FULL PAPER SUBMISSION GUIDELINES

Format
Your manuscript should have the following: abstract and keywords, introduction, methodology (if applicable), result/analysis (if applicable), discussion, conclusion, and references. Except for abstract, introduction and conclusion, sections can be named differently and subsections can be included.

Length
Your manuscript should not be more than 6000 words (including references and notes, but excluding the abstract)

Language
Use UK English only (except for quotes). Authors should ensure that their manuscript is written using clear, error-free English. **NOTE**: Manuscripts that do not meet the standard of language required for publication will not be considered.

Font and spacing
Use font size 12 Times New Roman, and double line spacing. Please use the template provided by the conference secretariat.

Quotations: Quoted words, phrases and sentences should be enclosed in double quotation marks. Quotations within quotations and glosses should be enclosed in single quotation marks. Quotations may be either run in or in the case of quotations which are four lines or longer (or more than 40 words) – set off from the text as block quotations.

Italic: Italicise non-English terms or phrases.

Headings:
First-level heading: Title Case & bold
Second-level heading: Sentence case & bold
Third-level heading: Sentence case & italic
Fourth-level heading: Sentence case

Table and illustration: All tables and figures should be placed as close to the corresponding text as possible. Caption should be set in sentence case and labelled with Arabic numerals (e.g.: Table 1, Figure 1). Figure (image) size is 300 dpi or higher. Table caption is placed at the top section of the table while figure caption is place at the bottom section of the figure. If data for table and figure are taken from other source, please include the source. **Authors are responsible for acquiring copyright from the appropriate party (such as publisher, person, institution, etc.).**

Notes: Notes should be kept to a minimum. **Use endnotes, not footnotes.** All notes should be numbered in sequence and in Arabic numeral, typed in double spacing and placed at the end of the main text. Notes should contain additional information to the particular discussion. Bibliographic notes are not allowed.

In text citations: Referencing should follow the author-date system. Author-date citations in the text must agree exactly, in both name and date, with the corresponding entries in the
reference list and there must be an entry for every text citation. It is the author's responsibility to ensure such agreement as well as the accuracy of the reference. Please see examples below:

(Joseph 2004)
(Joseph 2004, 121)
(Hollingsworth and Sockett 1994b; Sandy 2001, 7)
According to Joseph (2004, 36)…

References: Authors must ensure that references are in alphabetical order and adhere to the system exemplified below.

Article in a journal


Contribution in a multi-author book


Dissertation


Online document
