Paper Title (16 pt, Aptos Narrow)

Name of 1st Author [1], Name of 2nd Author [2] (12 pt, Aptos Narrow)

[1] Designation of 1st Author, Name of Department of 1st Author, Name of Organization of 1st Author
[2] Designation of 2nd Author, Name of Department of 2nd Author, Name of Organization of 2nd Author

Abstract

This document is a template to provide guidance about formatting the research papers which are going to be submitted to the journal of Eco Astronomy. Authors can get a general idea of formatting and various possible sections in the research paper [(10 pt, Aptos Narrow)

"Abstract" is a necessary section in a research paper. It may be constructed by gathering main points (summary) from each section of the research paper.

Keywords: Keyword 1, Keyword 2, Keyword 3, Keyword 4, Keyword 5,

1. Introduction

Formatting Guidelines for Research Paper Submission
File Format & Document Settings
- The research paper must be submitted as a **.docx** file (Microsoft Word 2007 or later).
- The entire document must be fully **editable**; no locked or protected sections are permitted.
- Set the **paper size to A4**.

Title, Abstract & Keywords
- Avoid special characters (symbols) in the **title, abstract, and keywords**.
- Write the **title and keywords in Title Case** (capitalizing the first letter of each word). Common words (e.g., *a, an, the, for, among*) should remain in lowercase.

Font & Alignment
- Use **Times New Roman** for all text, except programming code, which should be in a **monospaced font (preferably Consolas)**.
- Apply **Justify alignment** to standard paragraphs.
- **Center-align** figures, tables, and their captions.
- **Left-align** the reference list.

Text Formatting & Layout
- Use **12 pt font** for all content except the paper title and authors' names.
- Avoid **Roman numerals, italics, and single-column layout is mandatory**.
- Set **page margins** as follows:
    o Left & Right: **1.60 cm**
    o Top: **1.20 cm**
    o Bottom: **0.60 cm**

Paragraph & Spacing
- Do **not** apply spacing before/after paragraphs. Separate paragraphs with an empty line.
- **No first-line indent** for standard paragraphs.
- For bulleted/numbered lists, apply a **"Before Text Indent"** (approx. 3 spaces).
- Use **1.15 line spacing** throughout the document.

Table of Contents (If included)
- Generate the **index automatically** using the word processor's built-in tool to ensure page numbers remain updated.

Punctuation & Grammar
- For **parenthetical statements**, place punctuation outside the closing parenthesis (like this). For full parenthetical sentences, punctuate inside (like this).
- Follow standard **quotation rules**:
  - If quoted text is part of a sentence, place punctuation **after** the closing quote.
  - If the quoted text is a standalone sentence, place punctuation **inside** the quotation marks.
- Prefer **passive voice** (e.g., *"It is observed that..."* instead of *"We observed that..."*).

Proofreading & Submission
- Ensure the paper is **proofread** by a proficient language expert to eliminate grammatical, spelling, and punctuation errors.
- Papers with **excessive errors will be rejected**; minor corrections may be requested for resubmission.

Conclusion Section (Optional)
- A **Conclusion** section is recommended but not mandatory.

2. Prepare Your Paper Before Styling.

Guidelines for Document Preparation
1. **Initial Drafting & File Management**
   - Begin by writing and saving your content in a separate plain text file before applying any formatting.
   - Keep text and graphic files separate until the final formatting and styling stages.
2. **Formatting Best Practices**
   - Avoid consecutive double spaces or blank lines within the document.
   - Refrain from using hard tabs; instead, use proper indentation for alignment.
3. **Final Review**
   - Ensure all content and structural edits are finalized before proceeding with formatting

3. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract.

4. Units

Primary Unit Systems

1. Use **SI units** (preferred) or **CGS units** as the primary measurement system.

2. English units may be included as secondary units in parentheses (e.g., *5 cm (2 inches)*).

3. Exception: English units are acceptable as identifiers in trade names (e.g., *3.5-inch disk drive*).

Avoid Mixing Unit Systems

4. Do not combine **SI** and **CGS** units in equations (e.g., current in **amperes** with magnetic field in **oersteds**), as this can lead to dimensional inconsistencies.

5. If mixed units are necessary, explicitly state the units for each quantity in the equation.

Consistency in Unit Notation

6. Use either **abbreviations** (*Wb/m²*) or **full spellings** (*webers per square meter*), but do not mix them (e.g., avoid *webers/m²*).

7. Spell out units when used in text (e.g., *a few henries*, not *a few H*).

Preferred Volume Unit Notation

8. Use **cm³** instead of **cc** for cubic centimeters.

Spacing Between Values and Units

9. Always include a space between the numerical value and the unit (e.g., *12 cm*, not *12cm*).

Correct Capitalization of Units

5. Equations

Guidelines for Formatting Equations

1. **Equation Editor Usage**
   - Use the equation editor feature in your word processing software to create equations that involve division or span multiple lines.
2. **Alignment**
   - All equations should be left-aligned.
3. **Equation Numbering**
   - Assign serial numbers to equations where necessary, enclosed in parentheses (e.g., (1), (2)).
   - Place equation numbers after the midpoint of the page for consistency.
   - If multiple equations are numbered, ensure all serial numbers align at the same tab stop.
4. **Styling**
   - Avoid italicizing equations.
   - Maintain the same font size in equations as in standard body text.
5. **Symbol Usage**
   - Use the × symbol for multiplication (instead of *) and the ÷ symbol for division (instead of /) in equations not created with the equation editor.
6. **Spacing**
   - Insert a blank line before and after each equation for clarity.
7. **Decimal Notation**
   - Always include a leading zero before decimal points (e.g., **0.25**, not **.25**).

$$(a + b)^2 = a^2 + b^2 + 2ab \tag{1}$$

$$y^4 + \frac{xy}{2} = \frac{x^3}{3} - xy^2 + y^2 - \frac{1}{7} \tag{2}$$

6. Headings

1 General Styling

Headings should use the same font family and font size as the normal text. Only apply bold formatting to headings—avoid underline, italics, or other styling.

2 Numbering Conventions

Headings may be numbered or unnumbered. If numbered, use Arabic numerals (e.g., 1, 2, 3) rather than Roman numerals or letters. For sub-headings, hierarchical numbering (e.g., 1.1, 1.2.1) is permitted.

3 Paragraph Settings

Enable the *Keep with next paragraph* option in the paragraph settings for all headings to prevent headings from being separated from their content across page breaks.

4 Punctuation

Do not add a colon or any other trailing punctuation at the end of headings.

7. Figures and Tables

Captions & Headings
- Use the **caption** option to add headings for figures and tables.
- Maintain the same font style as normal paragraphs—**avoid bold, italic, or underline formatting**.
- Apply **Title Case** for captions (e.g., **"Figure 1. Experimental Setup"** instead of "Fig. 1").
- Use **full text** (e.g., **"Figure 1"**, not "Fig. 1") in captions.

Placement & Alignment
- **Center-align** figures, tables, and their captions.
- Place captions **above** figures and tables (rather than below).
- Ensure **blank paragraphs** are inserted above and below figures/tables for clear separation.

Numbering & Structure
- Assign **sequential numbers** to figures and tables (e.g., **Figure 1, Table 1**).
- If multiple small figures/images (less than half page width) are used, arrange them in a **single row** using a table structure.

Table Formatting
- **Bold** column/row headings and footers.
- Use the **same font size** as normal text for table content.
  - If the table exceeds page width, reduce font size to **10 pt**.
  - If still too wide, consider splitting the table.
- Set cell dimensions to **minimum required height/width** (tables should be **"fit to content"**).
- **Avoid** background colors in cells/rows/columns.

Image Quality & Proportions
- Maintain **original proportions** for images—do not stretch or squeeze them.
- Ensure **high resolution and clarity** for all visuals.

Table 1: Table Type Styles

	Column Heading 1	**Column Heading 2**	**Column Heading 3**
Row Heading 1	184	456	323
Row Heading 2	290	234	523
Row Heading 3	427	149	785
Total	901	839	1631

The above data is pictured in the next graph.

Figure 1: Temperature After Each Pass
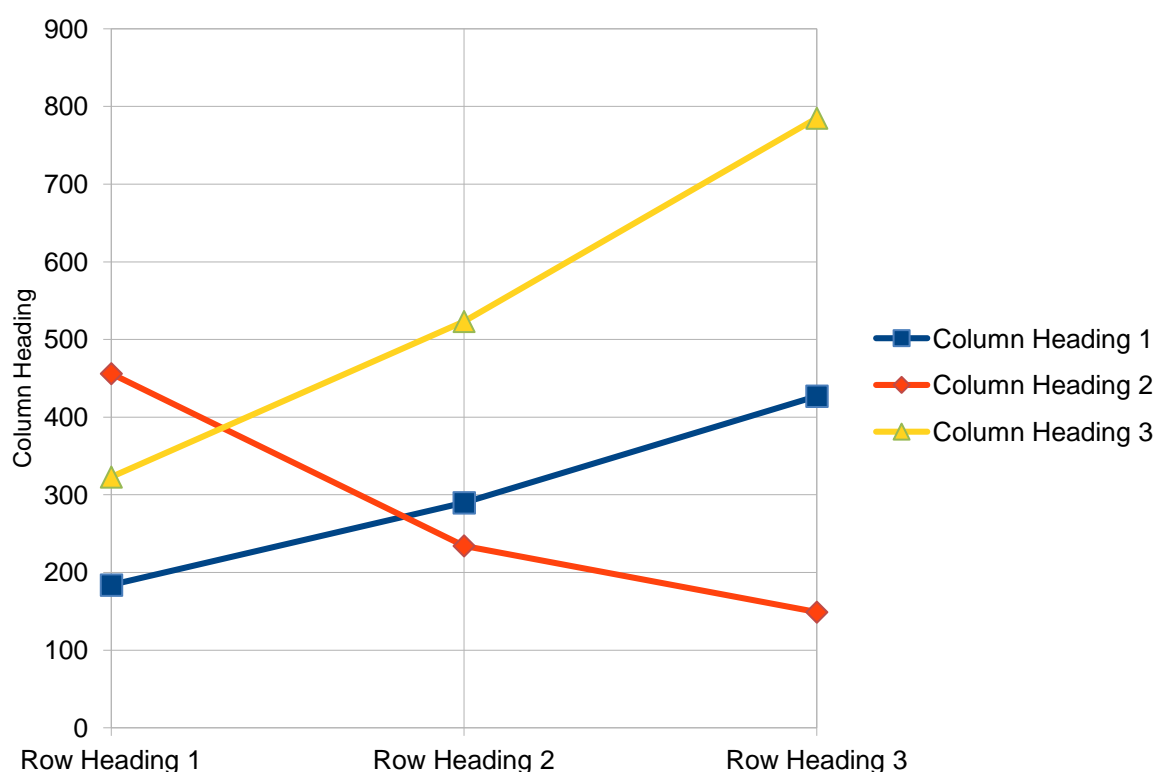
8. Some Common Mistakes

Degree Symbol Usage

1. Always use the dedicated degree symbol (°) for temperature (Celsius/Fahrenheit) and angular measurements (e.g., latitude/longitude).

2. **Incorrect:** "0" or "O" with superscript formatting (e.g., 0C, O45°).

3. **Correct:** Proper degree symbol (e.g., °C, 45°).

Latin Abbreviation "et al."

4. The abbreviation "et al." (meaning "and others") should **not** include a period after "et."

5. **Incorrect:** "et. al."

6. **Correct:** "et al."

7. **Correct Use of "i.e." and "e.g."**

8. **"i.e."** stands for *id est* ("that is") and clarifies or specifies a statement.

9. **"e.g."** stands for *exempli gratia* ("for example") and introduces illustrative examples.

10. **Incorrect:** Using "i.e." when providing examples or "e.g." when restating a concept.

11. **Correct:**

    1. "Use metric units (e.g., meters, liters)."

    2. "The final step is irreversible (i.e., it cannot be undone)."

9. Appendix

This section may be added immediately after main content, before acknowledgment, authors' biography and references.

10. Conflict of Interest

Authors are required to include this section if the research received sponsorship or was influenced in any way by individuals or organizations, potentially compromising its neutrality. In such cases, authors must explicitly state whether the study's outcomes were affected by sponsors or other external parties. If no conflicts of interest exist—meaning the research was conducted independently without undue influence— this section may be omitted.

11. Acknowledgement

Put applicable sponsors acknowledgements in this section; do not place them on the first page of your paper or as a foot-note. Guide's name may be put either here or on the first page. Other supportive people's names can be mentioned in this section.

12. References

Citation Guidelines for Research Papers
In-Text Citations

- Enclose citation numbers in square brackets (e.g., **[1]**).
- When referencing authors, include the surname and publication year in parentheses (e.g., **(Wesley, 2017)**).
- Place reference numbers **before** the sentence-ending punctuation (e.g., *"Previous studies support this claim [1, 2]."*).
- For multiple citations, separate reference numbers with a comma and space within a single set of brackets (e.g., **[3, 4]**).
- Avoid using references as nouns (e.g., **incorrect:** *"As discussed in [5]..."*; **correct:** *"As Smith et al. (2020) discuss..."*).
- For works with multiple authors, list one author followed by *"et al."* (e.g., **(Johnson et al., 2019)**).
- If distinguishing between similar references, include additional author names (e.g., **(Lee, 2018; Lee & Park, 2018)**).

Reference List Formatting

- References may be listed as **footnotes** (page-end) or **endnotes** (document-end). **Endnotes are preferred** for papers with cross-paragraph citations.
- Use sequential numbering (e.g., **1., 2.**) without italics.
- Ensure all hyperlinks are **complete and functional** (e.g., **https://www.example.com/path/to/resource**).
- **Structure each entry as follows:**
  - **Authors:** Follow a consistent naming convention (e.g., *Roger R.F., Leonardo W.D.*).
  - **Title:** Use **Title Case** or **Sentence case** (no all-caps or all-lowercase).
  - **Publication Details:** Separate elements (journal, publisher, year, volume, issue, page range) with commas.
  - **URLs:** Place at the end, preceded by a period (no period after the URL).

Publication Status

- **Unpublished work:** Cite as *(unpublished)* **[6]**.
- **Submitted work:** Use *(submitted for publication)*.

- **Accepted but unpublished work:** Label *(to be published)*.

Author Name Formatting

Choose **one** consistent style (preferred: *Roger R.F.*):

1. Full names (e.g., *Roger Robert Federer*).
2. Initials (e.g., *Roger R. Federer*).
3. Abbreviated (e.g., *Roger F.*).
4. Hybrid (e.g., *Roger R.F.*).
5. Last-name-first initials (e.g., *R.R. Federer*).
6. Simplified (e.g., *R. Federer*).

Examples of Reference Entries

1. Roger R.F., Leonardo W.D., Donald J.T., *Title of the Research Paper*, Journal of Advanced Studies, March 2015, 7 (3), 129–151. https://www.journalurl.com/path
2. Jack C.M., *Electromagnetic Effects on Water Variants*, Journal of Electromagnetic Research, 1992, 2 (4), 47–76.

Journal of Eco Astronomy

One of five images from the James Webb Space Telescope: the Carina Nebula (above) reveals a previously invisible region of space where stars are born. The tallest peaks of the nebulous cloud are about seven light-years high, according to NASA.