

Author Guidelines for IFLP-ICDSOS 2026

1. General Requirements

- The manuscript is an original work (free from plagiarism) and has not been previously published in any scientific publication platform—whether national or international journals, or proceedings—in either online or print format.
- The manuscript is not being or will not be submitted for review or publication process in any media before there is a decision from IFLP & ICDSOS Committee
- The manuscript must undergo a similarity check using Turnitin, with a maximum allowed similarity of 25%.
- Document format: Microsoft Word.
- Paper size: A4 (210 x 297 mm), do not use US Letter.
- Margins: Top 4.0 cm, Bottom 2.7 cm, Left & Right 2.5 cm.
- Font: Times New Roman or Times.
- Text size: 11 point for main text; 10 point for abstract and table notes.
- Line spacing: Single.
- Paragraphs: Justified. First paragraph after a heading is not indented; subsequent ones are indented 5 mm.
- The manuscript should not exceed 15 pages or approximately 5,000–8,000 words, including references, tables, and figures.

2. Title, Authors, and Affiliations

- Title: 17 pt, Times Bold, flush left, capitalize only the first word.
- Spacing: 28 mm above the title; 10 mm below.
- Authors: Indented 25 mm. Use the author's full name (e.g., Joy Alexandra Smith), with no initials or full stops.
- Affiliations: Also indented 25 mm. Use numbered superscripts to link authors with their addresses. Do not use Word's footnote feature for superscripts.

3. Abstract

- Length: Max 200 words in one paragraph.
- Font: 10 pt, Times.
- Indentation: 25 mm from left margin.
- Spacing: Leave 10 mm after the abstract.

4. Sections and Headings

Section Level	Font	Spacing Before	Spacing After	Notes
Section	11 pt Times Bold	1 line	None	Numbered: 1, 2, 3, etc.

Subsection	11 pt Times Italic	1 line	None	Numbered: 1.1, 1.2, etc.
Subsubsection	11 pt Times Italic	—	Run into text	Numbered: 1.1.1, 1.1.2, etc.; ends with a period

5. Figures and Tables

Figures

- Centered; side-by-side if space permits.
- Caption below the figure, 6 pt spacing.
- Numbering: Figure 1, Figure 2, etc.
- Refer to them as “figure 1”, not “fig. 1”.
- Avoid fine lines < 0.25 pt; match text size (~11 pt).
- Color allowed online, but print is B&W—avoid relying on color alone.

Tables

- Caption above the table, with full stop.
- Numbering: Table 1, Table 2, etc. (e.g., "table 1" in text).
- Use only horizontal rules: top, bottom, and under headers.
- Notes use alphabetic superscripts, 10 pt font.
- Use smaller font for large tables if needed.

6. Equations and Mathematics

- Use Equation Editor/MathType with fonts matching text.
- Variables: italic; constants/functions (d, e, i, sin, etc.): roman.
- Number equations (1), (2), etc., or (1.1), (1.2) by section.
- Numbered equations right-aligned.
- Refer as “equation (1)”, not “eq. (1)”.

7. References

- Use IEEE style (numbered [1], [2], etc., in order of appearance).
- Use reference management software (e.g., Mendeley, Zotero, EndNote) to minimise bibliography formatting errors.
- The REFERENCES heading should be 11 pt; reference entries should be 9 pt.
- Include a minimum of 15 references, primarily from relevant national and international scientific journals published within the last 10 years. References from books are permitted, while website/blog references should be avoided.
- Indent the second and subsequent lines of each reference by 5 mm.
- Use Roman font for authors, publication year, and page numbers; *italic* for journal titles; and bold for volume numbers.
- List up to 10 authors; for more than 10 authors, use et al.
- Use official journal abbreviations where applicable.

8. Appendices

- Placed after acknowledgments, before references.
- Labeled: Appendix A, Appendix B, etc.
- Numbering: equations (A.1), figures (Figure A1), tables (Table A1).

9. Acknowledgments

Include after the main text, before appendices or references. Acknowledge collaborators, funding, etc., here.