

TITLE OF PAPER

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Abstract

Abstract should be a single paragraph, without subheadings, indentation or references. It is an explicit summary of your presentation that states the problem, the objectives, the methods used, and the major results and conclusions. It should be single-spaced in 12-point Times New Roman. Do not include bullets or lists in the abstract. Abbreviations and literature citations should not be included. The word limitation for the abstract (maximum 250 words). Keywords should be given leaving one-line space below this text. [Single paragraph, Times New Roman, 10 point, 1-line spacing]

Keywords: [3-5 words]

Introduction [Heading 1 – Formatted as level one headings]

The content of Full Paper must be written in English within 12 point Times New Roman, double spacing. The text should be justified. Articles should not exceed 6,500 words including abstract, endnotes, tables, figures, figure captions or legends, references, acknowledgements and appendices.

Sub Heading - Body of Paper [Sub Heading - Formatted as level two headings]

When writing the paper please remember to use either British, or US, spelling but not a mix of the two, i.e., if you choose British spelling it would be colour not color; behaviour (behavioural) not behavior; [school] programme not program; [he] practises not practices; centre not center; organization not organisation; analyse not analyze, etc.

Spelling and Grammar: It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors should be performed. *[Sub Heading: create the heading in italics. Run the text on after a punctuation mark]*

Page numbers

Please **don't** add any page numbers as those will be added.

Acronyms

All acronyms should be spelled out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. 'The work for the Organization of United Nations (OUN)...'. Subsequently, 'The OUN studies on...', in a reference ... (Organization of United Nations [OUN] 1989).

Bullet list

- Using bullets [Bullet list]

Numbering

1. Accept; [Number]
2. Revise;
3. Reject.

Equations, tables and figures

Equations must be written preferably with the same word processor used for the rest of the text, without hand written symbols in order to aid legibility. Equations must be numbered sequentially with their numbers in parenthesis and right justified. Use only the SI units. Use a negative exponent (e.g. kg m^{-3}) and do not indicate units as divisions (e.g. kg/m^3). Chemical formulae should be written in standard form such as “ CaCO_3 ”, not as “ $\text{CaCO}3$ ”.

Tables and figures

Tables and figures must be embedded in the paper text, close to the location of their first appearance. All tables and figures must be referred to in text as follows: Figure 1, Table 1, i.e. 'As seen in Table [or Figure] 1 ...' (not tab., fig. or Fig). All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). Please ensure that tables do not split over the page.

Each table should have a descriptive title (using the current style) and each column an appropriate heading. Each table and/or figure must have a title that explains its purpose without reference to the text. Do not type the caption to a figure on that figure; the legends to any illustrations must be typed

separately following the main text and should be grouped together. Table legends must be placed above the table; diagram or figure legends below the diagram or figure.

Table 1: Table layout. Captions for Tables are placed above. [Table title]

Table Rows [Table content]	Cell one	Cell two
Second Row	1	2
Third Row	2	3
Fourth Row	4	5

Use of Visual Material

As the proceedings will be published in digital form, you have the opportunity to include good quality colour images or other media files that help to present your research and its context.

Where possible please make images:

- Large enough to see clearly
- Of good resolution
- Cropped appropriately.

If you are using diagrams, infographics, or other schematics please ensure that:

- You present information clearly
- You use the Times new Roman font
- All text is legible

Citations

The whole citation should follow the **APA Referencing Style**

Acknowledgements

This section is optional.

Declaration of Interest Statement

State if there is any competing interest of any sort.

References [please choose reference list]

References Page Basics

Appendix

Include other supplementary details here