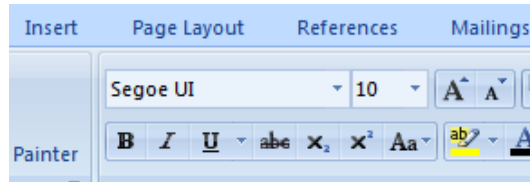


4. Paragraph → spacing
→ Before 0 pt
→ After 12 pt
→ Line spacing single

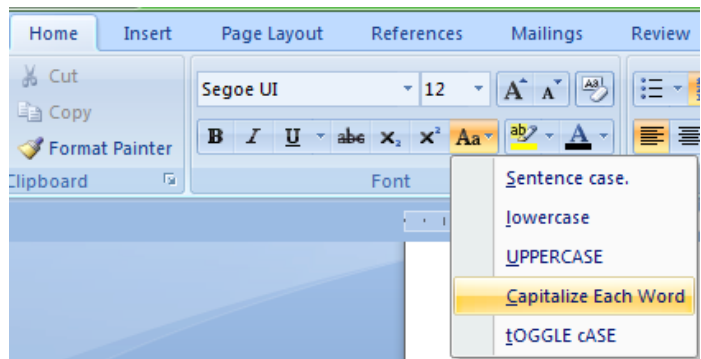




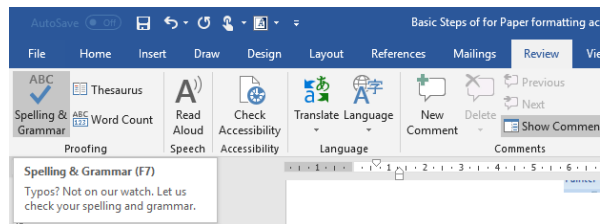
5. Select font "Segoe UI", size "10"



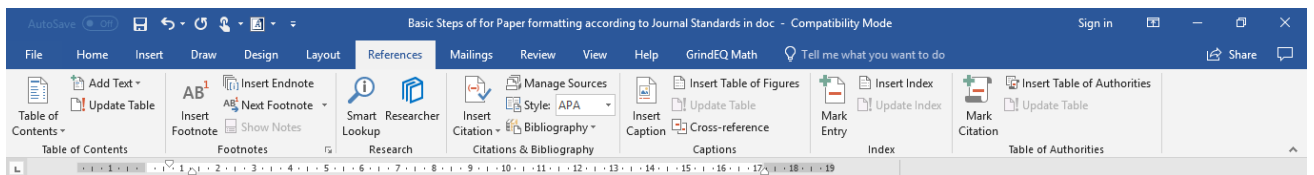
6. Paper title and Keywords:
Capitalize each word



7. Review → Spelling & Grammar



8. Citations & References:



9. Header:



10. Footer: Page Numbers one onwards