



Asia Pacific Regional Conference on Maritime and Underwater Cultural Heritage

Submission Guide

Including excerpts from BAR Publishing: PREPARING YOUR MANUSCRIPT FOR PUBLICATION. **Repurposed for APConf 6 Proceedings Short Paper.**

Created by Jay Mok, *on behalf of the Publication Committee.*

Version 0: 30 Nov 2025.

Version 1: 1 March 2026. Changes: updated page 2, 9, and 11 - explicitly including statements on uploading separate images/figures/illustrations files, and word count excluded elements.

Version 2: 18 March 2026. Changes: updated page 1,2,10 and 11 to add **yellow-highlights**. Added more descriptions to page 10 and 11, to give further details and attention to paper presentation-only reminders.

Summary

Welcome to the APConf 6 Submission Guide. This document provides comprehensive information for authors, session chairs, and contributors regarding paper submission requirements, timelines, and responsibilities. The APConf Proceedings aim to maintain authors' voices while ensuring consistency and clarity across all submissions.

We would like to reconfirm that submitting a paper is optional, and you can change your choice from full-paper submission to presentation only. This Guide is the first of its kind since the start of APConf, and if you have any comments as to how we can make this better, do email publication.apconf6@gmail.com.

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GENERAL

For those who have opted to submit a full paper, our **short paper (3000 words, excluding references)** should be submitted to us in **electronic format** in the designated Google folder. Generally, this means a Word document (and any images/figures/illustrations as separate files where needed) to be uploaded by either the Paper Author or the Session Chair. The word count only counts the main text, and excludes references or other elements of the paper (such as items listed at '**PRELIMINARY PAGES**'). If your final paper is too large to send via email, then please send it via a file-sharing site such as www.wetransfer.com. **Your Session Chair will guide you through how to submit your paper and the images/figures/tables.** The Publication Committee have formulated the timeline below to ensure the peer-review, copy-editing, and production can be finalised in time for the Proceedings publication to be out by the dates of the conference:

30 Nov - 30 March 2026.	Paper Author: Write Paper	Authors are to write their papers and submit them to the Session Chair by 30 March 2026. Following this deadline, the April period will be dedicated to peer-review and collaborative editing between authors and Session Chairs. Once all final revisions are confirmed, the Session Chair will collect the papers for submission to the Publication Committee. Please also fill in the Paper Submission Form, even if you are a presentation-only.
31 March - 30 April 2026.	Session Chair: Editing, and Peer- Review	Session Chairs will facilitate editing and peer-review of papers within their session. Paper Authors will work collaboratively, often by reviewing each other's papers, to refine their work. The Session Chair determines the specific administration of the process. Revisions are highly encouraged during this period.
30 April 2026.	Session Chair: Final due for all papers' submission to the Publication Committee	The Session Chair must (i) submit all finalized papers in their session to the Publications Committee and (ii) submit Session Confirmation Form by 30 April 2026. This is a hard deadline. Any request for an extension must be submitted by the Session Chair via email before 30 April 2026 and may only propose a new submission date no later than 15 May 2026. Session Chair is responsible for the timely submission of all session papers and must communicate promptly with the Publication Committee regarding any issues. Failure to communicate might result in the entire session being withdrawn from APConf6.
1 May - 30 July 2026.	Publication Committee: Production	The Publication Committee will manage the production phase. Please note that at this stage, content updates cannot be accommodated; revisions will be limited to basic format and spell checks. The Committee will endeavor to contact Session Chairs and/or Paper Authors to confirm any necessary changes that go beyond minor corrections. Please understand our email will be operating with low capacity.
31 July 2026.	Publication Committee: Production	Final Deadline to send all Papers to The Museum of Underwater Archaeology (MUA) and the Ministry of Marine Affairs and Fisheries (MMAF), Republic of Indonesia. Please note that this is an FYI to our participants.
1 August - 20 October 2026.	Publication Committee: Outputting	MUA and MMAF will proceed with producing the digital and printed version of the conference proceedings.
26 Oct 2026.	Finished	Receive Proceedings at Conference APConf 6.

- **Greyed rows:** they are provided here as a reference information only. The dates indicated require no action from either paper authors and/or session chairs.
- If you are a **Paper Author**: your main point of contact is your Session Chair.
- If you are a **Session Chair**: email publication.apconf6@gmail.com for publication related queries.

The Publication Committee aims to respond to queries in five days when necessary. Please consider our automatic email an acknowledgement to your email. Please also understand we have very limited manpower for the largest number of paper intakes, and we might not be able to get back right away. When

you need a reply and did not get it within two weeks, kindly resend us your requests. Thank you for your *kindness and understanding*.

THE PAPER

When finalizing your paper, particular attention should be paid to spellings; spell-checking using the tools available in Word or AI-platforms (such as Claude, ChatGPT, Deepseek) may be useful, but these tools should not be relied upon entirely. Please ensure that your paper has been edited by humans for consistency, particularly when there are several authors involved, and that you follow our house style in respect of citations, dates, quotation marks etc.

The use of an LLM (or other AI-tool) for ‘AI assisted copy editing’ purposes will need to be declared. We define ‘AI assisted copy editing’ as AI-assisted improvements to human-generated texts for readability and style, and to ensure that the texts are free of errors in grammar, spelling, punctuation and tone. These AI-assisted improvements may include wording and formatting changes to the texts, but do not include generative editorial work and autonomous content creation.

In all cases, there must be human accountability for the final version of the text and agreement from the authors that the edits reflect their original work. You will find below a substantial set of house style guidelines which we ask you to follow. The exception to this will be the paper structure (i.e. ‘**MAIN TEXT**’ part), where it is only an option suggested here, and you are welcomed to structure your paper differently based on your own preference and practice.

PRELIMINARY PAGES

- Title page
- List of authors (CAPITALIZE Surname/Family name; contact email of each co-author and their affiliations; if you want to provide the original language of your name, we encourage it and would appreciate you bracketing it right after your English name)
 - Examples:
 - Taylor SWIFT, taylorswift@uni.com, Deputy Director of Maritime Archaeology Centre, New York University, USA;
 - Qi SHU (舒淇), shuqi@university.com, Research Fellow at Centre of Archaeological Science, Peking University, mainland China; and
 - Yayoi KUSAMA (草間彌生), yayoi@gmail.com, Research Fellow at Maritime Archaeology Unit, Tokyo University, Japan.
 - For independent scholar:
 - John SNOW, johnsnow@gmail.com, Independent Scholar in Maritime Archaeology, Myanmar.
- An abstract of less than 300 words.
 - As part of our inclusive protocol, if the Paper Author wishes to provide an abstract in their preferred language alongside their English abstract, we will be happy to include that. However, please note that we are only going to refer to the English abstract in most cases and you will need to provide a simple statement of confirmation that it has been language-checked by someone who knows your language.
- Keywords: 6 maximum.
- List of abbreviations (if applicable).
- List of images, figures, graphs, photographs, illustrations, maps and tables – a separate page should be shown for each (if applicable).

MAIN TEXT

- This depends on the **structure** of your paper. **Due to the diverse topics and varied regional practices, we would recommend you working out with your co-authors team in recognizing the best structure suited for your topic/ argument/ presentation.** One potential structure could be:
 - o **Introduction:** What is the main question your paper seeks to answer/ argue/ discuss? What's the knowledge gap where your paper seeks to fill in?
 - o **Background:** depending on the topic, you could consider defining your choices of vocabulary, the choices on theories that the paper uses, and perhaps the literature review of your current topic/research.
 - o **Main Argument (1), (2), (3), and/or Case Studies:** The paper should be able to present the main arguments and the relevant evidence-based illustrations/ results. Some would include case studies which sustain the argument/ presented insights...
 - o **Further Discussion/ Evaluation:** The resources available to conduct the work include...
 - o **Conclusion:** A summative closing section including the conclusion your paper has arrived at. This could also be done in several paragraphs if needed.

ACKNOWLEDGEMENTS (if applicable). Please note that if you have used AI in the process of writing or editing the paper, you must acknowledge it here. See sample below within the 'Declaration of AI-Assisted Copy Editing' section.

BIBLIOGRAPHY

- The bibliography should be organised A–Z by the author and within the same author by date. It should also appear at the end of the paper and it should run across the page.

Your article will contain most of these elements, and may contain other elements not listed here.

Declaration of AI-Assisted Copy Editing

The use of Large Language Models (LLMs) or similar AI tools for 'AI-assisted copy-editing' must be declared in your paper's acknowledgments.

Definition: 'AI-assisted copy-editing' refers to using AI only to refine a human-generated text for:

- Readability and style
- Grammar, spelling, and punctuation
- Tone and language suggestions

This permitted use includes minor wording and formatting changes. **It excludes using AI to generate new intellectual content, ideas, or data analysis.** The authors are solely responsible for the work's integrity and must verify that all AI-assisted edits preserve their original intent.

Sample Acknowledgement Statement

For authors who used AI tools, **please include a statement in your Acknowledgements section** following this template:

Acknowledgements

The author(s) used [Tool Name, e.g., ChatGPT-4] to assist with copy-editing for improved readability, grammar, and language consistency. The AI was not used to generate content, analyze data, or interpret findings. The author(s) reviewed and edited all output and take full responsibility for the final published

work.

LAYOUT: THE ESSENTIALS

- The standard **page size** is British A4 (210mm × 297mm).
- **Text** should be fully justified left and right.
- **Spacing** – spacing should be set at 12pt.
- **Font** – 11 pt Times New Roman.
- **Margins** – top: 2.5cm; bottom, left and right: 2.5cm; no header; no footer.
- **New paragraphs** should be coded with a 12pt space above text paragraphs (or with a blank line above, if this is not possible).
- **Headings:** sub-headings are in consistent order: first in bold and caps, second bold, third italics. Do not use underlining. Headings should be consistent throughout.
- **Page numbers** should be centred at the foot of the page in Times New Roman 10 pt font.

HOUSE STYLE: THE ESSENTIALS

- **Spelling/punctuation.** As long as it is a consistent spelling system, we accept it. If opted for English (UK) spelling, it should be used throughout, e.g. the ‘-ise’ form should be used for words such as ‘prioritise’ and the ‘-se’ form for ‘analyse’. Other than at the beginning of a sentence or in the titles of works, capitals should only be used for proper nouns.
- **Titles.** No full stops should be used where an abbreviated form of a title is given.
- **Acronyms.** When referring to the names of institutions or organisations, please give the full name in the first instance and also indicate in parentheses the abbreviation or acronym by which it will be referred to in the following text: e.g. Council for British Archaeology (CBA).
- **Numbering.** Numbers under 10 should be written in words.
Figures should be used for the following:
 - i. numbers over nine;
 - ii. a sequence of stated quantities;
 - iii. numbers of sections, paragraphs etc.
- **Illustrations.** All illustrations should be numbered with consecutive numbers, have descriptive captions and sources where appropriate and be mentioned in the text.
- **Figures.** Each type of figure should have a separate number sequence: e.g. Figure 1, Table 1.
- **Quotation Marks.** Single quotation marks should be used.
- **Percentages.** When referring to percentages, **please state “per cent” rather than “%”.**
- **Dates.** Dates should be given in the style: 1 January 2007; 1998–99; 2001–2011; 2007–05; 1980s (not 1980’s). References to centuries in the text should be in words. e.g. the nineteenth century.

IMAGES/ FIGURES/ GRAPHS/ PHOTOGRAPHS (COLOUR AND B&W)

Limited to 4 MAXIMUM for the entire paper. Authors must be copyright holders.

- **Images.** Colour images are possible for the MUA open source online publication; the paper copy, handed at the proceedings, will be in black and white.
- **Photographic prints.** Photographs should be scanned at 300 dpi, slides at 300 dpi, black and white line artwork at 300 dpi, mixed line and tone illustrations at 300 dpi. TIFFS are generally preferred, but JPEGs are acceptable if saved at a sufficiently high resolution. Using illustrations of low quality could cause a delay and it may be opted not to include it. Images should be submitted in the size which you intend that they should appear in the article. Black and white images must be submitted as greyscale.
- **Illustrations produced in Illustrator.** Must be compatible with Adobe Creative Suite. Illustrations created in Word or Excel are often not good enough for print publication, but if saved as TIFF files they are likely to be acceptable.
- **Graphs.** Graphs should be in black and white or greyscale and produced at 300 dpi.
- **Placement.** Graphs and figures can be inserted across the full page width. Images should not be placed in the middle of a paragraph, and large images should be put at the top or bottom of a page, not in the middle.
- **Tables.** Tables should be in **portrait layout** wherever possible. Please contact us if you intend to put tables in landscape layout.
- **Captions.** All figures, graphs, photos and tables should have a number and a caption.

CITATION OF PUBLISHED WORKS

In-text citations are permitted, but must be used consistently throughout the article.

The bibliography and in-text citations must be formatted according to the **Chicago Manual of Style**. For more detailed information and Chicago style citation guidelines visit:

- http://www.chicagomanualofstyle.org/tools_citationguide.html
- <https://www.york.ac.uk/integrity/chicago.html>

BOOK IN TEXT CITATION (Author/Editor surname year, pages referred to) <u>example</u> (Weisskopf 2014, 10–15) IN BIBLIOGRAPHY Author/Editor surname, first name (, ed.). <i>Title of Book</i>, edition/volume/series number. Place: Publisher, year.	Citation Tips • The author's first name does not have to be shown in full but an initial must be included • When referring to book editions, please use normal script, not superscript • For example: 2nd, 3rd, 4th
Chapter in book IN TEXT CITATION (Author surname year, pages referred to) <u>example</u> (Power 2009, 115–117)	Citation Tips Citation and referencing software can help you format and organise your references Commonly used software includes

IN BIBLIOGRAPHY Author surname, first name. “Full chapter title.” In <i>Title of Book</i>, edition/volume/series number, edited by Editor first name surname, full chapter page range. Place: Publisher, year. <u>example</u> Power, Tim. “The Expansion of Muslim Commerce in the Red Sea Basin, C. AD 833–969.” In <i>Connected Hinterlands: Proceedings of Red Sea Project IV Held at the University of Southampton, September 2008</i>, edited by Lucy Blue, John Cooper, Ross Thomas, and Julian Whitewright, 111–118. Oxford: British Archaeological Reports, 2009.	Mendeley (free) or Endnote (licence required)
Journal articles IN TEXT CITATION (Author surname year, pages referred to) <u>example</u> (Power 2009, 115–117) IN BIBLIOGRAPHY Author surname, first name. “Article title.” <i>Journal name</i> volume number, no. issue (year): full article page range. <u>example</u> Seland, Eivind H. “Archaeology of Trade in the Western Indian Ocean, 300 BC–AD 700.” <i>Journal of Archaeological Science</i> 22, no. 4 (2014): 367–402.	Citation Tips List only the exact pages you used in text. The page range of the entire chapter or article must be given in the bibliography

THE FORMATTING STYLES

- ☐ At the start of each article is the title (Bold, 12pt Times New Roman) and authors with affiliation (12 pt, Times New Roman).
- ☐ After the authors an abstract appears below two lines of 12pt spacing. Abstract (10pt, Times New Roman).

STYLES

☐ Heading 1:	Times New Roman 11 pt; caps and bold
☐ [Normal]Body text of paper:	Times New Roman 11 pt
☐ Heading 2:	Times New Roman 11; bold
☐ Heading 3:	Times New Roman 11 pt; italics
☐ Bullet points: Numbers:	Times New Roman 11 pt. Numbers should be listed as 1. 2. 3.
☐ Quotation:	Times New Roman 11 pt
☐ Table heading:	Times New Roman 9 pt; bold
☐ Table text:	Times New Roman 9 pt
☐ Captions:	Times New Roman 9 pt; bold
☐ Acknowledgements heading:	At end of text, before bibliography. Times New Roman 9 pt; bold
☐ Acknowledgements text:	Times New Roman 9 pt
☐ Bibliography:	Times New Roman 9 pt
☐ Page numbers:	Centred alignment; Times New Roman 10 pt

Session Chairs Responsibilities (during paper-writing and editing stage)

As a session chair, **you play a crucial role in the quality and success of APConf 6 proceedings**. For the first time we have received a huge amount of papers and your kind and special attention to the following items will be highly appreciated. Your responsibilities include:

Session Preparation

- Review and understand the content of all papers and presentations in your session.
- **Communicate with paper presenters/authors** *kindly, timely, and professionally*.
- **Prepare paper editing and peer-to-peer reviewing of all incoming papers in your session.**
- Maintain proactive communication with the Publication Committee (and, if suited, the Regional Liaison) on a timely basis. This will ensure we do not miss out any special arrangement in cases like anticipated delays, illness, changes in session setups, accessibility issues, etc.

Peer-to-Peer Review and Editing Responsibilities

- Session chairs are responsible for organizing and administering editing and peer-to-peer reviewing within their session. Session chairs will be offered a **Google Drive Session folder** to upload/ circulate paper, and facilitate final paper submission **FOR THOSE WHO OPTED FOR FULL PAPER SUBMISSION**. The process is as follows:
 - **Initial Drafts** (by 30 March 2026):
 - Paper Authors will submit their papers to Session Chairs, and the papers will be stored in the '**Pending for Paper Review**' folder.
 - File names must be: **UNEDITED_Surname_Paper Title_30Mar2026** (in both .docx and .pdf).
 - *If your papers contain images/ figures/ illustrations, please include the separate files, and name them in a way that logically follows the paper caption. We leave some flexibility on how you could do that, thank you. For tables, it is not required to do so as they will be in table format within the paper.*
 - **Final Paper** (by no later than 30 April 2026):
 - Session Chairs are responsible for submitting all the final and edited papers to the '**Edited Final Paper**' folder.
 - File names must be: **EDITED_Surname_Paper Title_30Apr2026** (in both .docx and .pdf).
- Ideally, to facilitate the peer-review and editing process, paper authors within your session will be reviewing each other's paper, and the session chair will facilitate the process and ensure everyone completes the steps before the due dates. If however your paper authors failed to conduct the editing/ peer-reviewing for any reasons, **you as session chair will have to take up the responsibility of edit/peer-review the papers** (see [Important Note for Session Chairs](#), advertised since May 2025). If you are unable to do it, you must inform the Publication Committee and provide at least one alternate name to assume your duties.

Session Administrative Work

- You are required to **update the Session Tracker** (also in the folder) to indicate the status of the editing, peer-review, best paper, and presentation-only contributors.

- You are required to ensure all paper authors in your session **confirm that they have filled in the [Paper Submission Form](#). This applies to Paper contributors who are only presenting (i.e. those who opted ‘No’ for ‘full paper submission’).**
- You also need to fill in the Session Confirmation Form, confirming **the completion of the editing and peer-review process/confirm presentation-only candidate**, and submit all final papers by no later than 30 April 2026. **This is a hard deadline.** Any request for an extension must be submitted by the Session Chair via email before 30 April 2026 **and may only propose a new submission date no later than 15 May 2026.** Failure to communicate timely will result in the entire session being withdrawn from the conference.

Nominate Best Paper

- As you perform your duties, you will be able to identify papers that could be considered for Best Paper Award (either Student and Professional streams). Please indicate them also on the Session Paper Tracker so we gather the list of papers for the Committee. [For selection criteria, please refer to this working guide.](#)

Paper Presentation-Only

- If you have paper authors who opted for presentation-only, or that they have changed to presentation-only option prior to 30 March 2025, please ensure to mark them on the Session Tracker and only confirm any abstract edits, shall there be any.
- **Specifically, the logistics are:**
 - Step 1:
 - All paper contributors, either presentation-only or full paper authors, should notify their session chair directly after filling the [Paper Submission Form](#). This can be done by having the filled form forwarded to your chairs/ or just simply an email message. If they did not notify you, Session Chairs please then follow up with them and check if they have submitted the paper submission form, and whether or not some of them have changed from full-paper submission to presentation-only.
 - Step 2:
 - When an author confirms to the Session Chair that they have submitted the form (by notifying you), simply tick the corresponding box on the tracker.
 - Step 3:
 - If an author claims to have submitted the paper submission form, and you ticked the box to confirm it, and then we cannot find their submission in our records, we will then contact you and/or the author to investigate what went wrong.

Important note:

[Session chairs should be reminded that it is the paper author’s responsibility to inform you once they have completed the Paper Submission form.](#) Please help us keep this manageable by a small team of people at the Publication Committee. We appreciate your cooperation!

Special Attention to Language and Accessibility

The APConf 6 is committed to equitable and inclusive scholarly exchange. As Session Chair, you play a key role in ensuring all authors in your session can participate fully without barriers. Please provide special attention to the following considerations regarding digital access and cultural inclusivity.

Ensuring Digital Accessibility and Communication

- Scholars in certain regions, including parts of Vietnam, Myanmar, Laos, and mainland China, may face barriers accessing standard digital infrastructure such as Google Suite or AI-products.
- **If an author cannot access Google products, please establish an alternative, reliable channel for exchanging documents and feedback.** For authors in Myanmar and Vietnam, practical alternatives often include Facebook, WhatsApp, or Zalo. For scholars in mainland China, WeChat is typically the most effective and reliable platform for communication and file sharing.

Honoring Paper Author Identity

- **Authors are the definitive authorities on their own identity and scholarly expression.**
- Name Display and Citation: Authors name must be listed exactly as they prefer. For example, Burmese names often do not conform to a first/last name structure and should be presented in their entirety/ as specified by the author. Please honor each author's requested name format.
- Local Language Abstracts: Authors may optionally include an abstract in their first language alongside the mandatory English abstract. This is encouraged as an accessibility measure to broaden the reach of their work. Note however,
 - **The English abstract remains the primary and required version.**
 - Author retains full responsibility for the accuracy and quality of the local language abstract.
 - As Session Chair, you are not required to linguistically validate this abstract, although it will be appreciated. Its inclusion is based on the author's request and your approval.

General Principle

APConf 6 is dedicated to Equity, Diversity, and Inclusion (EDI). We encourage you, as Session Chair, to proactively facilitate an inclusive, respectful, and diverse scholarly environment within your session to the best of your ability. By fulfilling these responsibilities, you help ensure the high quality of the APConf 6 proceedings and contribute to a valuable and productive conference for all attendees. Thank you for your kindness and cooperation.

Paper Authors/Presenters Responsibilities

As a paper author and/or presenter, **you are a key contributor to the APConf 6**. Your timely and professional cooperation is essential for a smooth publication process and conference. Your primary responsibilities are outlined below.

Paper Submission & Deadlines

- Write and develop your paper according to the conference guidelines and themes.
- **Submit your complete paper to your Session Chair by 30 March 2026.**
- Ensure your complete paper document is uploaded to the correct '**Pending for Paper Review**' folder, saved in both Word and PDF formats with the file name: **UNEDITED_Surname_Paper Title_30Mar2026**. Please ask your Session Chair to upload/make changes to the file name/ add separate files of your figures/images/illustrations/ assist you when suited.
- **If you have opted for paper presentation-only, you do not need to submit a paper, but please (i) FILL IN [Paper Submission form](#) so our Publication Committee can get confirmation from you that you are happy with staying presentation only. Please also (ii) EMAIL your SESSION CHAIRS that your choice for presentation-only has been marked on their live Tracker. This makes them aware of your choice and could coordinate better. We thank you for your kind cooperation!**

Peer-Review & Revision Collaboration

- Participate actively in the peer-review process as organized by your Session Chair. This will involve reviewing papers from other authors in your session.
- Be responsive and professional when receiving feedback on your own paper.
- **Work collaboratively with your Session Chair and peers to refine your paper's content, making necessary revisions in a timely manner.**

Final Paper & Presentation Preparation

- **Both full-paper and presentation-only authors complete the [Paper Submission Form](#) latest by 30 April 2026.**
- Ensure your final, edited paper is submitted to your Session Chair well in advance of the 30 April 2026 final deadline.
- Confirm with your Session Chair that your final paper is in the correct '**Edited Final Paper**' folder, saved in both Word and PDF formats with the file name: **EDITED_Surname_Paper Title_30Apr2026**.
- Prepare your conference presentation, adhering to the time limits and format specified by the conference organizers (to be announced in due time).
- Complete your conference registration and confirm your attendance by the required date (to be announced in due time).

Communication & Technical Compliance

- **Maintain proactive communication with your Session Chair**, responding to emails and requests *kindly, timely, and professionally*.
- Inform your Session Chair of any special audiovisual or technical requirements for your presentation well in advance.
- Ensure that all content in your paper and presentation is your own work and that you have secured permissions for any copyrighted material.
- **If you anticipate or experience difficulties with standard communication tools (e.g., Gmail, Google Drive), you must proactively inform your Session Chair and work with them to establish a reliable alternative channel** (e.g., WeChat, WhatsApp, Zalo, Facebook) to ensure timely exchange of information and materials.

Equity, Diversity & Inclusion (EDI) Considerations

- **Author Identity:** You have the right to be cited and listed by your preferred name format. Please clearly indicate this to your Session Chair. For example, if your name does not conform to a first/last name structure, specify the exact full name to be used in all publications. If you wish to bracket your local language names, that is welcomed too.
- **Local Language Abstracts:** You may optionally include an abstract in your first language *in addition to* the mandatory English abstract. If you choose to include one, you are solely responsible for its linguistic accuracy and quality. This local language abstract will not be peer-reviewed for content.

By fulfilling these responsibilities, you help ensure the high quality of the APConf 6 proceedings and contribute to a valuable and productive conference for all attendees. Thank you for your help!

ENQUIRIES

We hope you find these guidelines helpful. Last but not least, for enquiries:

- If you are a **Paper Author**: your main point of contact is your Session Chair.
- If you are a **Session Chair**: any queries about our formatting requirements or house style should be sent to publication.apconf6@gmail.com.

The Publication Committee aims to respond to queries in five days. Please consider our automatic email an acknowledgement to your email. Please also understand we have limited resources and we might not be able to get back to you in time. When you need a reply and did not get it within two weeks, kindly resend us your requests.

Thank you very much! 😊

Sincerely,
Jay Mok

The APCONF 6 Publication Committee
publication.apconf6@gmail.com

