



## **PHILIPPINE NORMAL UNIVERSITY MINDANAO MULTICULTURAL EDUCATION JOURNAL (MEJ) AUTHOR'S GUIDELINES**

### **FORMAT & STYLE**

#### **Article Format**

Articles should be prepared in single column format suitable for direct printing onto Government Legal Size Paper (8.5 x 13.0 in/ 216 x 330 mm). Do not number the pages in the article. Leave a line clear between paragraphs.

**The Body of Article (introduction, methodology, results, discussions, conclusion and recommendations, acknowledgements and references) is written with Times New Roman style and 11 font sizes.** The length of the article- including abstract, tables, and references must be between 5000 and 6000 or 3000-3500 words for action research. Each paragraph should be more than two sentences.

### **MECHANICS FOR TYPESETTING MANUSCRIPTS**

#### **File Format and Submission**

Submit electronically manuscripts in MS Word format to the PNU-Mindanao Publications and Materials Development Office([pnum.pmdo@pnu.edu.ph](mailto:pnum.pmdo@pnu.edu.ph)).

## Author Information

Author's/Authors' name/s be in 12-point Times New Roman, center-aligned. The school/university/organization/agency where the author is connected must be provided in a 11-point Times New Roman, center-aligned. For more than one authors coming from different agencies, the second author's information must be placed one space after the first with the same typesetting.

**ARTICLE TITLE( TIMES NEW ROMAN , 14, ALL CAPS,  
BOLDFACE, CENTERED)**

Author(s) Name(s) (Times New Roman, 12 , Non-boldface, Centered)

Author Affiliation/Institution (Times New Roman, 11, Non-boldface, Centered)

## Main Texts

The first line of each paragraph must be indented by 0.5 inches. Times New Roman be used in the entire manuscript.

## Section Headings

**Level 1 heading** should be bold, flushed with the left side margin, and only first word capitalized except for proper nouns. Do not indent the first paragraph after Level 1 heading. The succeeding paragraphs should be indented (.5 cm).

**Level 2 heading** should be bold and italicized & flushed with the left side margin. Do not indent the first paragraph after Level 2 headings. The succeeding paragraphs should be indented (.5 cm).

**Level 3 heading** Level three headings are indented (.4 cm), begin with a capital and end with a period, and should be in italics.

## Frequency and Percentage

**FIGURE AND TABLE CAPTIONS** should be 11-pt, boldface Times New Roman, callouts should be non-boldface. Initially capitalize only the first word of each figure caption and table title. Figures

and tables must be numbered separately. Figures captions are to be centered below the figures. Tables captions are flushed to the left margin.

### **Page Setting**

Side margins: 1.75-inch top and bottom margins; 2-inch left and right margins Size: 8.5 inches x 13 inches, portrait orientation.

### **Title**

All words in the Title should be capitalized or upper case. It must be typeset in 14-point Times New Roman, boldface, center-aligned.

**RESEARCH TITLE(TITLE TIMES NEW ROMAN , 14, ALL  
CAPS, BOLDFACE, CENTERED)**

Author(s) Name(s) (Times New Roman, 12 , Non-boldface, Centered)

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### **REFERENCES**

Use APA 7th Edition format. Ensure that every reference cited in the text is also present in the reference list, and vice-versa.