Author Guidelines for Draft Assessments

Dear [Author's Name],

Thank you for submitting your draft for assessment. To ensure a smooth review process, please adhere to the following guidelines:

1. Formatting Requirements

- Use a standard font such as Times New Roman, size 12.
- Ensure double spacing throughout the document.
- Include page numbers at the bottom center of each page.
- Use 1-inch margins on all sides.

2. Structure of the Draft

Your draft should include the following sections:

- Title Page
- Abstract
- Introduction
- Methodology
- Results
- Discussion
- Conclusion
- References

3. Submission Guidelines

Please submit your draft in a Microsoft Word or PDF format by [submission deadline]. Ensure that all files are clearly labeled with your name and the title of your work.

4. Review Process

Your draft will be assessed by [reviewer's name or committee name], and feedback will be provided by [feedback date]. Please be prepared for possible revisions based on the feedback received.

If you have any questions or require further assistance, do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]
[Contact Information]