TITLE OF PAPER

Surname INITIALS[1*], Surname INITIALS[1] and Surname INITIALS[2]
[Author Names: Example A.B.C]

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Abstract

All submissions must include a concise and factual 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 09-point Times New Roman. Do not include bullets or lists in the abstract. Abbreviations and literature citations should not be included. Use only the SI units. Use a negative exponent (e.g. kg m^{-3}) and do not indicate units as divisions (e.g. kg/m3). Chemical formulae should be written in standard form such as "$CaCO_3$", not as "CaCO3". Use a zero before decimal points such as "0.45," not ".45." The first part of your abstract should state the problem or issue you set out to solve and explain your rationale for pursuing the research. The purpose of your study is to solve this problem and/or add to your discipline's understanding of the issue. Your abstract should also describe the research methods. Next, your abstract should indicate the results or outcomes of the work you have done so far. Finally, your abstract should close with a statement of the project's implications and contributions to its field. Be sure to adhere to the word limitation for the abstract (175 -275 words). Keywords should be given leaving one-line space below this text. [Single paragraph, Times New Roman, 10 pt, 1.15 line spacing]

Keywords: single, paragraph, summarizes, words indentation [Minimum 4 words - Maximum 6 words]

Introduction [Heading 1 – Formatted as level one headings]

These guidelines provide instructions to format your full paper. Please write directly into the template or copy your finished text into it choosing 'match destination formatting'. Please use the predefined formatting styles instead of applying your individual settings. The full paper shall be written in compliance with these instructions. Please review this document to learn about the formatting of text, table captions and references. Do not change the predefined formatting settings in this document (such as paper size, orientation, margins, typeface, size, indents, spacing, headings, etc.). [Paragraphs]

The content of Full Paper must be written in English within 11 pt Times New Roman, 1.5 line spacing]. The text should be justified. The target length for an article is 3,000–5,000 words (excluding figures, tables and references). 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]

The article must be divided into chapters. It is advised to adjust body of the paper to the common organization structure of scientific papers (Introduction, Materials and Methods, Results and Discussion, Conclusion). Papers should clearly describe the background of the subject, the authors' contribution, including the methods used, results and concluding discussion on the importance of the work and further recommendations from both scholarly and managerial perspectives.

In the Introduction section you are instructed to summarize the study background, relevant literature, research problem and the research objectives.

Language [Sub heading - Formatted as level three 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/m3). Chemical formulae should be written in standard form such as "$CaCO_3$", not as "CaCO3".

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.

Tables should be formatted as Table 1 (below): left justified text for first column and centred columns thereafter, if possible. Only horizontal table grid lines should be used. Add one empty paragraph of the [Paragraph] style following a table.

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

Please think carefully about the presentation of any 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 (200dpi);

- Optimised to be less than 350Kb;
- Cropped appropriately.

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

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

After you insert an image into your document, select it and use the style named [Picture]. Images are followed by a caption with figures numbered sequentially – Figure 1, Figure 2, etc.



Figure 1: Captions are placed under the pictures. Ensure that your caption adequately describes what you want your reader to see in the picture, highlighting any areas that they should focus on or relationships that you might want them to see [Figure Caption]

Citations

The whole citation should follow the **APA Referencing Style**, enclosed within parentheses (author surname, year) if not a natural part of the surrounding sentence; the year should be enclosed within parentheses if the names do form a natural part of the surrounding sentence. Citations of works by two authors should have 'and' (not an ampersand) between the names. When a cited work has three or more authors in the text, the form (main author *et al.* year) is used (Don't forget to italicize *et al.*).

In-text lists of references should be listed in chronological order (e.g. author1, 2002, author2, 2004, author3, 2008). Publications by the same author(s) in the same year should be identified with a, b, c (e.g. 2008a, 2008b) closed up to the year.

Short quotations within the text should be marked with double quotation marks: Lawson also has a broad understanding of design when he mentions: "Professional designers such as architects, fashion designers and engineers" (Lawson, 2004, p.5). Longer quotations of more than one line should be formatted as below, again within double quotation marks:

> "More of the goods and services produced for consumer across a range of sectors can be conceived of as 'cultural' goods, in that way they are deliberately inscribed with to generate desire for then amongst the end uses sold to consumers in terms of particular clusters of meaning indicates the increased importance of 'culture' to production circulation of a multitude of goods and services." (du Gay, et al, 1997, p.24) [Long quotation]

A reference list should appear at the end of the paper under the heading "References". All the references should be arranged in alphabetical order. Please follow the APA Referencing Style examples provided under Reference Section.

Materials and Methods [Heading 2 – Formatted as level one headings]

This part should contain sufficient detail to reproduce reported data. It can be divided into subsections if several methods are described. Methods already published should be indicated by a reference, only relevant modifications should be described. This section should be written concisely in detail by maintaining continuity of the texts.

Results and Discussion [Heading 3 – Formatted as level one headings]

This section may each be divided by subheadings or may be combined. A combined Results and Discussion section is often appropriate. This should explore the significance of the results of the work, don't repeat them. Avoid extensive citations and discussion of published literature only, instead discuss recent literature for comparing your work to highlight novelty of the work in view of recent development and challenges in the field.

Conclusion [Heading 4 – Formatted as level one headings]

Each manuscript should contain a conclusion section which may contain the major outcome of the work, highlighting its importance, limitation, relevance, application and recommendation. Do not use any subheading, citation, references to other part of the manuscript, or point list within the conclusion.

All accepted papers will be published in an electronic format which will have an ISSN number and be made accessible from the conference website after the conference. Following the conference papers will be given a DOI reference to ensure they are picked up in scholarly web-searches. We aim to produce conference proceedings of a professional and consistent quality, and appreciate you carefully following the instructions outlined in this guide.

Acknowledgements

All acknowledgments (if any) should be included in a separate section before the references and may include list of peoples who contributed to the work in the manuscript but not listed in the author list. If your research was supported by a Research Grant, you may include details here. This section is optional.

Declaration of Interest Statement

State if there is any competing interest of any sort. If there is no financial interest, use the following format: The authors declare that they have no conflict of interests.

References [please choose reference list]

References Page Basics

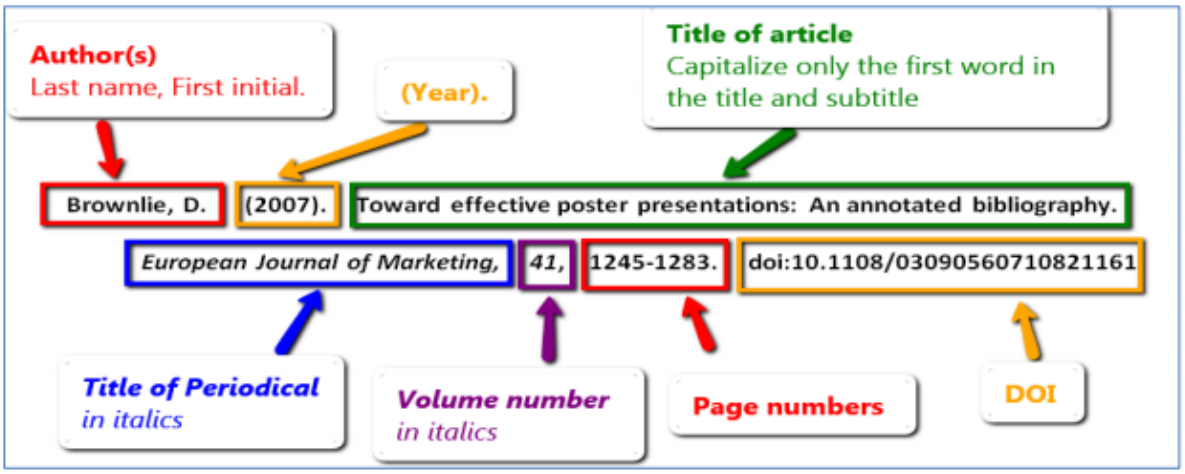
Step 1: Format your reference page

- Start a separate page at the end of your paper and title it: "References".
- Single-space throughout the page.
- Arrange all works cited in alphabetical order. Ignore beginning articles such as: "the," "a," and "an."
- Put references by exactly the same author/s in chronological order (earliest first) on the reference list.
- For an in-text reference to two sources with similar or related ideas, put the work that is first on the reference list first, followed by a semicolon (;) and then the work that is second on the reference list (alphabetically) e.g. (Amsel et al., 2009; Habel 2009).

Step 2: Determine the type of source you are citing

- Are you citing from a book, newspaper article, magazine article, journal article, or website?
- See the sections below for the citation format for specific types of sources.

Step 3: Find the citation elements



Name(s) of author(s) – list the author by last name, first name initial. Put a period after the first name initial.

- More than one author – List authors by last name, first name initial (up to 7 authors); put a comma in between the names, and put &
- before the last author. [e.g. Hayward, D., Smith, A., & Brown, J.]
- More than 8 authors – List the first 6 authors and insert three ellipsis points […] then add the last author.
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Date of publication – Put the year, and enclose it in parentheses

- If there is specific date information – put the year then a comma and then the month and day [e.g. (2011, July 4)]
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Title of the work

- Article title – Capitalize only the first word of the title and subtitle, and any proper nouns.
- Periodical title – Capitalize all the major words in the periodical title and put in italics (i.e. magazine, newspaper or journal title)
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Periodical Publication information

- Volume number – Give the volume number after periodical title in italics; do not use "vol."
- Issue number – Include the issue number in parentheses after the volume number; do not italicize.
- Page numbers – Include the page numbers after the volume and issue number; end with a period.

Electronic resources

- DOI (Digital Object Identifier) is a unique string of numbers and letters assigned to some journal articles to make them easier to locate. If your article has a DOI, include it in your citation.
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Citation Examples

[For an article in a printed journal]

APA format structure:
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APA format example:
Nevin, A. (1990). The changing of teacher education special education. Teacher Education and Special Education: The Journal of the Teacher Education Division of the Council for Exceptional Children, 13(4), 147-148

[For an article in an online journal]

APA format structure:
Author, A. (Publication Year). Article title. Periodical Title, Volume(Issue), pp-pp. doi:XX.XXXXX or Retrieved from URL

APA format example:
Jameson, J. (2013). E-Leadership in higher education: The fifth "age" of educational technology research. British Journal of Educational Technology, 44(6), 889-915. doi: 10.1111/bjet.12103

[Book]

APA format structure:
Author, A. (Year of Publication). Title of work. Publisher City, State: Publisher.

APA format example:
Finney, J. (1970). Time and again. New York, NY: Simon and Schuster.

[Magazine - Print]

APA format structure:
Author, A. (Year, month of Publication). Article title. Magazine Title, Volume(Issue), pp.-pp.

APA format example:
Tumulty, K. (2006, April). Should they stay or should they go? Time, 167(15), 3-40.

[Magazine - Online]

APA format structure:
Author, A.A.. (Year, Month of Publication). Article title. Magazine Title,Volume(Issue), Retrieved from http://xxxx

APA format example:
Tumulty, K. (2006, April). Should they stay or should they go? Time, 167(15) Retrieved from http://content.time.com/time/magazine/article/0,9171,1179361,00.html

[Newspaper article in print]

APA format structure:
Author, A. (Year, Month Date of Publication). Article title. Newspaper Title, pp. xx-xx.

APA format example:
Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon.The New York Times, 1-2

[Newspaper article online]

APA format structure:
Author, A. (Year, Month Date of Publication). Article title. Newspaper Title, Retrieved from newspaper homepage URL

APA format example:
Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon.The New York Times, Retrieved from http://www.nytimes.com

[Citing a general website article with an author]

APA format structure:
Author, A. (Year, Month Date of Publication). Article title. Retrieved from URL

APA format example:
Simmons, B. (2015, January 9). The tale of two Flaccos. Retrieved from http://grantland.com/the-triangle/the-tale-of-two-flaccos/

[Citing a general website article without an author]

APA format structure:
Article title. (Year, Month Date of Publication). Retrieved from URL

APA format example:
Teen posed as doctor at West Palm Beach hospital: police. (2015, January 16). Retrieved from http://www.nbcmiami.com/news/local/Teen-Posed-as-Doctor-at-West-Palm-Beach-Hospital-Police-28 8810831.html

[Citing a film/Citing a movie]

APA format structure:
Producer, A. (Producer), & Director, A. (Director). (Release Year). Title of motion picture [Motion Picture]. Country of Origin: Studio.

APA format example:
Bender, L. (Producer), & Tarantino, Q. (Director). (1994). Pulp fiction [Motion Picture]. United States: Miramax.

[Citing a film from YouTube]

APA format structure:
Author, A. [screename]. (Year, Month Date of Publication). Title of video [Video file]. Retrieved from URL

APA format example:
Smith, Rick. (2013, September 20). Favre to Moss!. [Video file]. Retrieved from https://www.youtube.com/watch?v=gOP_L6hBjn8

Appendix

Include other supplementary details here