INSTRUCTIONS TO AUTHORS

Zhaohao Sun

Department of Business Studies, PNG University of Technology, Private Mail Bag, Lae 411, Morobe Province, PNG.   
zhaohao.sun@pnguot.ac.pg

Abstract

Abstract title is at central, font size is 12 pt, Times New Roman. Abstract content font size is 10 pt, justified, Times New Roman. Abstract Should be concise and presented as a paragraph, preferably less than 150 words. This will consist of four sections, background, methods, results, and conclusions, which should describe the entire paper, respectively, the problem investigated, how the study was conducted, the salient findings, and what the authors conclude from the results. Discussion and citations should not be included in the abstract.

**Keywords**: keywords title is at left, font size is 10 pt, Times New Roman. Give a maximum of five keywords characterizing the content of the paper. one of them should be in a big discipline area, e.g. computer science. Avoid using keywords captured in the title of the manuscript.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence Author

Zhaohao Sun, Department of Business Studies, PNG University of Technology, Private Mail Bag, Lae 411, Morobe, PNG, [zhaohao.sun@pnguot.ac.pg](mailto:zhaohao.sun@pnguot.ac.pg)

Article Info

Received 38 August 2023 | accepted by 28 October 2023 | published online 28 December 2023, DOI:/ <http://openjournal.unitech.ac.pg/> …..

Citation Info

Sun, Z. 2023, Similarity Intelligence. Interdisciplinary Journal of Papua New Guinea University of Technology 1(1): 1-18, DOI: http://openjournal.unitech.ac.pg/ 90.3088....

Copyright Info

Copyright © 2023 by the author and IJPNGUoT. Published by Interdisciplinary Journal of Papua New Guinea University of Technology. This is an open access article under the Creative Commons Attribution-NonCommercial 4.0 International (CC BY-NC 4.0) License. (<https://creativecommons.org/licenses/by-nc/4.0/>).

Note: This template and formatting can be used for author’s manuscript development for this IJPNGUoT. It can be accessed at Template link and formatting style.

# Preparation of Manuscripts

Manuscripts should be typed to conform to the style of this journal (Template link and formatting style). The preferred margins for the page layout are 2.0 cm for the left and right sides, 3.5 cm for the up and bottom sides, and double columns with 0.6 cm spacing. The heading 1/heading 2 /heading 3 are numbered, Times New Roman, 12/12/11 pts. Heading words should be used. The preferred font for normal manuscript preparation is Times New Roman, 10 pts. The length of the normal manuscripts should not exceed 8000 words. Manuscripts running to less than 2500 words could be accepted as short communications (Note: such Manuscripts will be limited). Manuscripts must be submitted in editable docx files (Microsoft Word 20013 or higher version) without grammatical and typographical errors. Do not submit pdf files. and pages should be numbered consecutively in the top right-hand corner, including those containing the list of references. Lines should be consecutively numbered. Authors should use numbering options in MS Office or any other appropriate software. Do not insert tables and figures in the body of the text, which should be collected together and placed after the text (see 'Tables' and 'Figures' below). Manuscripts that do not conform to accepted standards of scientific publications or are verbose or repetitive will be returned.

# The Title Page

The first page of each paper should be the title page and give the following details on the first sheet.

(a) The full title of the paper. To facilitate retrieval and indexing by modern bibliographic searching tools, it is essential that the title is informative and contains the maximum number of relevant keywords. Where appropriate, the title should indicate the character of the investigation, and the factors under study, less than 15 words in length. Use upper case letters for the title except for the scientific names.

(b) A shortened title for running headlines. This should not exceed 40 characters, counting each letter and space as one character.

(c) The name (s) of the author (s) and the full address at which the research was carried out (including Telephone numbers and email addresses). The address (es) of the author (s), if different from the previous item, can be indicated in a suitable footnote. Indicate the corresponding author with an asterisk (\*) mark after the name.

# Abstract and Keywords

## Abstract

Should be concise and presented as a paragraph, preferably less than 150 words. This will consist of four sections, background, methods, results, and conclusions, which should describe the entire paper, respectively, the problem investigated, how the study was conducted, the salient findings, and what the authors conclude from the results. Discussion and citations should not be included in the abstract.

## Keywords

Give a maximum of five keywords characterizing the content of the paper. Avoid using keywords captured in the title of the manuscript.

# Tables and Figures

## Tables

Each table should be on a separate sheet, and an indication should be given on the typescript of its preferred position in the text. Each table should be numbered in Arabic numerals and give an appropriate title at the top of each table. Avoid presenting tables too large to print across the page: table width must not exceed 12 columns. Tables must be constructed using the table function in the office software. Manuscripts with tables created using a space bar or tab button will be returned without review. Also, authors should avoid copying and pasting tables from spreadsheets. Tables may be supplied as a separate attachment with a document named after the table numbers or may be presented at the end of the references.

## Figures and Artwork

The number should be kept to a minimum, Microsoft Word/reference/insert table of figures are preferred. Develop the figures in MS Excel or PPT (in TIFF form) or any other appropriate software and supply each Figure with a Figure number and a suitable caption. Indicate on the typescript the preferred position of each Figure. All figures (line arts, greyscale images, or combination arts) must be of sufficient resolution and above 600 dpi, irrespective of the software/hardware used for preparation. Always include/embed fonts and use the recommended fonts uniformly across all illustrations (Times New Roman). Line weights should range uniformly across line arts from 0.10 pt to 1.5 pt.

# References

For manuscript preparation, the APA citation system should be used for referencing. Manage sources of Microsoft Word/references/Manage sources are recommended for either APA citation or cited work in the manuscript preparation.

# Acknowledgement

Contributors who don't qualify for authorship and institutions who assisted in the work, such as funding to one of the authors, are listed here.

# Authorship Guideline

Authorship is credited for substantial contributions in conception and design, acquisition of data, analysis, and interpretation of data, drafting the article or revising it critically for important intellectual content, and final approval of the version to be submitted for publication. All authors listed in the submitted manuscript should meet all of these conditions. Mere acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship. All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. All authors must agree on the sequence of authorships before submitting the article. In addition, all authors must agree to designate one author as the corresponding author for the submission. The corresponding author is responsible for coordinating with the co-authors during the preparation and processing stages and acting on their behalf. If the article is accepted for publication, no changes in authorship, the order of authors, or the designation of the corresponding author will be permitted after acceptance.

# Ethics in Publication

All authors must comply with the code of ethics the Committee on Publication Ethics (COPE) prescribes. Multiple submissions to journals, text-recycling, salami-slicing, and duplicate submissions should be avoided. Any misrepresentation of results, falsification or data fabrication, and plagiarism will have serious consequences. Excessive and inappropriate self-citation or coordinated efforts among several authors to collectively self-cite is strongly discouraged. Authors should obtain permission to use software, questionnaires/(web) surveys, and scales in their studies (if applicable). Ethical clearance from the respective institutional governing bodies should be obtained in human and animal trials and interview reports. This information should be inserted under a section of the manuscript with details of the permission grant number. The Journal considers manuscripts dealing with matters that may threaten public health or national security, or global well-being, such as biological agents or toxins, disruption of immunity of vaccines, unusual hazards by the use of chemicals, and weaponization.

# Cover Letter and Suggesting/Excluding Reviewers

A cover letter addressed to the Editor-in-Chief from the corresponding author is required at the time of manuscript submission. Authors must suggest suitable reviewers and/or request the exclusion of specific individuals when they submit their manuscripts. It is mandatory to suggest three to five reviewers with doctoral degrees with their designation and contact address. The corresponding author should ensure they are independent and not connected to the work. The corresponding author must provide an institutional email address for each suggested reviewer in the submission letter when suggesting reviewers. Please note that the Journal may not use the suggested reviewers, but suggestions are mandatory and may help facilitate the peer review process.

# Submission of Revisions

Any manuscript revision submitted must accompany a cover letter to the Editor-in-Chief and a document/file outlining details of the revision work undertaken. Authors should be as detailed as possible in rebutting or accepting all comments and suggestions from reviewers and editors. Authors may use different colour fonts in the revised manuscript file to clearly show the revisions undertaken.