

Preparation of Papers in Two-Column Format For Noventia Journal

TIMES NEW ROMAN 24

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Abstract: This paper provides comprehensive guidelines for authors preparing manuscripts for publication. Writers should follow the instructions in this document to ensure their papers meet publication standards. It can be used both as a reference guide and as a preformatted template for your own content.

Keyword: Include at least five relevant keywords or phrases.

I. INTRODUCTION

This document serves as a reference template for preparing academic papers. To meet formatting requirements, authors can use this document directly and simply replace the sample text with their own.

A. Page Layout

Prepare your manuscript using US Letter paper (8.5 x 11 inches).

The following margins must be applied:

- Top = 1.9 cm
- Bottom = 2.54 cm
- Left/Right = 1.59 cm

Each column should be 3.5 inches wide, with a 0.25-inch gap between them. All paragraphs must be indented and justified, ensuring text aligns evenly on both sides.

B. Text Font of Entire Document

Use Times New Roman or Times font throughout your paper. Avoid using Type 3 fonts. Alternative fonts may be used for specific elements when necessary. Recommended font sizes are shown in Table 1.

Type	Size (pts.)	Regular	Bold / Italic
Table superscripts	6	Yes	
Section titles, tables, captions	8	Yes	Italic
Abstract, Index Terms	9	Yes	
Main text, equations, affiliations	10	Yes	
Subheadings	10	Yes	Bold
Author names	11	Yes	

TABLE 1

FONT SIZES FOR PAPERS

C. Title and Author Details

The paper title must be in 24 pt Regular font, author names in 11 pt Regular font, affiliations in 10 pt Italic, and email addresses in 9 pt Courier Regular. All title and author details should appear in a single-column format and be centered. Capitalize all main words in the title except short words such as 'a', 'an', 'and', 'as', 'at', 'by', 'for', 'from', 'in', 'of', 'on', 'the', and 'to'. Avoid including titles (e.g., Dr., Prof.) or organizational memberships. List the family name last for each author (e.g., John A.K. Smith). Each affiliation should include at least the institution name and country, and the corresponding author's email address is mandatory.

D. Section Headings

No more than three levels of headings should be used. All headings must be in 10 pt font.

- Level-1: Headings are centered, in small caps, and numbered with Roman numerals.
- Level-2: Headings are italicized, left-aligned, and labeled with uppercase letters followed by a period.

- Level-3: Headings are indented, italicized, and numbered with Arabic numerals followed by a parenthesis.

E. Figures and Tables

Figures and tables must be centered within their columns. Larger figures and tables can span both columns and should be positioned at the top or bottom of a page. Use solid fill colors that contrast well in both color and black-and-white prints. Ensure that all figures have clear resolution, visible labels, and distinguishable elements.

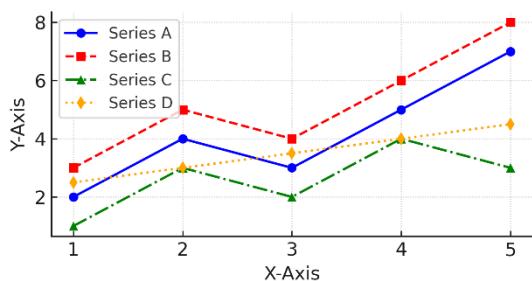


Fig. 1 A sample line graph using colors which contrast well both on screen and on a black-and-white hardcopy.

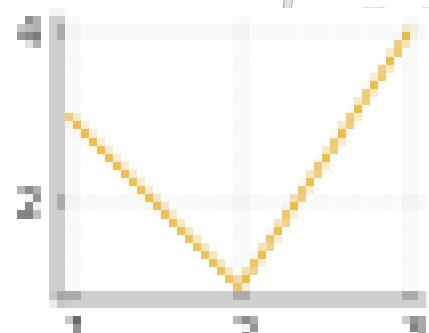


Fig. 2 Sample of an unacceptable low-resolution image.

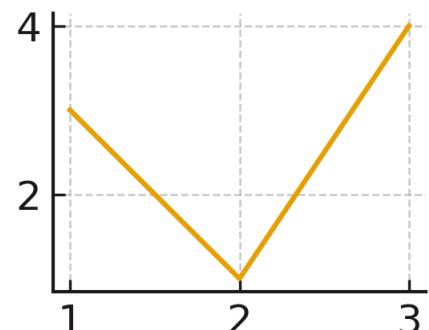


Fig. 3 Sample of an acceptable resolution image.

F. Table Captions

Tables should be labeled using uppercase Roman numerals. The table captions must be center-aligned, written in 8 pt Regular font with Small Caps. Each significant word in the caption should begin with a capital letter, except for short minor words mentioned in Section III-B. The caption and table number must appear above the respective table, as illustrated in Table 1.

G. Page Numbers, Headers and Footers

Do not include page numbers, headers, or footers in your paper. These will be added by the publisher.

H. Links and Bookmarks

All hyperlinks and bookmarks will be removed during publication. When citing email addresses or URLs, write them in full using regular font formatting.

II. CONCLUSIONS

This version of the paper template is Version 2. It ensures a standardized format for submissions and helps maintain consistency across published papers.

ACKNOWLEDGMENT

The Acknowledgment and References sections should not be numbered. Authors may include acknowledgments for financial support, collaborations, or institutional assistance.

REFERENCES

[1] Aronoff, S. (1989). *Geographic Information Systems: A Management Perspective*. Ottawa: WDL Publications.

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