

Formatting Guidelines for Conference Proceedings

Compulsory Requirements

- Unless otherwise stated, your paper must be A4 size 8.27x11.69” (21x29.7 cm)
- All margins must be 1” (2.54 cm)
- The body text must be placed in **two columns** of equal width except for Abstract Paragraph and Declaration Statement form
- Please do **not** use page numbers
- Please use embedded Times New Roman font in your paper
- The body text must be 10pt and fully justified
- Reference entries may be 9pt or 10pt (Harvard Referencing), fully justified, and should be numbered like [1], [2], etc.
- The following sections **must** be found in your paper:
 - ✓ Title
 - ✓ Author Information (name, affiliation, country, email)
 - ✓ **ABSTRACT** (heading not numbered); this should be 10pt, bolded fully capitalized
 - ✓ **Keywords** (heading not numbered); this should be 10pt, bolded
 - ✓ 1. Introduction (heading numbered)
 - ✓ #. Conclusion (heading numbered)
 - ✓ References (heading not numbered)
- The **author name** must be written in full as the **first name**, followed by the **middle name initial** and **last name**. For example, Alex B. Falcon, where “Alex” is the first name, “B.” is the initial for the middle name, and “Falcon” is the last name
- Note that the **ABSTRACT** and **Keywords** must be spelt exactly as they appear above
- If you need to have an Acknowledgement section, please place it between the Conclusion and References; it should **not** be numbered
- The headings should appear in that order (e.g. 1. Introduction...[other headings]...#. Conclusion)
- The title should be 18 words, 14pt font size, **bold** and **fully capitalized**
- All figures, equations and tables must be in numerical order (e.g. Table 2 should not appear before Table 1)
- There should be **no “orphan” headings** (i.e. headings that are at the bottom of one page, but all body text is at the following page)

Additional MS Word (DOC) Requirements

THE INTERNATIONAL RESEARCH & DEVELOPMENT INSTITUTION

Your final manuscript should be submitted in MS Word (DOC) form. Please ensure that:

- There are no security settings in place
- All fonts need to be embedded
- Do not add page numbers
- There are no blank pages

Extra Page Charges

Please be reminded that if your paper exceeds **8 pages**, there will be charges to publish additional pages (please check the registration page online for a specific conference). If you have not already done so, please incorporate this into your registration fee.

Preferred Formatting Requirements

Above all, the paper must be neat, consistent in style, and clear. We have a set of strongly recommended formatting requirements that may be of assistance, these can be found in the **template below**.

TITLE SHOULD BE MAX. 18 WORDS, CENTRED, BOLDED, FONT SIZE 14, TIMES NEW ROMAN. FULLY CAPITALIZED, EXCEPT FOR WORDS SUCH AS “eLEARNING”

(All author information should be centred; names must not be bolded, underlined or italicized)

Author’s Name¹, Author’s Name²

¹Author’s Institution & Country, ²Author’s Institution & Country

¹Author’s Email, ²Author’s Email

ABSTRACT—Basic guidelines for the preparation of a technical paper for the conference are presented. This electronic document is a “live” template. The various components of your paper [title, text, headings, etc.] are already defined, as illustrated by the portions given in this document. The abstract is limited to 250 words and cannot contain equations, figures, tables, or references. It should concisely state what was done, how it was done, principal results, and their significance.

Keywords: The author shall provide up to 6 keywords (in alphabetical order) to help identify the major topics of the paper.

1. Introduction

This is a compulsory section. For MS Word users, you may type directly onto this document. You may also press ctrl+* (or ctrl+shift+8) to see the formatting marks on this template.

2. Basic Paper Layout

2.1 Author Name

The full name of authors must be written as the first name, followed by the middle initial and last name. For example, Alex B. Falcon, where “Alex” is the first name, “B.” is the initial for the middle name, and “Falcon” is the last name.

2.2 Paper Size and Page Layout

Please use A4 size 8.27x11.69” (21x29.7 cm) paper. all margins should be 1” (2.54 cm). Do not number your pages.

The body of the paper should be set to two columns. If you follow the above margin sizes, each column should be 3.15” (8 cm) wide.

Footnotes are permitted for notes pertaining to the text only. For biographies and funding acknowledgements, please refer to Section 2.5

2.3 Font and Paragraphs (this is an example of a hanging indent)

Please use Times New Roman throughout your document. The body text should be fully justified. If you wish to indent the start of paragraphs, please leave

paragraphs that directly follow a section heading without indents (use this template as an example).

2.4 Compulsory Sections

The following are compulsory sections:

- Abstract (not numbered)
- Key Words (not numbered)
- 1. Introduction
- #. Conclusion
- References (not numbered)

The “Introduction” and “Conclusion” may be modified; for example, “Introduction: A Primer on...” or “Conclusion and Future Work. The important thing is that the words “Conclusion” and “Introduction” are clear in their respective section headings.

2.5 Biographies and Acknowledgements

Please do not insert biographies into your paper. Grant information and other acknowledgements may be placed in the “Acknowledgement(s)” section (see last page).

2.6 Headings

All headings should be in Times New Roman and bolded. Headings may be fully or left-justified; please choose one style and use it throughout your paper. Also, ensure that the spacing between headings and text are consistent.

If the heading goes over one line, ensure that you use a hanging indent. If a heading is at the bottom of a

page with no following text, move it over to the next column or page.

2.6.1 Primary headings

You have two formatting options; please pick one and use it throughout your paper:

1. 12pt font, and not fully capitalized (this is the option used in this template)
1. 10pt font and fully capitalized (e.g. 1. INTRODUCTION)

2.6.2 Sub-headings

All sub-headings are 10pt, and not fully capitalized. Note that there is no period after the last decimal number in the heading: e.g. “2.5.2.” is not correct, but “2.5.2” is.

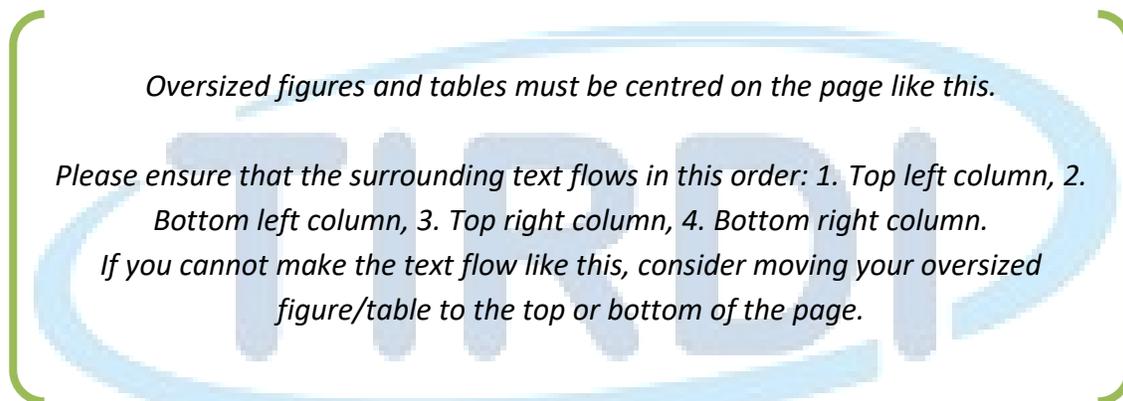
4. Figures and Tables

Please see Table 1 for formatting details. Use the same formatting for tables and figures throughout the paper. Figure captions should always be below the figure.

Table titles and figure captions should have the same formatting

Font size	Minimum 8pt
Font type	Times New Roman (same as rest of paper)
Caption/title alignment	Centred

Table 1. Sample of table



OS Figure 1. Example of an oversized figure (Green brackets is optional)

3. Equations and Footnotes

Equations must be typeset with the same word processor. You may also type the equation in Mathtype (which is available at www.mathtype.com with 30 days free trial) and use its default setting. All equations must be numbered and appeared in the following format (font type must be TIMES NEW ROMAN):

$$a + b = c \quad (1)$$

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

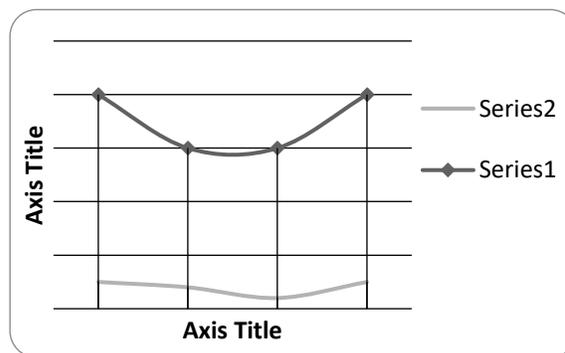


Figure 1. Sample of figure

Tables and figures should always be centred on the column (see Table 1). For oversized figures and tables, centre them on the page (see OS Figure 1). They should be placed in numerical order; for example, Figure 2 should not appear before Figure 1.

Please check that the figures and tables look clear both on the computer screen and after they have been printed in black and white. Scanned images are not preferred, but if they are clear and the caption is not scanned, then they can be accepted. electronic proceedings will show images in colour, but proceedings printed in book form will only show black and white (optional).

5. Conclusion

This is a compulsory section. The golden rule to remember when formatting your paper is to keep it neat and consistent. For example, if you use “Fig. 1” as the caption of a figure, then please do not change the next caption to “Figure 2”.

If you are concerned that these formatting requirements add an additional page onto your submission, you may widen your columns and reduce the size of the gap between them. However, please do not make the margins any smaller.

5.1 Final Submission

- Deadline for final submissions is on the conference website. Late papers will not be accepted.
- Please submit your paper in MS Word (DOC) form to given email address.

Papers will only be published if they have been fully paid for and registered by the registration deadline (see conference website), and if they are presented by an author at the conference.

Acknowledgement(s)

This section is optional. It should not be numbered and should be between the Conclusion and References. Please pluralize “Acknowledgement” only if you are mentioning more than one entity.

References

- [1] Check that references are fully justified, not left-justified.
- [2] They must use the Harvard Referencing format.
- [3] References list must be in numerical order [1], [2], etc. i.e. the reference number should be in square brackets.
- [4] Please use either 9 or 10pt font. 9pt is the absolute minimum.
- [5] For more specific references’ instructions, the following examples:

Example Formatting for References

(Format for Proceedings Papers)

[1] Last name, First initial. (Conference Year). Title of Paper or Proceedings. In: *Name or Title of Conference*. City: Publisher of the Proceedings, used page(s).
Note that the conference title is set in italic.

(Format for Journal Papers)

[2] Last name, First initial. (Year published). Article title. *Journal*, Volume (Issue), used page(s).
Note that the journal title is set in italic.

(Format for Books)

[3] Last name, First initial. (Year published). *Title*. Edition. (Only include the edition if it is not the first edition) City published: Publisher, used page(s).
Note that the book title is set in italic.

Declaration Statement Form

I / We do hereby declare that the manuscript titled “.....” submitted to the (Conference Name) is original, has not been published before and is not currently being considered for publication elsewhere.

1st Author’s name –

2nd Author’s name –