

EXTENDED ABSTRACT FORMAT

Should consist of following sections:

1. Title

- Format: Bold, Upper Case, center aligned, limit your title to maximum 15 words

2. Authors' information

- Authors' names and affiliations should be included as below. Name of the corresponding author should be underlined. Contact details of the corresponding author (email) should be provided. Use center alignments.

Ex :

1Surname INITIALS, 2Surname INITIALS

1Affiliation

2Affiliation

Email of the corresponding author.

3. Abstract

- A brief statement of the objective(s), methodology, main findings of the study not exceeding a limit of 150 words.

4. Keywords

- 3-5 keywords which encapsulate the principal areas of the paper, arranged in alphabetical order, separated by a comma, each starting with a capital letter.

5. Introduction

- The background, objectives, significance of the work and etc.

6. Methodology

- The research strategy used for the study, sample selection and data collection methods.

7. Results

- Clearly stated outcomes of the data analysis. Can include tables and figures where appropriate.

8. Discussion

- (or R & D combined) A discussion of the findings of the study. Comparing and contrasting the findings with previous research findings.

9. Conclusions and Recommendations

- The main findings of the study. The significance of results in terms of problem/s addressed.

10. References

- Include only few essential references using Harvard reference style.

GENERAL FORMATTING GUIDELINES

1. Word limit is 1500 excluding abstract and references
2. Paper size: Standard A4
3. Font type and font size: Times New Roman, 12 pt
4. Line space: 1.15 pt.; No indentation; Spacing ‘Before’ and ‘After’ should be ‘0’
5. Justified text
6. Margins: 1” on all sides
7. Headings
8. First Level Headings: Bold, Capitalization of each word, left aligned.
9. Second Level Headings: Bold, Capitalization of each word, left aligned, Italic.
10. Third Level Headings: Capitalization of each word, Left aligned, Italic.
11. Do not include page headers and footers.
12. All figures/tables should be integrated in the text.
 - Tables: Place the **caption above** the Table
 - Figures: Place the **caption below** the Figure
and be numbered using **Arabic**. The caption text style should have the same font and size as the main text.
13. Page numbers should be included.

BIOGRAPHY

Follow below format;

1. Title
2. Current Position
3. Biography

Write a brief note about yourself including your education background, experience, affiliations, accomplishments, and your nationality etc. not exceeding 100 words.