**Council for Technical Education and Vocational Training**

**TVET Journal 2023**

**Guidelines for Manuscript**

The manuscript should be prepared in English using "Word Processing" with 1" margin on all

Sides (Top, Bottom, Left and Right side) of the page. "Times New Roman" font should be

used.

**Title**: Times New Roman 16 Bold (Centered)

**Names of Author(s):** Times New Roman 11, Bold (Centered) Author affiliation (Times New

Roman 11 single column Centered) needs to be given below author names in order of

appearance.

**Abstract**: Times New Roman 12 italics (single column) Justified, maximum 250 words.

**Keywords:** Please provide 4 to 6 keywords,

**Subsection title:** Times New Roman 12 Small Caps bold after the subsection title (paragraph

formatting) left aligned.

**Other Text:** 12 non bold.

Tables need to have title above the table and figures need to have title below the figure.

(Times New Roman 10)

Each table and figure should be well descriptive so that can be understood without

description in text section accompanied by a legend below it. (Times New Roman 10)

The manuscript should be 3000 to 4000 words excluding abstract and references.

**Referencing style:** American Psychological Association (APA). Reference citations should

be given in ascending alphabetically arranged at the end of the manuscript.

**Citations in the text:** Please ensure that every reference cited in the text is also present in the

reference list (and vice versa). Avoid citation in the abstract. Unpublished results and

personal communications should not be in the reference list, but may be mentioned in the

text. Citation of a reference as 'in press' implies that the item has been accepted for

publication.

**Review Policy:** The journal follows double blind peer review policy. The manuscript will be blinded when sending out for review. The author is anonymous to the reviewer and the reviewer is anonymous to the author as well. The paper is send to two reviewers (the experts in respective field) to review the paper in the light of journal's guidelines and features of a quality research paper. For papers, which require changes, the same reviewers will be used to ensure that the quality of the revised paper is acceptable.

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**Honorarium:** Once an article is accepted for publication, a one-time honorarium for it will be paid to the authors/contributors as per the set norms.

**Declaration:** The author/s has/ve to declare that the manuscript represents valid work and that the submitted article is not under review elsewhere and has not previously been published in part or whole.

**Key Dates**

Manuscripts submissions date: 2079/09/16 (December 31st, 2023)

Journal Publication: 2079/11/12 (Feb 24, 2023)

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