

Palma Journal

Formatting Instructions

- a. **Title** should be centered and use 13 pts bold Times-New-Roman font (TNR).
- b. **Authors Names** should also be centered with the first name appearing before the family name. It should be followed by the affiliation and the email address of the author(s). Authors names should use 13 pts regular TNR.
- d. **Abstract:** The title "Abstract should be centered using 11 pts bold TNR. The text of the abstract should be justified, and use 9 pts regular TNR
- e. **Keywords** should be provided after the abstract for indexing purposes. No less than 3 and no more than 5 keywords are required. They will not appear in the published paper.
- f. **Sections :** They are not required in the Arts. If numbered, they should be formatted similar to the Sciences. In Sciences, they are mandatory and should be numbered. They should be formatted in the following way:
 - Sections: Bold and centered, 11 pts TNR, roman numerals for numbering
 - Subsections: left justified, regular, italic TNR, alphabetical.
- g. **Main Text:** TNR 11 pts font. New paragraphs should be indented by 1 cm. **No Underlying** please.
- h. **Quotations, Footnotes, Endnotes, References:** They should adhere to the APA style.
- i. **Tables:** A title should appear in the following form "Table (number). (Title)". This should be centered above the table. Tables should be numbered using arabic numerals. Tables should be numbered in order of appearance. Use a 9pts font for the text. Table footnotes are allowed; use letters or symbols to identify them. Tables should be called using "table (num)".
- j. **Figures:** These include figures, illustrations, graphs, drawings, photos... A Caption should appear under each figure following the form "Fig. (num) (Caption)" . Use arabic numerals for the numbers. Figures should also be numbered in order of appearance. Use a 9 pts TNR font for the caption. Figures should be called using "figure (num)".
- k. **Equations:** Should be numbered if more than one appears in the paper.