

## **Guidelines for White Paper**

Formatting guidelines must be followed rigorously, since papers will not be typeset. Authors are advised to print this sample manuscript and use it as a reference while preparing their own White Paper, to ensure all guidelines are met.

The White Paper Abstract should not be longer than 1500 words including the title page, main body, charts, tables and figures. References are not included in the word limit.

The White Paper Abstract should be 1.5 line spacing throughout. The font to be used for the paper should be Times New Roman 12-point font. The page size should be A4 formatting. 2.54 cm margins should be used on all sides (left, right, top, bottom). Endnotes, Headers or Footers should not be used.

References must be in American Psychological Association (APA) style and carefully checked for completeness, accuracy and consistency.

Please fill in relevant information under suggested headings. Kindly use only those which are applicable.

Kindly note, these guidelines are only for the White Paper Abstract for full length white paper author should follow the submission guideline for practitioners journals



## PFB White Paper Template

**Type the Title of This Paper, Capitalize First Letter of Each Content Word - Not More Than 15 Words**

**\*First Author<sup>1</sup>, Second Author<sup>2</sup>, Third Author<sup>3</sup>**

<sup>1</sup>Department Name of Organization, Name of Organization, City, Country (first author's affiliation)  
e-mail

<sup>2</sup>Department Name of Organization, Name of Organization, City, Country (second author's affiliation)  
e-mail

<sup>3</sup>Department Name of Organization, Name of Organization, City, Country (third author's affiliation)  
e-mail

### **Keywords (12pt, Times New Roman)**

Include at least 3 keywords or phrases in alphabetical order, must be separated by commas to distinguish them

- Background of the study / problem statement
- Data and methodology used
- Proposed solution
- Implications for policy-makers/practitioners
- Conclusions and key takeaways
- References

---

<sup>1</sup>\*Corresponding Author