Guidelines and Template for Full Paper Articles International Conference on Business Innovation 2023

First Author[1], Second Author[2], and Third Author[3*]

[1,2]*First Business or Academic Affiliation, City, State, Zip Code, Country*
author1@academic.edu
author2@academic.edu

[3]*Second Business or Academic Affiliation, City, State, Zip Code, Country*
Author3@academic.edu

ABSTRACT

This document gives formatting instructions for authors to prepare papers for publication in the Proceedings of the International Conference on Business Innovation – ICOBI 2023. You can use this document either as a set of instructions or as a template into which you can type your own text directly. The template has adopted the main good practices used in scientific publications. The abstract should not exceed ***300 words****, with no indentation.*

***Keywords*— Minimum 3 keywords, No indentation.**

1. INTRODUCTION

This document is a template and it adopts standard practices used by researchers in both hard and soft sciences.

You can download an electronic copy of this template from < https://icobi2023.web.app/> as an MS Word file and type your paper on it.

2. PAPER LAYOUT

Perhaps the easiest way to comply with the conference paper formatting requirements is to use this document as a template and simply type your text into it. When using this as a template, you do not need to worry about page layout, fonts, etc. The main body of the paper should be organized into sections, Introduction, Methodology and Experimental Design, Results and Discussion, Conclusion, Acknowledgement, and References.

* Corresponding author – Please add the affiliation of the corresponding author here.
E-mail address: Please add the e-mail of the corresponding author here.

The abstract (already accepted) should be included at the beginning.

2.1 Level-2 Heading

2.1.1 Level-3 Heading

As already formatted in this document, your paper should use a page size corresponding to B5 (7.17" x 10.12"). The margins should be set as follows:

i. Top = 20 mm (1.0")
ii. Bottom = 20 mm (1.0")
iii. Left = Right = 20 mm (1.0")

Your paper should also be in a two-column format with a space of 0.25" between columns.

3. PARAGRAPH STYLE

Line spacing shall be 14 pt, and no space before and after in the paragraph formatting, as set in this document. Keep one blank line space between 2 paragraphs as formatted in this document. No paragraph should be indented. All paragraphs should be justified, i.e. both left and right-justified.

A. Text Font of Entire Document

The entire document should be in Times New Roman. Other font types may be used if needed for special purposes.

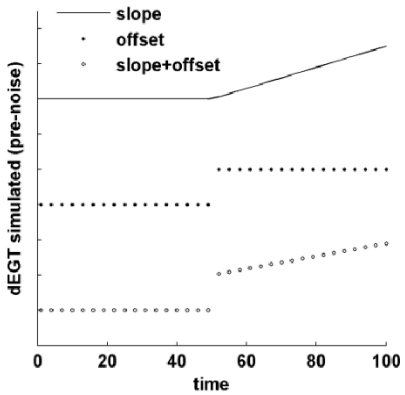
B. Title and Author Details

The title should be in bold, 16pt Regular font, centered. The first letter of every major word in a title should be capitalized (title case in APA style).

Author name/s should be in 11pt size, centered, not italicized. The family name should be written as the last part of each author's name (e.g. ABC Perera or Amal BC Perera). Degrees and other qualifications should NOT be shown with the author/s name/s. Author affiliation/s should be in 10pt Italic, centered. Email address is compulsory for the Corresponding author, which should follow the affiliation lines, in 9.5pt size, non-italic.

Section Headings No more than 3 levels of section headings should be used. All headings should be in 11pt font. Level-1 headings should be used for categorizing different sections of the main body. Each section can be additionally categorized using Level-2 and Level-3 headings.

C. Figures and Tables



Figures and Tables should be centered in the column. Large Figures and Tables may span across both columns. Figure captions should be below the figures; table captions should appear above the tables. Each table and figure should be numbered according to their order. They should be centered, in 10 pt font, and appear in the body of the paper in its appropriate location. Color figures are acceptable, but you must ensure that data are distinguishable in grayscale prints.

Figure 1. This is an example.

Figure 2. This is an example of a figure caption.

When you include images, make sure that the resolution is adequate to reveal the important detail in the Figure. Please check all Figures in your paper both on screen and on a black-and-white hardcopy.

Always start the word Table or Figure/Fig with an uppercase letter, as shown on this page. Figures and Tables should be separately numbered using Arabic numerals. Captions with Figure numbers should be placed after their associated Figures, as shown in Figure 1. Captions with Table numbers should be placed, as shown in Table 1.

F. Page Numbers, Headers, and Footers

Page numbers, headers, and footers should **NOT** be used.

D. Links and Bookmarks

If you need to refer to an Internet, email address or URL in your paper, you should type out the address or URL fully in Regular font within <…> marks.

E. Units and Symbols

SI system should be followed. Leave a one-letter space between the numerical figure/value and the symbol of the unit, as shown in the above statement.

F. Abbreviations and specific symbols

When any abbreviation occurs for the first time in a paper, it should be given in full words, followed by the abbreviation within parenthesis. Specific symbols also should be treated in the same manner.

G. Equations

They should be left justified and numbered. Numbers should appear in parentheses and be right justified.

H. In-text Citation

It should follow the APA style of in-text citation.

REFERENCES

The list of References should not be numbered. It should follow the APA style of referencing. For further information on referencing style see:

APA website

PennState University website – APA guidelines

ACKNOWLEDGMENT

The Acknowledgment should not be numbered. In the acknowledgment section, please do not acknowledge persons by their posts/positions. You may acknowledge funding organizations, research institutes, and those who have supported your research work.