

AUTHOR GUIDELINES

This guideline is a template for writing the manuscript for the conference submission and this guideline is available online at the Submission Guideline menu. Authors are allowed to modify this template for submission purposes.

I. INTRODUCTION

This guideline is a template for writing the manuscript for full paper submission and this guideline is available online at Author Guideline page on conference website.

II. WRITING LAYOUT

Manuscript should be written in English and be submitted online via conference website. Author must login in order to make submission: <https://www.researchsynergysystem.com/>

A. Word Processing

- The length of the manuscript/ article should be:
 - **“ABSTRACT”** Submission type for Conference: **maximum** length for conference abstract **350 words**.
 - **Paper for “Conference Proceeding”** Submission type: **minimum 2.000 words and should not exceed 3.500 words**.
 - **Paper for Journal: minimum 5.000 words and should not exceed 8.000 words**.
- All pages should be 1.15 spaced, **Cambria font size 10.5** (including references) with 2.75 cm margins on all sides, and must be between **5000 - 8000 words in length**, including references, tables, and appendices. Your manuscript should include in a single file.
- The file should be in **MS-Word format** using English language.
- No need to alter page number in this template as the page number will be reordered at pre printing process.

B. Writing Format

The title, abstract and main text should be in one column. Title should be less than 15 words, title case, small caps, centered, bold, font type Times New Roman (TNR), font size 16, and single spaced. Abstract contains neither pictures nor tables, justified, italic in 11 TNR, single spaced, and should not exceed 250 words. Keywords should be justified, 10 TNR and single spaced. The main text of the writing should be in one column with 1 cm column spacing, justified, 11 TNR, first line indent 5 mm, and single spaced.

C. Section Headings

Heading should be made in four levels. Level five cannot be accepted.

1) *Heading Level 1*

Heading 1 should be written in title case, small caps, left aligned, bold, 14 TNR, single spaced, and Roman numbered followed by dot

2) *Heading Level 2*

Heading 2: should be written title case, left aligned, bold, 11 TNR, single spaced, Capital numbered followed by dot

3) *Heading Level 3*

Heading 3: should be written title case, left aligned, italic, 11 TNR, single spaced, numbered by number followed by closed bracket

a) *Heading level 4*

Heading 4 is not recommended, however, it could still be accepted with the format of: sentence case, left indent 5 mm, hanging indent 5 mm, italic, 11 TNR, single spaced, numbered by small cap followed by closed bracket.

b) *Heading Level 5*

Heading Level 5 cannot be accepted in the manuscript.

II. WRITING STRUCTURE

The manuscript should begin with title, abstract, and keyword and the main text should consist of: Introduction, Literature Review, Research Methodology, Finding and Discussion, Conclusion and Further Research; followed by Acknowledgement and References.

A. Title

The article title normally has maximum of 15 words. The title should be concise and informative. Author name and affiliation mark with superscript numbering 1,2, etc. following the different author affiliations. The title of the paper should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulas where possible. Author names should not contain academic title or rank. Indicate the corresponding author clearly for handling all stages of pre-publication and post-publication.

B. Abstract

Abstract should tell the prospective reader what you did and highlight the key findings. Avoid using technical jargon and uncommon abbreviations. The abstract should not exceed 200 words. This page should not contain any indication of the identification of the author(s). The abstract should be concise, factual, and state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

C. Keywords

The keywords should be a maximum of 5 words, avoiding general and plural terms and multiple concepts. Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

D. Introduction

Authors should provide an adequate background and a very short literature survey to record the existing solutions/method, to show which is the best of previous research, to show the main limitation of the previous researches, to show what you hope to achieve (to solve the limitation), and to show the scientific merit or novelties of the paper. The author should state the objectives of the work at the end of the introduction section.

E. Literature Review

The literature review represents the theoretical core of an article. A literature review aims to “look again” at what other researchers have done regarding a specific topic. A good literature review should not merely provide a summary of previous relevant research; the researcher is also expected to critically evaluate, re-organize and synthesize the work of others. A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction and lays the foundation for further work. A calculation section represents a practical development from a theoretical basis.

F. Research Methodology

Methodology explains what research method used, how the data collected and proceed quantitatively or qualitatively to get more explanation in the result and discussion. Provide sufficient detail to allow the work to be reproduced. A reference should indicate published methods; only relevant modifications should be described. For the article review, the bibliography/paper selection should be presented in the flowchart or flow diagram.

G. Findings and Discussion

Results should be clear and concise. Discussion should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature. The results should summarize (scientific) findings. This section should highlight differences between your results or findings and the previous publications by other researchers.

H. Conclusion

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section. The conclusion section should lead the reader to important matters of the paper. It also can be followed by suggestions or recommendations related to further research. Limitation and contribution of research should be addressed in this section.

I. Limitation and Further Research

The limitations of the study are those characteristics of design or methodology that impacted or influenced the interpretation of the findings from the research. Further research should suggest the number of gaps in our knowledge that follow from the findings or extend and further test the research.

J. References

The citations and references must use Reference Manager Applications like EndNote, Mendeley, Zotero, etc, using APA style. All publications cited in the text should be included as a list of references. Every reference cited in the text must be in the reference list (and vice versa). Ensure that the manuscript provides comprehensive references (at least 30 articles, 80% from reputable journals). All article references must be included DOI using following style:

Barney J (1991) Firm resources and sustained competitive advantage. *Journal of Management* 17(1): 99–120. <https://doi.org/10.1177/014920639101700108>

Jones P, et al. (2017) Let's get physical: Stories of entrepreneurial activity from sports coaches/instructors. *The International Journal of Entrepreneurship and Innovation* 18(4): 219–230. <https://doi.org/10.1177/1465750317741878>

Müller-Bloch C, Kranz J. (2015) A framework for rigorously identifying research gaps in qualitative literature reviews. In: *Thirty Sixth International Conference on Information Systems, Fort Worth*. Available at: core.ac.uk/download/pdf/301367526.pdf (accessed 24 June 2018).

Saunders, M., Lewis, P., & Thornhill, A. (2003). *Research methods for business students*. Essex: Prentice Hall: Financial Times.

III. MANUSCRIPT PREPARATION

A. ORCID IDs

The inclusion of ORCID iDs is currently part of the submission in this journal as a form of commitment to the realization of ethical, fair, and transparent publications. ORCID has a unique and persistent digital identifier to distinguish authors even though they have the same name. This is an attempt to automatically link the authors with their work to be better recognized. Ensure all authors are linked to an ORCID iD via the OJS system. The ORCID iDs will be entered into the system repository and included in the published manuscript metadata. Thus, readers will easily access your ORCID iDs profile link and become a promotional medium in introducing your activities and other works.

If you do not already have an ORCID iD, you can register here: <https://orcid.org/register> and learn more about ORCID here: <https://orcid.org/>

B. Appendix

Appendices should be lettered to distinguish them from numbered tables and figures in the text. Each appendix should include a descriptive title.

C. Tables and Figures

For tables, they are sequentially numbered with the table title and number above the table. Tables should be numbered consecutively in the text, with a note inserted to indicate placement. Tables should be centered in the column or on the page. The table should be bordered at the bottom, top, and inside horizontal. The table caption should be centered at the top of the table.

The author can add relevant figures or graphs supporting your studies. The figure/graphs caption should be centered at the bottom of the figure/graph. The figure/graph should be clear, in professional quality, with a minimum resolution of 300 dpi, and saved as JPG to avoid miss layout. Each should have a caption, and the lettering should be legible after size reduction.

D. Mathematical Equation

Mathematical equations should be clearly written, numbered orderly, and accompanied with any information needed. They should also be separated from the surrounding text.

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n + b_n \sin \sin \frac{n\pi x}{L} \right) \quad (1)$$

Where $f(x)$ is notation explanation, a_0 is notation, explanation, and so on.

E. Construction of References

References must be listed at the end of the paper. Do not begin them on a new page unless this is absolutely necessary. Authors should ensure that every reference in the text appears in the list of references and vice versa. Indicate references by (Van der Geer, Hanraads, & Lupton, 2000) or (Strunk & White, 1979) in the text. Some examples of how your references should be listed are given at the end of this template in the 'References' section, which will allow you to assemble your reference list according to the correct format and font size. Wikipedia, personal blogs, or non-scientific websites are not allowed to be taken into account. Primary references should be at least 80% from at least ten references.

F. Header, Footer, and Hyperlink

Header and footer including page number must not be used. All hypertext links and section bookmarks will be removed from papers. If you need to refer to an Internet email address or URL in your paper, you must type out the address or URL fully in Regular font.