

Colombo Plan Staff College

Guidelines for Papers

Theme Papers, Program Papers and Other Articles Included in the Program Book

A. General Guidelines

1. Paper: A4
2. Font Type: Arial
3. Font color: black, no highlights
4. Font Size: 14pt (for title), 12pt (for the rest of the document)
5. Margins: 1" all sides
6. Paragraph line pacing: Multiple, at 1.15
7. Use the justified alignment
8. Use consistent forms of English in all aspects of the paper (either American or British all throughout)

B. Technical Guidelines

1. Title of the paper- aligned center, boldface, 14pt
2. Name of the author- aligned right, boldface, 12pt
3. Designation of the author- footnote, arial, ordinary text, 10pt
4. Abstract: Not compulsory but should be present in all theme papers
 - a. Should be composed of 15-250 words
 - b. Should follow the APA format
 - c. Should include three keywords and major acronyms should be expanded
 - d. Should be placed in a text box with 1" margins on the left and right side
5. Placement of headings
 - a. First-level headings: center, bold, 12pt, no numbering,
 - b. Second-level headings: left aligned, bold, 12pt, no numbering
 - c. Third-level heading: left aligned, bold, 12pt, no numbering, with colon or question mark
 - d. Numbers and bullets should be aligned to the second-level headings
 - i. Subsequent numbers and bullets should be one tab space away from the original number/bullet
6. Avoid the following
 - a. Hanging indents, hanging and discontinued contents.
 - b. Discontinued tables (placing the table in one page is highly encouraged, if not possible, use the same top row in the next page)

C. Tables and Figures

1. Follow the APA requirements for citing a table
 - a. Table number and title should be aligned to the left, no indentation, 11pt, italicized. Number and table should be separated by period
 - b. Table title should be placed above the table
 - c. Contents of the table can be in single spacings
 - d. Place the source of the table if the contents are from other sources.

- i. Format for citing sources: *Note. Reprinted (Adapted if contents are modified) from <Title of Work>, by <Author>. Retrieved from <URL>... Copyright <Year of Copyright> by <Copyright Holder>. (if applicable)*
 - ii. Citation should be 10pt, italicized, single space
- 2. Also adopt the APA requirements for citing the figure
 - a. Figure number and description should be aligned to the left, no indention, 11pt, italicized. Figure Number and description should be separated by period
 - b. Figure number and description should be placed below the figure
 - c. Format for citing sources: *Note. <Data/Diagram/Figure from Source>, by <Author>. Retrieved from <URL>. Copyright <:Year of Copyright> by <Copyright Holder> (if applicable).*

D. Citations and References

- A. In-paper citation
 - a. Single Source: Echaveria (2018) discussed that...
 - b. Multiple Sources: Lamichhane, Ambawatte, Lee (2018) discussed that...
 - c. In subsequent Citations: Lamichhane et al. (2018) further suggested that...
- B. References section
 - a. Should be alphabetically arranged
 - b. Hyperlinks for URLs should be removed
 - c. Should not have any boldfaces or underlines.
 - d. Normal spacing will be observed
 - e. One tab space will be observed in the second and third lines of the citation text