# Title of the article (Verdana, 16-point, bold, left aligned, capitalize only the first word, with 18-point before and after the paragraph)

**Author1 Name,** Affiliation, Country, email address(Verdana, 10-point, left aligned, with 6-point after the paragraph, bold name only)

**Author2 Name,** Affiliation, Country, email address(Verdana, 10-point, left aligned, with 6-point after the paragraph, bold name only)

## Abstract (Verdana, 12-point, centered, with 12-point before and after the paragraph)

*One paragraph (200 - 250 words) in italic, 12-point type immediately following the abstract heading.* *The abstract should describe the purpose of the research, its context, the methodology used, major findings, contribution, and implications. No references should be included in the abstract as it should be a standalone text, no quotes either.*

**Keywords**: Select four to seven keywords that capture the essence of your paper.

## Introduction (Verdana, 12-point, centered, with 12-point before and after the paragraph)

## Typeface

The typeface text must be 12-point Times New Roman type for all text, single-spaced, with 6-point after the paragraph, non-indented.

## Headings Format

# Level number 1 (Title)

Level 1 (title only) should be Verdana, 16-point, bold, left aligned, capitalize **only** the first word, with 18-point before and after the paragraph.

## Level Number 2 (Main Sections Heading)

Level 2 (Main sections heading) should be Verdana, 12-point, bold, centered, with 12-point before and after the paragraph. DO NOT number headings and subheadings.

Level Number 3 (Secondary Sections Heading)

Level 3 (Secondary sections heading) Verdana, 12-point, bold, left aligned, Title Case Capitalization, with 6-point before and after the paragraph. DO NOT number headings and subheadings.

#### Level number 4 (Secondary sections sub-heading)

Level 4 (Secondary sections sub-heading) should be Verdana, 12-point, bold, italic, left aligned, with 6-point before and after the paragraph. DO NOT number headings and subheadings.

## Page Layout

### Column

Place text in one (1) column, full justification.

### Paper Size

All papers must be set to Letter (8.5’’ x 11’’) page size.

### Margins

All four margins (top, bottom, left, & right) must be one inch.

### Page Numbers

DO NOT put page numbers in the document. It will be added during the final step of the publication process.

### Footnotes

NOT permitted.

### Length

OJAKM papers should NOT exceed 20 pages, single-spaced with 6-point after the paragraph including tables, figures, references, abstract and keywords list.

## Tables and Figures

The formatting of tables and figures is left largely up to the authors, but according to this the examples in this template. Tables and figures should be sized and placed in the body of the paper. Care should be taken so that tables and figures are not separated between pages. Generally, tables and figures should be in Times New Roman 9- to 12-point type, and table column headings should be in bold. Graphics should be clearly rendered so as to yield attractive, high resolution, and readable printed copies. Color graphics is permitted, however, care should be placed to ensure colors are vivid, and clear to distinguish between colors where appropriate. ALL GRAPHICS SHOULD BE INCLUDED IN THE PAPER AND MUST BE ROYALTY FREE. NO CAPTURED GRAPHICS FROM OTHER SOURCES PERMITTED even if the other source is cited to avoid violation of copyright laws. Table caption should be noted in Times New Roman l2-point type, left aligned, above the table, numbered, and pointed to it from the text (See Table 1). Figure caption should be noted in Times New Roman l2-point type, centered aligned, below the figure, numbered, and pointed to it from the text (See Figure 1).

**Table 1.** Example of a Table Caption

|  |  |  |
| --- | --- | --- |
| **Column 1 Header** | **Column 2 Header** | **Column 3 Header** |
| Table text  | Table text | Table text |

Figure, Artwork, or Image (Royalty Free)

**Figure 1.** Example of a Figure Caption

## Acknowledgement

Optional. Place before the references.

## References

The current APA formatting guidelines are used to make internal citations within the paper of the manuscript and used for the complete alphabetic list of reference citations at the end of the paper. The References list contains only works cited in the paper and all works cited in the paper must be listed in the References section. Please refer to for complete APA Reference Style Guide 7th Edition at <https://apastyle.apa.org/>. References must be hanging by 0.5 inch.

See below for examples:

### Journal Article

Auth, G., Jokisch, O., & Dürk, C. (2019). Revisiting automated project management in the digital age – a survey of AI approaches. *Online Journal of Applied Knowledge Management, 7*(1), 27-39. [https://doi.org/10.36965/OJAKM.2019.7(1)27-39](https://doi.org/10.36965/OJAKM.2019.7%281%2927-39)

Russ, M. (2016). The probable foundations of sustainabilism: Information, energy and entropy based definition of capital, Homo Sustainabiliticus and the need for a “new gold”. *Ecological Economics, 130*, 328-338. <https://doi.org/10.1016/j.ecolecon.2016.07.013>

Silber-Varod, V., Eshet-Alkalai, Y., & Geri, N. (2019). Tracing research trends of 21st‐century learning skills. *British Journal of Educational Technology, 50*(6), 3099-3118. <https://doi.org/10.1111/bjet.12753>

### Journal Article, Advanced Online Publication

Ziemba, E. (2020). The contribution of ICT adoption by local governments to sustainability—empirical evidence from Poland. *Information Systems Management*. Advanced online publication. <https://doi.org/10.1080/10580530.2020.1738600>

### Conference Proceedings

Cram, W. A., Proudfoot, J., & D'Arcy, J. (2017, January 4-7). *Seeing the forest and the trees: A meta-analysis of information security policy compliance literature*. The 50th Hawaii International Conference on System Sciences, Waikoloa, Hawaii, United States, 4051-4060. <https://doi.org/10.24251/HICSS.2017.489>

Govender I., & Watson B. (2020). Theorising information security policy violations. In H. Venter, M., Loock, M., Coetzee, M., Eloff, & J. Eloff (Eds), *Information and Cyber Security*. Communications in Computer and Information Science.

### Book

Bishop, M. (2019). *Computer security: Art and science* (2nd Ed.). Addison-Wesley Professional.

Shachak, A., Borycki, E. M., & Reis, S. P. (Eds.). (2017). *Health professionals' education in the age of clinical information systems, mobile computing and social networks*. Academic Press.

### Book Chapter

Niccolini, F., Davis, E. B., La Verghetta, M., & Pilotti, V. (2017). Integrating values, purposes, and visions for responsible development. In M. Russ (Ed.), *Human capital and assets in the networked world* (pp. 177-214). Emerald Publishing Limited. <https://doi.org/10.1108/978-1-78714-827-720171007>

## Author(s) Biography(ies)

**Article Author, Ph.D.** Please include a brief, one paragraph biography for each author. Bold the name of the author, remaining brief biography in Times Roman l2-point type non-bold. Image of the author(s) can be added – Text wrapping layout should be set to “square”, position options should be “move object with text”, and do not allow overlap. the picture size and should be 1-inch width and no more than 1.15-inches height.