

## Guidelines for Authors

The previously unpublished original manuscript will be accepted for the conference. The authors are expected to adhere to the following guidelines when preparing the full papers.

- **Title:** The title of the paper should explicitly indicate the focus of the research work. The title needs to be less than 20 words.
- **Author details:** Author(s) name, affiliation(s), designation, and email address of the corresponding author need to be included.
- **Abstract:** Abstract should be included for the full paper and this should be informative and not more than 350 words.
- **Keywords:** There should be a maximum of 6 keywords, of which at least three significant subject indicative keywords should be provided.
- **Length of paper:**
  - The length of the extended abstract should be between 1500-2500 words (max. 4 pages of A4 size paper) including references.
  - This word counts is for the main content of the manuscript excluding the title, author affiliation, abstract, list of references and appendixes.
- **The body of the paper:** The manuscript can include (but not restricted) Introduction, Objectives, Methodology, Results, Discussion/Conclusion, and Recommendations with related references.
- **Subheadings - S**hould be bolded and placed at the left-hand margin, one double space below the previous section.
- **The medium of Manuscripts:** English
- **Referencing Style:** Authors are advised to strictly adhere to APA (American Psychological Association) 7th edition style for both in-text citation and reference list.
- **Style:** The paper should be in MS-Word format with font type – Times New Roman, font size –12 pts, and line space – 1.5.
- **Footnotes** - Avoid footnotes.
- **Tables and figures:** should be self-explanatory for the reader and these should be referred to within the text. The horizontal line should be avoided in the table. The caption should be at top of the table, and at the bottom of the figure (including the graph). Figures should be clear and black & white or Colour. Tables and Figures should be set in line with the text.
- **Page numbers:** bottom right side