

ABSTRACT GUIDELINES

- Type the entire abstract as a paragraph
- Type single-spaced in Times New Roman with font 12 point
- Maximum 250 words
- Avoid using any symbols, bullets or acronyms.
- Between title, author name(s), and abstract, please leave two blank lines
- After the abstract text, leave one blank line before start with the keywords
- No more than five keywords
- Start the first word of the text at the extreme left

FULL PAPER GUIDELINES

- Maximum 12 pages (references and chart or table are excluded)
- Margins are 2.5 cm with A4 page size format
- Single-spaced and portrait orientation
- Title of the paper is written by using Times New Roman 14 point and bold
- After the title, then followed by the author name, institution, country, and email address
- Body text is written with Times New Roman with font 12 point
- Paragraph alignment of the body text is fully justified with single line spacing for each paragraph
- One line spaces between each paragraph
- No paragraph indents
- First level heading
 - **UPPER CASE:** Left aligned,
Font: Arial 12 point bold (one blank line before and after)
- Second level heading
 - **Title Case:** Left aligned,
Font: Arial 10 point bold (one blank line before and after)
- Place diagrams, figures, tables and pictures should be centred and in correct location in your text and grey scale images are preferred
- Each diagram, figure, table and picture should have a title using the following guide
 - Figure 1: Title (Times New Roman 10 pt Bold)
- Ensure that labels have horizontal orientation within a diagram, figure, table and picture.
- Use APA style