Conference Proceedings Submission Guidelines

Conference Proceedings papers must be formatted to the following Article Structure, Style Checklist, and Paper Template.

Papers that do not follow these guidelines will be returned for editing.

Papers must be submitted through the Online Submission System by the corresponding author.
Papers submitted through email will not be accepted.

Article Structure

Please use the article structure outlined below.

Title

Ensure that your title accurately reflects the contents of your paper and is free of errors.

If the title includes a title of a literary or artistic work (e.g. book, song, painting), italicise it.

Author List

Provide the authors' affiliation details (where the work was done), including the institution's full name and country. Provide only one affiliation for every author. Follow the format below:

> Author (First Name Last Name), Name of University/Organisation, Country Author (First Name Last Name), Name of University, Country
> **Do not include the College/Department/School/Office/City/Province*

Abstract

The abstract needs to provide a brief but comprehensive summary of the contents of your paper. It provides an overview of the paper and helps readers decide whether to read the full text. Maximum length of 250 words. Write in one paragraph, using citations sparingly.

Keywords (optional)

Separate the keywords with a comma and write in lowercase (but put proper nouns in title case). Keywords need to be descriptive and capture the most important aspects of your paper.

They are used for indexing in databases and as search terms for readers. Include three to five words, phrases, or acronyms as keywords.

Introduction

Present the purposes of the study and provide background for your work.

Body

The main body of text may include Literature Review, Methodology, Results, and Discussion. Refer to the Style Checklist for formatting.

Conclusion

The main conclusion of the study may be presented in this section, which may include the summary, implications, limitations, and recommendations.

Acknowledgements (optional)

Any acknowledgements should be added here at the end of the article before the references. Do not include them on the title page, as a footnote to the title or otherwise. List research funders and those individuals who provided help during the research (e.g., providing language help, writing assistance, proofreading the article). The maximum length is 150 words.

Declaration of Generative AI and AI-assisted Technologies in the Writing Process (NEW)

If you used any AI-generation or AI-assistive technology in writing, improving, or proofreading your manuscript, please declare it in this section. Include information such as the name of the software, the intended use, and the extent of use.

Footnotes

Footnotes should be used sparingly. Insert them using Word's footnote function, ensuring that they are numbered consecutively throughout the article in superscript Arabic numerals. Please do not insert footnotes manually. (Please use the 10-point Times New Roman font.)

References

In-text Citations

Please ensure that every reference cited in the text is also present in the reference list.

Referencing Style

Within the text: citations in the text should follow the referencing style used by the American Psychological Association (APA). Publication Manual of the American Psychological Association, Seventh Edition, ISBN 978-1-4338-3218-5.

List at end of paper: References should be arranged first alphabetically and then further sorted chronologically if necessary. Please use single-space, and indent after the first line of each. Include the DOI, when available. Below are examples:

Reference to a journal publication:

Montoneri, B. (2024). Antoine de Saint-Exupéry, Silvia Hamilton, and the Morgan Library Little Prince Manuscript. *IAFOR Journal of Literature & Librarianship*, *13*(1), 45–53. https://doi.org/10.22492/ijl.13.1.03

Reference to a book:

Strunk, W., Jr., & White, E. B. (2000). *The elements of style* (4th ed.). Longman.

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (2009). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). E-Publishing Inc.

For references in a foreign language, see the examples in the template.

For more details about referencing, please read our APA Referencing Style Guide.

Contact Email Address

The corresponding author's contact email address may be added to the end of the paper after references. ISAH Commitee is not responsible for unsolicited emails received.

Style Checklist

Please use APA style for referencing – APA Referencing Style Guide.

- The document page size is set to A4.
- All pages are in portrait layout.
- The margins are set to Microsoft Word "Normal": top and bottom – 2.54cm (1 inch); left and right – 2.54cm (1 inch).
- The title is set to 14-point, bold, Times New Roman font.
The rest of the article is set to 12-point Times New Roman font.
- All texts are in black font.
- All paragraphs and body text are justified and single-spaced.
- One blank line separates paragraphs or sections. Indented paragraphs are not used.
- The manuscript is **1,000-5,000 words** (excluding the abstract, tables, figures, and references). ***If the manuscript does not follow the recommended word length, it will be returned for editing.***
- Main headings, subheadings, and sub-subheadings are formatted following the example in the Paper template. No more than three levels of headings are included. **Do not use numbers or letters for the headings**.
- Main (1st level) headings are centered and bold.
Subheadings (2nd level) are left-aligned and bold.
Sub-subheadings (3rd level) are left-aligned, bold, and italicised.
- All **figures and images** are inserted in a **JPEG image format** within the page margins.
- All figures and images are **left-aligned**. No loose objects such as arrows, lines or text boxes are present.
- All figures and images have a number and a caption **above** them, **left-aligned and separated with a space**. The figure number is bold and the caption is italicised.
- **Tables** have been created **within the Microsoft Word document** and fit onto one A4 page (portrait).
- Tables have a number and a caption above them, **left-aligned and separated with a space**. The table number is bold and the caption is italicised.

- Page headers, footers, and page numbers are not included.

- Footnotes are used sparingly. Footnotes have been inserted using Word's footnote function and use Times New Roman 10-point font and are indented on the left. Footnotes are used to add supplementary information, not as a citation.

- A *title page* is at the start of the paper and includes the title of the paper, the author list, abstract, and keywords.

- The final file size is 5 MB or smaller.

Title of Paper

(14pt, centred, and bold; maximum of 20 words, italicise any title of a literary/artistic work)

Author (First Name Last Name), Name of University/Organisation, Country Author (First Name Last Name), Name of University, Country
*Provide only one affiliation for every authord
*Do not include the College/Department/School/Office/City/Province
*If applicable – a maximum of authors including the main author

International Seminar on Adab and Humanities (ISAH) 2026
Official Conference Proceedings

Abstract

(Maximum of 250 words; preferably one paragraph with citations used sparingly)

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Keywords: (include three to five words; all words in lowercase case letters (except proper nouns, separated by a comma)

Introduction

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Body (example of elements: Literature Review, Methodology, Results and Discussion, Summary, Recommendations)

All body text is Times New Roman, 12pt, justified and single-spaced, with one blank line between paragraphs, no paragraph indents.

When including headings under the Body, follow the format below:

Main Heading (Centre, bold, titlecase)

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Subheading (Left, bold, titlecase)

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Sub-subheading (Left, bold, italic, titlecase)

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4th Level Heading. (Indented, bold, titlecase, ends with a period) Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

5th Level Heading. (Indented, bold, italics, titlecase, ends with a period) Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

When including a block quotation (40 words or longer) under the Body, follow the format below:

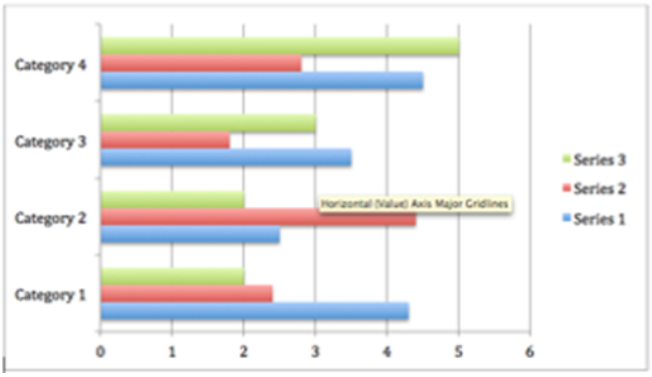
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(Block quotation: left-indent: 1.27cm, right-indent: 0; citation after the last sentence, no quotation marks)

When including a figure or a table, follow the format below:

Figure 1 (title case, bold, left-aligned)
Sample Figure Title (title case, italic, left-aligned)



Note/Source. (left-aligned, in size 10 font)

Table 1 (title case, bold, left-aligned)
Regular Demographic/Informational Table (title case, italic, left-aligned)

Column Label	1st Column	2nd Column	3rd Column	4th Column
1st Row	x	x	x	x
2nd Row	x	x	x	x
3rd Row	x	x	x	x
4th Row	x	x	x	x

Note. See APA manual beginning on p. 210 for additional examples.

Conclusion

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Acknowledgements (if there are any)

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Declaration of Generative AI and AI-Assisted Technologies in the Writing Process
(see examples below)

(with usage)
The author declares that Grammarly, an AI-assisted writing software, was used in proofreading and refining the language used in the manuscript. The usage was limited to correcting grammatical and spelling errors and rephrasing statements for accuracy and clarity. The author further declares that, apart from Grammarly, no other AI or AI-assisted technologies have been used to generate content in writing the manuscript. The ideas, design, procedures, findings, analyses, and discussion are originally written and derived from careful and systematic conduct of the research.

(without usage)
The author declares that no AI or AI-assisted technologies have been used to generate, refine, or correct the content in the manuscript. The ideas, design, procedures, findings, analyses, and discussion are originally written and derived from careful and systematic conduct of the research.

[Referencing / Bibliography to start on a new page. Should be single-spaced. Each reference should be indented after the first line with a 1.27cm hanging indent.]

References in English

Cameron, D. (2001). *Working with spoken discourse*. SAGE.

Coates, J. (2007). Talk in a play frame: More on laughter and intimacy. *Journal of Pragmatics, 39*, 29–49.

Drew P., & Heritage J. (1992). Analysing talk at work: An introduction. In P. Drew, & J. Heritage (Eds.), *Talk at work* (pp. 3-65). Cambridge University Press.

Lee, J. (2018). Yasukuni and Hiroshima in clash? War and peace museums in contemporary Japan. *Pacific Focus*, *33*(1), 5–33. https://doi.org/10.1111/pafo.12109

References in a Foreign Language

If written in the Roman alphabet, use brackets and provide an English translation[1].

BTS (featuring Aoki, S.). (2018). Jeonhaji motan jinsim [The truth untold/Sincerity that couldn't be delivered] [Song]. On Love yourself: Tear. BigHit Entertainment.

If written in non-Roman alphabet, transliterate to the Roman alphabet and use brackets to provide an English translation[2].

Original:

何應欽, 張菀玲, 洪繼開, & 楊喬凱. (2020). 高績效理財專員之個人商業模式與 職能基礎的探討－以 ks 銀行為研究對象. *Commerce & Management Quarterly, 21*(2), 111–145.

Change:

He, Y., Zhang, Y., & Yang, Q. (2020). Gāo jì xiào lǐ cái zhuān yuán zhī gè rén shāng yè mó shì yǔ zhí néng jī chǔ de tàn tǎo yǐ yín háng wèi yán jiū duì xiàng [Discussion on the personal business model and functional basis of high-performing financial professionals - KS bank as the research object]. *Commerce & Management Quarterly, 21*(2),111–145.

Contact email: example@radenfatah.ac.id(optional)

Starting on a separate page, insert the Appendix (if there is one). The Appendix must be five (5) pages or fewer.

1 Adams, A. (2021). When and how to transliterate titles in references. *American Psychological Association.* Retrieved from https://apastyle.apa.org/blog/transliterated-titles-references

2 The University of Melbourne. (n.d.). Non-English language source. *The University of Melbourne Library.* Retrieved from https://library.unimelb.edu.au/recite/referencing-styles/apa7/referencing-non-english-sources