Article Title: Font Bolded and Size 18 (can have a maximum length of 100 characters, including spaces.)

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**Abstract:** A single paragraph of about **250 words** maximum. For research articles, abstracts should give a pertinent overview of the work. We strongly encourage authors to use the following style of structured abstracts, but without headings: (1) Background: Place the question addressed in a broad context and highlight the purpose of the study; (2) Methods: briefly describe the main methods or treatments applied; (3) Results: summarize the article’s main findings; (4) Conclusions: indicate the main conclusions or interpretations. The abstract should be an objective representation of the article and it must not contain results that are not presented and substantiated in the main text and should not exaggerate the main conclusions.

**Keywords:** keyword 1; keyword 2; keyword 3 (List three to ten pertinent keywords specific to the article yet reasonably common within the subject discipline.)

0. How to Use This Template

The submission file must be a Microsoft Word document format (Docx).

The manuscript text is single-spaced; Page size 8.5" x 11" inches (Letter); 20 pages maximum, uses Times New Roman Size 10-point black font text with 1-inch margins on all sides.

Four Levels of Headings can be used:

Article Title: Font Bolded and Size 1

Heading Level 1: Font Bolded and Size 14

Heading Level 2: Size 12

Heading Level 3: Font italicized and Size 12

Heading Level 4: Text underlines and Size 10

1. Introduction (Heading Level 1: Font Bolded and Size 14)

The introduction should briefly place the study in a broad context and highlight why it is important. It should define the purpose of the work and its significance. The current state of the research field should be carefully reviewed and key publications cited. Please highlight controversial and diverging hypotheses when necessary. Finally, briefly mention the main aim of the work and highlight the principal conclusions. As far as possible, please keep the introduction comprehensible to scientists outside your particular field of research. References and in-text citations should adhere to APA formatting style.

2. Materials and Methods (Heading Level 1: Font Bolded and Size 14)

The Materials and Methods should be described with sufficient details to allow others to replicate and build on the published results. Please note that the publication of your manuscript implicates that you must make all materials, data, computer code, and protocols associated with the publication available to readers. Please disclose at the submission stage any restrictions on the availability of materials or information. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited.

Research manuscripts reporting large datasets that are deposited in a publicly available database should specify where the data have been deposited and provide the relevant accession numbers. If the accession numbers have not yet been obtained at the time of submission, please state that they will be provided during review. They must be provided prior to publication.

Interventionary studies involving animals or humans, and other studies that require ethical approval, must list the authority that provided approval and the corresponding ethical approval code.

3. Results (Heading Level 1: Font Bolded and Size 14)

This section may be divided by subheadings. It should provide a concise and precise description of the experimental results, their interpretation, as well as the experimental conclusions that can be drawn.

3.1. Subsection (Heading Level 2: Size 12)

*3.1.1. Subsubsection (Heading Level 3: Font italicized and Size 12)*

3.1.1.1 Subsection *(Heading Level 4: Text underlines and Size 10)*

## 3.2 Make use of the Bulleted and Numbered lists very minimally (Heading Level 2: Size 12)

Bulleted lists look like this:

* First bullet;
* Second bullet;
* Third bullet.

Numbered lists can be added as follows:

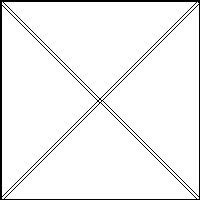
1. First item;
2. Second item;
3. Third item.

## 3.3 Figures:

All illustrations, figures, graphs, charts, and tables are placed within the text at the appropriate points with their respective title and legend, rather than at the end of the manuscript.

They must be all centered appropriately. All illustrations, figures, graphs, and charts should be inserted as image files in the word document (Only PNG and JPEG are acceptable) and must be individually uploaded as "Image File" during Step 2 of the submission along with the manuscript and other supplemental files. The title must be placed under the figure/graphs/charts.

All image files uploaded must be named appropriately such as Fig1.png, Fig2.png, etc. Figures can only be labeled as whole numbers such as Fig 1, Fig 2, Fig 3, and NOT Fig 1a, Fig 1b, and so on.

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**Fig 1.** Schemes follow the same formatting.

## 3.3 Tables: (Heading Level 2: Size 12)

## Tables must be created in the word document. Do not insert and label an image as a table in the word document. All text color must be black, and the heading rows/columns must be shaded with light gray colors. The title must be placed over the Table.

**Table 2.** This is a table. Tables should be placed in the main text near to the first time they are cited.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title 1** | **Title 2** | **Title 3** | **Title 4** |
| entry 1 \* | data | data | data |
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| entry 4 | data | data | data |
| data | data | data |

3.4 Formatting of Mathematical Components: (Heading Level 2: Size 12)

Equations must be created in the word document using the Insert Equation tool, and cannot be an inserted image file.

4. Discussion (Heading Level 1: Font Bolded and Size 14)

Authors should discuss the results and how they can be interpreted from the perspective of previous studies and of the working hypotheses. The findings and their implications should be discussed in the broadest context possible. Future research directions may also be highlighted.

5. Conclusions (Heading Level 1: Font Bolded and Size 14)

This section is not mandatory but can be added to the manuscript if the discussion is unusually long or complex.

**Author Contributions:** For research articles with several authors, a short paragraph specifying their individual contributions must be provided. The following statements should be used “Conceptualization, X.X. and Y.Y.; methodology, X.X.; software, X.X.; validation, X.X., Y.Y. and Z.Z.; formal analysis, X.X.; investigation, X.X.; resources, X.X.; data curation, X.X.; writing—original draft preparation, X.X.; writing—review and editing, X.X.; visualization, X.X.; supervision, X.X.; project administration, X.X.; funding acquisition, Y.Y. All authors have read and agreed to the published version of the manuscript.” Please turn to the CRediT taxonomy for the term explanation. Authorship must be limited to those who have contributed substantially to the work reported.

**Funding:** Please add: “This research received no external funding” or “This research was funded by NAME OF FUNDER, grant number XXX” and “The APC was funded by XXX”. Check carefully that the details given are accurate and use the standard spelling of funding agency names at https://search.crossref.org/funding. Any errors may affect your future funding.

**Data Availability Statement:** We encourage all authors of articles to share their research data. In this section, please provide details regarding where data supporting reported results can be found, including links to publicly archived datasets analyzed or generated during the study. Where no new data were created, or where data is unavailable due to privacy or ethical restrictions, a statement is still required.

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**APA style guide** should be used for references. **References** must be included at the end of the manuscript. Please leave one line spacing between each new reference and start on a new line. Where available, URLs or DOIs links for the references MUST be provided.

**Example:**

**Books**

1. Porter, M. E. (1996). *Competitive advantage: Creating and sustaining superior performance*. Free Press.
2. Brynjolfsson, E., & McAfee, A. (2014). *The second machine age: Work, progress, and prosperity in a time of brilliant technologies*. W.W. Norton & Company.
3. Laudon, K. C., & Laudon, J. P. (2021). *Management information systems: Managing the digital firm* (16th ed.). Pearson.

**Conference Papers**

1. Lee, C., & Kim, H. (2022). AI-driven decision support systems for sustainable development. In *Proceedings of the IEEE International Conference on Smart Systems* (pp. 34-45). IEEE.
2. Wong, T., & Patel, M. (2020). Blockchain-enabled trust mechanisms in e-commerce. In *Proceedings of the ACM Symposium on Emerging Technologies* (pp. 89-102). ACM.
3. Ahmad, R., & Yusuf, B. (2018). The role of IoT in smart city development. In *Proceedings of the International Conference on Internet of Things* (pp. 134-145). Springer.

**Reports**

1. World Economic Forum. (2021). *The future of jobs report 2021*. https://www.weforum.org/reports/the-future-of-jobs-report-2021
2. OECD. (2019). *Digital transformation in SMEs*. OECD Publishing. https://doi.org/10.xxxx/oecdpub.2019.005
3. Gartner. (2020). *AI and the future of work: Trends and challenges*. Gartner Research.

**Websites**

1. Harvard Business Review. (2022, May 10). *How AI is changing business decision-making*. <https://hbr.org/2022/05/how-ai-is-changing-business-decision-making>
2. National Institute of Standards and Technology (NIST). (2021). *Cybersecurity framework 2.0*. <https://www.nist.gov/cyberframework>
3. McKinsey & Company. (2020). *Digital transformation strategies for 2025*. <https://www.mckinsey.com/insights/digital-strategies>

**Theses & Dissertations**

1. Johnson, R. T. (2020). *Adoption of artificial intelligence in enterprise decision-making* (Doctoral dissertation, Harvard University). ProQuest Dissertations & Theses Global.
2. Martinez, P. (2019). *The role of business intelligence in banking: A case study analysis* (Master’s thesis, University of Oxford). University of Oxford Digital Repository.
3. Wang, X. (2021). *Exploring the impact of IoT on supply chain efficiency* (PhD dissertation, Stanford University). Stanford Digital Archive.

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