Paper title (Times New Roman 14pt, All Caps, bold, centre adjusted, WORD COUNT<30)

Author, A1, Author, B2 and Author, C3 (Times New Roman, 12 pt)

1Designation, Institute and location, e - mail

2Designation, Institute and location, e - mail

3Designation, Institute and location, e - mail

Corresponding author shall be marked with an asterisk (Eg. Author, A1\*)

*Short abstract:* Abstract should be written with 12pt, Times New Roman, single line spacing, justified in a single paragraph. The abstract should be limited to a maximum of 150 words. Leave one blank line before and after this section.

*Keywords:* Use Times New Roman 12pt, single line spacing, justified. Keywords should be between 3 to 5 and must be separated by a comma. Leave one blank line after this section.

1. INTRODUCTION

This document presents the instructions needed to prepare the extended abstract. The extended abstracts should contain **Introduction, Objectives, Methodology, Results and Discussion, Conclusions** and **References** with each section headings written with Times New Roman font, 12pt, bold, and all caps. The section headings are arranged by number. The text should be in single column format and single line spacing. The section headings given above are for general reference emphasizing the key aspects to be covered. The authors may modify the headings, as required.

Papers which are not submitted according to the format below will not be included in the proceedings of the Conference. The language of the Conference and all submissions is English. The number of words should be restricted to **1000 – 1200** words with page count **not exceeding four**. The extended abstract can contain figures/images, and tables.

Plain text shall follow Times New Roman 12pt, single line spacing, justified format throughout the document. The document shall have only section headings and section subheadings, i.e., restricted to two levels. Page size is **A4** only (letter, legal or other size pages are not accepted), i.e., the paper size must be customized to 21 cm width and 29.7 cm height. The page set up must be adjusted with top 3 cm, bottom 2.54 cm, left 2.54 cm and right 2.54 cm margins.

1. GENERAL FORMATTING INSTRUCTIONS

Files must be in MS Word only and should be formatted for direct printing. Figures and tables should be embedded and not supplied separately. To avoid unnecessary errors you are strongly advised to spell check your document. The name of the file must indicate the author name. If the same author is submitting more than one paper, the file name must have serial numbers such as 01, 02, etc., after the author’s name.

Abbreviations should conform to normal standards. Non-standard abbreviations should be spelt in full the first time and the abbreviation given in parentheses. SI (international system) units must be used throughout the whole text.

All the tables and images/figures should be centred. The tables should also be numbered and the table caption should be placed above the table as shown in Table 1. Figures/images should be numbered and figure captions should be placed under the figure/image as shown in Figure 1. Table captions and Figure captions should be Times New Roman, 12 pt or less, bold, centre adjusted. Table captions and figure captions must be centered and separated from the plain text by 1 line space. Both tables and figures should be adjusted to “in-line with text” format and must be formatted to sit horizontally centered (please see Table 1 and Figure 1). Place figures and tables at the appropriate place in the text. Do not wrap the text around the figures or tables. Number of tables and figures/images shall be restricted to three numbers each. Table or Figure content should be Times New Roman, 12 pt or less.

Table 1: Table caption

|  |  |  |
| --- | --- | --- |
| Column heading | Column A (*t*) | Column B (*t*) |
|  |  |  |
|  |  |  |
|  |  |  |

Figure 1: Figure caption

Please do not alter the formatting and style layouts which have been set up in this template document. As indicated in the template, papers should be prepared in a single column format suitable for direct printing.

* 1. Section subheadings

Section subheadings (2.1) should be left-aligned, bold and with sentence case. One line space should be placed between the paragraphs.

Equations and formulae should be typed in Equation editor or Mathtype and numbered consecutively with Arabic numerals in parentheses on the right-hand side. Equations should be separated from the plain text by one line space. Equations should be intended 1 cm from left margin and numbered consecutively.

 (1)

1. CONCLUSIONS

Conclusion should bring out significant outcomes (as a bulleted list) of the work and also touch upon the future works.

Bulleted lists should look like this:

* First point
* Second point

**Acknowledgement**

Please acknowledge your research grant, organization, scholarship (This section is optional). Acknowledgements heading should be left-justified, bold, with the sentence case, without any section number.

# References

All references should be cited inside the plain text by placing the author’s last name (without initials) and the year of publication in parentheses. Some examples are given below:

1. The research spans many disciplines (Baxter, 1997).

2. This was later proved by Baldwin et al. (2000).

3. This effect has been widely studied (Baxter, 1997; Binh et al., 1998; Stock and Campbell, 2000)

At the end of the paper, list all references cited in the text. Reference list entries should be alphabetized by the last names of the first author of each work. If several works by the same author are cited, entries should be in chronological order. References heading should be left-justified, bold, with the sentence case, without any section number.

1. APA Online Guide (2006). Retrieved January 12, 2006, from http://www.apastyle.org/.
2. Baldwin, C., Bevan, C., and Beshalske, A. (2000). Example of journal article reference. *Journal of Reference Examples*, 141:171.
3. Baxter, C. (1997). *Example references of books with one author*. New York: Random House.
4. Binh, N., McCue, C., and O'Brien, K. (1998). Example conference paper reference. In *Proceedings of National Reference Example Convention*, Pittsburgh, PA.
5. Stock, G. and Campbell, J., editors (2000). *Example references of books with editors*. Philadelphia: Curd and Cover.
6. University of Wisconsin-Madison's APA Guide (2004). Accessed on January 12, 2006, from <http://www.wisc.edu/writest/Handbook/DocAPA.html>.