

ICBE 2024 Abstract – Instructions for Authors

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¹ Institution/Department, Affiliation, City, Country

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The following are the instructions for authors in preparing the abstract for ICBE2024. The abstract should not be more than 250 words. English is the official language. The abstract should be submitted in their final form. The organizers will perform no further adjustments. The authors must send their abstract in PDF format to the conference Chair.

Paper Size: Select A4 size paper in Page Setup in your Word Processor.

Margins: The page layout should be “mirror margins”. Leave 1 inch margin at the top, 1 inch at the bottom, 0.8 inch on the inside and 0.8 inch at the outside side of the page.

Page Layout: Type the abstract in two columns 3.2 inches wide with a space of 0.29

inch between the columns. Each column should be left and right justified.

Fonts: Use “Times New Roman” and single line spacing throughout.

Title: The title should be no longer than two lines. Avoid unusual abbreviations. Center the title (14 point bold). Authors' names (12 point) and affiliations (Institution/Department, City, and Country, 9 point) shall span the entire page. Leave one blank line after the title (8 point), one blank line after the authors' names and affiliations (10 point). Leave one blank line between author's info and the beginning of the paper (20 point).

Keywords— Identify up to five keywords only. Keywords should be separated by commas. Example: UNIKA, instructions, proceedings, Indonesia

ICBE 2024 Proceedings – Instructions for Authors

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Abstract— Kindly follow the instructions for preparing papers for ICBE 2024 Proceedings as presented. They are guidelines for the authors in preparing the manuscript of their paper in electronic form (PDF file). Only papers prepared according to these instructions will be published in the ICBE Proceedings. Abstract of your paper should contain no longer than 250 words.

Keywords— Identify up to five keywords only. Keywords should be separated by commas. Example: icbe, instructions, proceedings, Indonesia, economic

I. INTRODUCTION

These are the instructions for preparing papers for the ICBE Proceedings. English (US) is the official language. **Read the instructions in this sample paper carefully before typing.**

The papers should be submitted in their final form. The submitted paper will be published as is in the ICBE 2023 Proceedings. The final paper in PDF format must be sent to the ICBE 2024 official link.

Detailed instructions for preparing the papers are listed in chapters II, III, IV, and V. In writing the paper, follow the writing rules presented in subchapters A. and B. *Writing rules.*

II. LITERATURE REVIEW

A. Writing rules

Paper Size: Select the A4 size of paper in Page Setup in your Word Processor. Only this paper size will be accepted.

Length: The maximum document length for regular paper is six pages.

Margins: *Adjust the page layout to mirrored margins. Leave 1 inch margin at the top, 1 inch at the bottom, 0.8 inch on the inside, and 0.8 inch at the outside side of the page.*

Page Layout: Type the paper in two columns 3.2 inches

wide with a space of 0.29 inch between the columns. Each column should be left and right justified.

Fonts: Use “**Times New Roman**” font and single line spacing throughout the paper.

Title: The title should be no longer than two lines. Avoid unusual abbreviations. Center the title (14 point bold). Authors' names (12 point) and affiliations (Institution/Department, City, Country; 9 point) shall

point), one blank line (10 point) after the authors' names and affiliations. Leave one blank line (20 point) between author's info and the beginning of the paper.

B. Writing rules

Abstract: Provide an abstract of the paper (9 point bold) no longer than 250 words.

Style: Use separate sections for introduction, literature review, methods, results and discussion, conclusions, acknowledgments (when appropriate), and references.

Headings: Enumerate Chapter Headings by Roman numerals (I., II., etc.). For Chapter Headings use ALL CAPITAL LETTERS (CAPS). First letter of Chapter Heading is font size 12, regular and other letters are font 8 regular style. Leave one blank line (20 point) before and one blank line (10 point) after each Chapter Heading. *Subchapter Headings* are font 10, italic. Enumerate Subchapter Headings by capital letters (A., B., etc.). Leave one blank line (15 point) before and one blank line (7.5 point) after each Subchapter Heading.

Body Text: Use “Times New Roman” font (10 point regular) throughout. Only if you want to emphasize special parts of the text use *Italics*. Start new paragraphs by indenting 4 mm from the left margin (and not by inserting a blank line). Font sizes and styles are summarized in Table 1.

III. METHODS

Equations: For inserting equations, use the Equation Editor. Enumerate the equations using Arabic numbers in brackets on the right hand side of the equation.

Write the equation in “equation editor”. Equations are formatted with the following style.

$$A + B = C \quad (1)$$

Separate the equation and the equation number by using the right tab on the keyboard

$$X = A \times e^{xt} + 21kt \quad (2)$$

IV. RESULTS

ANDDISCUSSION

span the entire page. Leave one blank line after the title (8

Tables: Insert tables as close as possible to where they are mentioned in the text. Prefer positioning them at the top or at the bottom of the column. If necessary, span them over both columns. Enumerate them consecutively using

Arabic numbers and provide a caption for each table (e.g. Table 1, Table 2, etc.). Use font 9 regular for table caption and table legend. Place table captions and table legend above the table. Leave one blank line before (15 point) and one after (5 point) the captions. Please keep in mind the distinction between tables and figures: tables only contain alphanumerical characters and no graphical elements.

Figures: Insert figures as close as possible to where they are mentioned in the text. Prefer positioning them at the top or at the bottom of the column. If necessary, span them over both columns. Enumerate them consecutively using Arabic numerals and provide a caption for each figure (e.g. Fig. 1, Fig.2, etc.). Use font 9 regular for figure caption and figure legend. Place figure legend beneath figures.

Table 1 Font sizes and styles.

Item	Font Size	Font Style
Title	14	Bold
Author	12	Regular
Authors' info	9	Regular
Abstract	9	Bold
Keywords	9	Bold
Body text	10	Regular
Chapter heading, 1 st letter	12	Regular, CAPITAL
Chapter heading, other letters	8	Regular, CAPITAL
Subchapter heading	10	Italic
Table caption and legend	9	Regular
Column titles	9	Regular
Table data	9	Regular
Figure caption and legend	9	Regular
Acknowledgment	9	Regular
References	9	Regular
Author's address	9	Regular

Itemizing: In case you need to itemize parts of your text, use either bullets or numbers, as shown as follows:

IV. CONCLUSIONS

Send your papers only in electronic form (PDF file), which is no longer than six pages. Papers must be sent before the deadline. If you cannot generate a PDF file, you can send Microsoft-word file.

ACKNOWLEDGMENT

Format the Acknowledgment and References headlines without numbering.

REFERENCES

The list of References should only include papers that are cited in the text and that have been published or accepted for publication. Cited papers that have been accepted for publication should be included in the list of references with the name of the journal and marked as "in press". The author is responsible for the accuracy of the references. Use APA style.

- Alderfer, C. P. (1969). An empirical test of a new theory of human needs. *Organizational Behavior and Human Performance*, 4(2), 142-175.
- Argyris, C. (1964). Integrating the individual and the organization. *New York*.
- Arndt, J. (1979). Family life cycle as determinant of size and composition of household expenditures. *ACR North American Advances*.
- Danko, W. D., & Schaninger, C. M. (1990). An empirical evaluation of the Gilly-Enis updated life cycle model. *Journal of Business Research*, 21(1), 39-57.
- Derrick, F. W., & Lehfled A. K. (1980). The family life cycle: An alternate approach. *The Journal of Consumer Research*, 7(2), 214-217.



Fig. 1 Logo of ICBE.

Leave one blank line before (5 point) and one after (15 point) the captions. Please keep in mind the distinction between tables and figures: tables only contain alphanumerical characters and no graphical elements. Do not use characters smaller than 8 points within figures. When choosing graph colors, keep in mind that they might be printed in black and white color. Figure 1 is intended to illustrate the positioning of a figure and shows the logo of International Conference for Business and Economy.