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**Figure 1: Percentage of students with correct responses**

Label of tables and figures are centred, bold and size 10. For tables, the label must be placed above the table while for figures it must be place below the figure. The distance between the figure and the label must be 6 pt. Paragraph > Spacing > Before. All figures must be cited within the text. The word Figure must be used instead of figure or Fig when referring to the Figure. If figures are small, they can be arranged differently.

**Table 1: Relevance of objectives of teaching subjects at the university**

|  |  |  |
| --- | --- | --- |
| **Level of Satisfaction** | **Frequency** | **Percent** |
| Valid | Neutral | 4 | 5.9 |
| Satisfied | 27 | 39.7 |
| Very satisfied | 37 | 54.4 |
| Total | 68 | 100.0 |

The distance between the table and the table label must be 6 pt. Paragraph > Spacing > After. Authors are allowed to use alternative layouts for tables. However, these must be used consistently throughout the paper, as far as appropriate. All tables must be cited within the text. For example, Table 1 should be referred to as Table 1 and not table 1 or anything else. Font size for text within tables should normally be at 10 pt. If majority of the tables are small in width, they can be left-aligned but this must be consistent throughout the paper.

**6. Conclusion [12-bold]**

Page number in top right corner of the page with size 10 and in italics. Headers and footers must be set at 0.5”. The footer must contain the following text, *“@2018 The author (or authors depending on the number of authors) and IJLTER.ORG. All rights reserved.*”. Font size is 10, italics and left-aligned. All text must be in Book Antiqua.

**7. Acknowledgements or funding (if any)**

Optional section. If this section is not present, then adjust the section number for references.

**8. References [12]**

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Altbach, P. G., Reisberg, L., & Rumbley, L. E. (2010). Trends in global higher education: Tracking an academic revolution. The Netherlands: Sense Publishers.

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**Biographies**

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Biography of author (80-100 words) [11 – justified]

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