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**Abstract:** These guidelines provide instructions to format your full paper. Please write directly into the template or copy your finished text into it choosing ‘match destination formatting. Please use the predefined formatting styles instead of applying your individual settings. The full paper shall be written in compliance with these instructions. Please review this document to learn about the formatting of text, table captions, and references. The conference proceedings will be published in an electronic format. The Abstract should be no less than 150 words and no more than 250 words and one paragraph only. Avoid quotations and citing references in your abstract. Font size for abstract is 9 pt. [this paragraph is formatted as Abstract]

**Keywords**: Minimum 4 keywords; paper format; instructions; use of template [the keywords are formatted as Keywords]

# Introduction [this is formatted as Heading 1]

It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors should be performed. Papers should clearly describe the background of the subject, the authors’ contribution, including the methods used, results, and concluding discussion on the importance of the work from both scholarly and managerial perspectives. [Paragraph]

The Full Paper must be written in English within 11 pt Times New Roman. The text should be justified. The Full Paper including figures, tables and references must have a minimum length of 6 pages and cannot exceed 15 pages.

All accepted papers will be published in the online proceedings which will have an ISSN number and be made accessible from the conference website after the conference. Following the conference papers will be given a DOI reference to ensure they are picked up in scholarly web searches. We aim to produce conference proceedings of professional and consistent quality and appreciate you carefully following the instructions outlined in this guide.

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# Text format

A uniform appearance will assist the reader to read paper of the proceedings. It is therefore suggested to authors to use the example of this file to construct their papers.

If you are copying and pasting text from another document in which the formatting is different, it’s highly recommended to use the paste special function in MS Word and choose the "Keep Text Only" option

Language [this is formatted as Subtitle]

When writing the paper please remember to use either British, or US, spelling but not a mix of the two, i.e., if you choose British spelling it would be colour not color; behaviour (behavioural) not behavior; [school] programme not program; [he] practises not practices; centre not center; organization not organisation; analyse not analyze, etc.

Page Numbers

Please **don’t** add any page numbers as those will be added.

Acronyms

All acronyms should be spelled out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. 'The work for the Organization of United Nations (OUN)...'. Subsequently, 'The OUN studies on...', in a reference ... (Organization of United Nations [OUN] 1989).

Bullet list

* Using bullets [ Bullet list]

Numbering

1. Accept; [Number]
2. Revise;
3. Reject.

Equations, tables, and figures

Equations must be written preferably with the same word processor used for the rest of the text, without handwritten symbols in order to aid legibility. Equations must be numbered sequentially with their numbers in parenthesis and right justified.

Tables and figures must be embedded in the paper text, close to the location of their first appearance. All tables and figures must be referred to in the text as follows: Figure 1, Table 1, i.e. 'As seen in Table [or Figure] 1 ...' (not tab., fig. or Fig). All figures must be numbered in the order in which they appear on the paper (e.g. Figure 1, Figure 2). Please ensure that tables do not split over the page.

Titles of tables and figures

Each table should have a descriptive title (using the current style) and each column an appropriate heading. Each table and/or figure must have a title that explains its purpose without reference to the text. Do not type the caption to a figure on that figure; the legends to any illustrations must be typed separately following the main text and should be grouped together. Table legends must be placed above the table; diagram or figure legends below the diagram or figure.

Tables should be formatted as Table 1 (below): left justified text for first column and centred columns thereafter, if possible. Only horizontal table grid lines should be used. Add one empty paragraph of the [ Paragraph] style following a table.

Table 1 Table layout. Captions for Tables are placed above. [Table title].

|  |  |  |
| --- | --- | --- |
| Table Rows [ Table content] | Cell one | Cell two |
| Second Row | 1 | 2 |
| Third Row | 2 | 3 |
| Fourth Row | 4 | 5 |

Short quotations within the text should be marked with double quotation marks: Lawson also has a broad understanding of design when he mentions: “Professional designers such as architects, fashion designers and engineers” (Lawson, 2004, p.5). Longer quotations of more than one line should be formatted as below, again within double quotation marks:

“More of the goods and services produced for consumer across a range of sectors can be conceived of as ‘cultural’ goods, in that way they are deliberately inscribed with to generate desire for then amongst the end uses sold to consumers in terms of particular clusters of meaning indicates the increased importance of ‘culture’ to production circulation of a multitude of goods and services.” (du Gay, et al, 1997, p.24) [Long quotation]

Use of Visual Material

Please think carefully about the presentation of any visual material. As the proceedings will be published in digital form you have the opportunity to include good quality colour images or other media files that help to present your research and its context.

Where possible please make images:

* Large enough to see clearly;
* Of good resolution (200dpi);
* Optimised to be less than 350Kb;
* Cropped appropriately.

If you are using diagrams, info graphics, or other schematics please ensure that:

* You present information clearly;
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Figure 1 Captions are placed under the pictures. Ensure that your caption adequately describes what you want your reader to see in the picture, highlighting any areas that they should focus on or relationships that you might want them to see. [Caption].

Citations

The whole citation should follow the APA style, enclosed within parentheses (author surname, year) if not a natural part of the surrounding sentence; the year should be enclosed within parentheses if the names do form a natural part of the surrounding sentence. Citations of works by two authors should have ‘and’ (not an ampersand) between the names. Citations of works by three or more authors should have the first author followed by et al in italics with no trailing stop.

In-text lists of references should be listed in chronological order (e.g. author1, 2002, author2, 2004, author3, 2008). Publications by the same author(s) in the same year should be identified with a, b, c (e.g. 2008a, 2008b) closed up to the year.

When a cited work has three or more authors in the text, the form (main author *et al.* year) is used (Don’t forget to italicize et al.).

A reference list should appear at the end of the paper under the heading "References". All the references should be arranged in alphabetical order. Please follow the examples below (cf. References).

# Acknowledgments

Any acknowledgments authors wish to make should be included in a separate headed section at the end of the manuscript but before the list of references.

# References [please choose reference list]

**[For an article in a printed journal]**

APA format structure:

Author, A. (Publication Year). Article title. Journl Title, Volume (Issue), pp-pp.

APA format example:

Nevin, A. (1990). The changing of teacher education special education. Teacher Education and Special Education: The Journal of the Teacher Education Division of the Council for Exceptional Children, 13(4), 147-148

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APA format structure:

Author, A. (Publication Year). Article title. Periodical Title, Volume(Issue), pp-pp. doi:XX.XXXXX or Retrieved from URL

APA format example:

Jameson, J. (2013). E-Leadership in higher education: The fifth “age” of educational technology research. British Journal of Educational Technology, 44(6), 889-915. doi: 10.1111/bjet.12103

**[Book]**

APA format structure:

Author, A. (Year of Publication). Title of work. Publisher City, State: Publisher.

APA format example:

Finney, J. (1970). Time and again. New York, NY: Simon and Schuster.

**[Magazine - Print]**

APA format structure:

Author, A. (Year, month of Publication). Article title. Magazine Title, Volume(Issue), pp.-pp.

APA format example:

Tumulty, K. (2006, April). Should they stay or should they go? Time, 167(15), 3-40.

**[Magazine - Online]**

APA format structure:

Author, A.A.. (Year, Month of Publication). Article title. Magazine Title,Volume(Issue), Retrieved from http://xxxx

APA format example:

Tumulty, K. (2006, April). Should they stay or should they go? Time, 167(15) Retrieved from http://content.time.com/time/magazine/article/0,9171,1179361,00.html

### [Newspaper article in print]

APA format structure:

Author, A. (Year, Month Date of Publication). Article title. Newspaper Title, pp. xx-xx.

APA format example:

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon.The New York Times, 1-2

### [Newspaper article online]

APA format structure:

Author, A. (Year, Month Date of Publication). Article title. Newspaper Title, Retrieved from newspaper homepage URL

APA format example:

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon.The New York Times, Retrieved from <http://www.nytimes.com>

### [Citing a general website article with an author]

APA format structure:

Author, A. (Year, Month Date of Publication). Article title. Retrieved from URL

APA format example:

Simmons, B. (2015, January 9). The tale of two Flaccos. Retrieved from http://grantland.com/the-triangle/the-tale-of-two-flaccos/

### [Citing a general website article without an author]

APA format structure:

Article title. (Year, Month Date of Publication). Retrieved from URL

APA format example:

Teen posed as doctor at West Palm Beach hospital: police. (2015, January 16). Retrieved from http://www.nbcmiami.com/news/local/Teen-Posed-as-Doctor-at-West-Palm-Beach-Hospital-Police-288810831.html

### [Citing a film/Citing a movie]

APA format structure:

Producer, A. (Producer), & Director, A. (Director). (Release Year). Title of motion picture [Motion Picture]. Country of Origin: Studio.

APA format example:

Bender, L. (Producer), & Tarantino, Q. (Director). (1994). Pulp fiction [Motion Picture]. United States: Miramax.

### [Citing a film from YouTube]

APA format structure:

Author, A. [screename]. (Year, Month Date of Publication). Title of video [Video file]. Retrieved from URL

APA format example:

Smith, Rick. (2013, September 20). Favre to Moss!. [Video file]. Retrieved from https://www.youtube.com/watch?v=gOP\_L6hBjn8

# **Appendix**

**Include other supplementary details here**