

**\*\*KBS Letter Submission Guidelines\*\***

**\*\*1. Formatting:\*\***

- Use standard A4 size paper.
- Font: Times New Roman, Size 12.
- Line Spacing: 1.5.
- Margins: 1 inch on all sides.

**\*\*2. Length:\*\***

- Maximum length: 1 page.
- Word count should not exceed 500 words.

**\*\*3. Content:\*\***

- Title: Clearly state the title of your letter.
- Introduction: Briefly introduce the topic or issue you are addressing.
- Body: Provide detailed arguments, evidence, or perspectives.
- Conclusion: Summarize key points and suggest possible actions or solutions.

**\*\*4. Submission:\*\***

- Submit via email to [submission@kbs.org].
- Include "Letter Submission" in the subject line.
- Attach the document in PDF format.

**\*\*5. Deadline:\*\***

- Submit by the end of the month preceding the desired publication date.

**\*\*6. Contact Information:\*\***

- Include your name, address, and contact number at the end of the letter.

**\*\*7. Review:\*\***

- All submissions will be reviewed, and only selected letters will be published.

**\*\*8. Anonymous Letters:\*\***

- Anonymous submissions are not accepted; all authors must be identified.

Thank you for your interest in contributing to KBS!