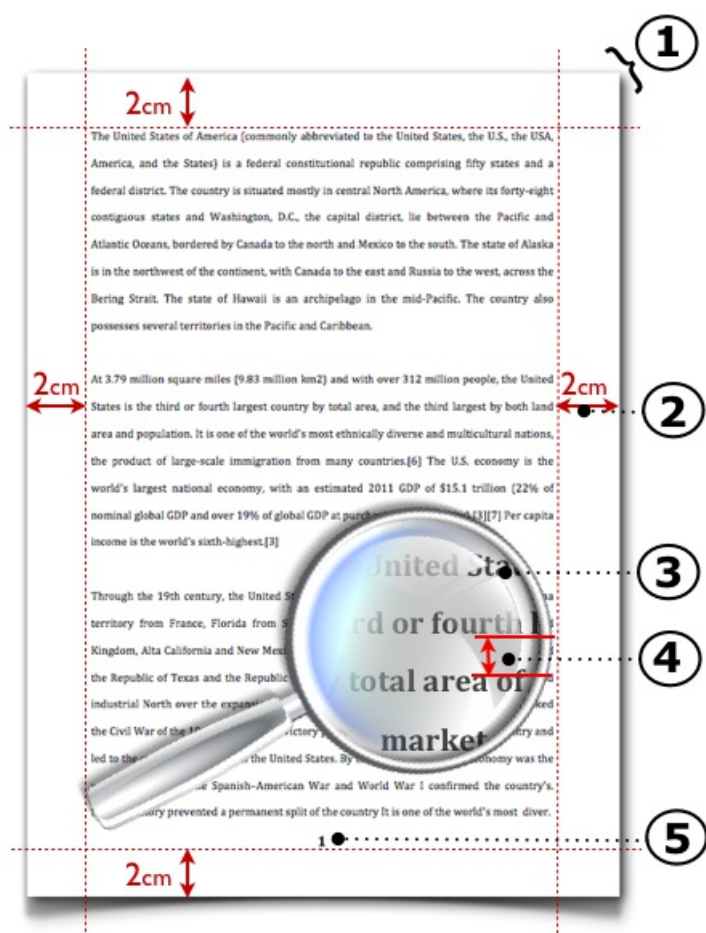


Formatting Requirements

Please observe the following instructions:

Your manuscript must be in PDF format. Windows-Users are recommended to use the software PDFCreator for the creation of a printable PDF file. This free and downloadable version is available at: www.pdfforge.org/download. A guide for the creation of a ready-to-print PDF file can be found by clicking on the following link: www.lap-publishing.com/download/pdfcreator



1. File Format

(i) **Page Format:** Your manuscript in PDF must be in portrait format, be in A4 size and contain at least 42 pages. We will reduce your A4 PDF for printing to a 15x22 size book, which is about 30% smaller than an A4 page. We will add a 4-page prefix consisting of title, imprint, ISBN, etc. to your PDF file.

(ii) **Text Alignment:** Full Justification

2. Margins

Your margins should be 2 cm minimum on all sides. If your manuscript has more than 190 pages, please use 3 cm minimum on left and right sides.

3. Fonts

(i) **Font Type:** Arial or Times New Roman is recommended for good readability.

(ii) **Font Size:** 14 points. Equals to 10 points in printed version. (Footnotes' font size: 11 points. Equals to 8 points in printed version.)

4. Line Spacing

1.25 or 1.50-spaced (125 - 150%) (Footnotes 1-spaced.)

5. Page Numbers

(i) **Page Numbering:** The Table of Contents and Chapter One should begin on an odd-numbered page. Pagination should be continuous (no missing pages or page numbers).

(ii) **Page Number Alignment:** centered in preference – Or uneven page numbers on the right and even page numbers on the left hand side. Page numbers should either be on the top or at the bottom of pages.

Attention: (i) Cover Sheet and Statutory Declaration must be removed. Please remove them from your Table of Contents as well. (ii) Please ensure your work contains a Table of Contents. (iii) Your manuscript will be printed in black and white. (iv) Please double-check your PDF for displaced headings, completed illustrations, etc.