**Author Guidelines for the Full- Paper Submission**

**Contents of Full-Paper**

1. Title
2. Abstract
3. Keywords
4. Body of the paper
5. Introduction
6. Literature Review
7. Research Method
8. Results
9. Discussion
10. Conclusion

Acknowledgements

Author Contributions

Conflict of Interest

References

Author’s Biography

**First page:**

* Title of Paper
* Author/s
* Affiliation/s and contact information/s
* Abstract: Start the paper with an abstract of approximately 150-250 words.
* Key words: minimum 3; maximum 6.

**Second page:**

* Body: The body of the paper should immediately follow the abstract.
* Headings: Recommended: only three types of heads: First-level (major) headings (bold) and second-level headings (bold & italic), and third level heading (italic).

**References: (APA 6th Edition Format)**

**Other instructions:**

* Margins 2.5 cm, top, bottom, left and right hand side. Justify the right margin.
* Font, 12 point, Times New Roman.
* Single space the body of the paper and double space before and after all headings and between paragraphs.
* USE italics to emphasize words or phrases, NOT boldfacing or underlining.
* USE “double quotes”, NOT ‘single quotes’.

**Maximum length:**

* Full Research paper: 7000 – 8000 words
* Conceptual paper: 4000- 5000 words.

**Full Research Paper Template**

**A Title Contains Words Needed to Adequately Describe the Content of Your Research**

**Author Name1\*, Author Name1, Author Name2**

1 Faculty Name, University Name A, City, Country

2 Faculty Name, University Name B, City, Country

\*Corresponding Author: author@university.edu

**ABSTRACT:**

**Introduction**:

**Background and purpose**:

**Methodology**:

**Results**:

**Conclusion**:

Word count: 150-250 words

Keywords: Single, Paragraph, Summarizes, words indentation (maximum 6 words)

**Themes: (Related Theme)**

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**1. Introduction**

Start with a couple of sentences that introduce your topic to your reader. You do not have to give too much detailed information; save that for the body of your paper.

Without an introduction it is sometimes very difficult for your audience to figure out what you are trying to say (Harrington, 2005).

**2. Literature Review**

**2.1 *About Literature Review***

A literature review is a search and evaluation of the available literature in your given topic area. It documents the state of the art with respect to the topic you are writing about.

2.1.1 *Literature review*

*xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx*

**3. Research Method**

The method section describes actions to be taken to investigate a research problem and the rationale for the application of specific procedures or techniques used to identify, select, process, and analyze information.

**4. Result**

Data analysis is the most crucial part of the research. Data analysis summarizes collected data. It involves the interpretation of data gathered through the use of analytical and logical reasoning to determine patterns, relationships or trends. Discussion provides the explanation and interpretation of results or findings by comparing with the findings in prior studies.

**Tables and Figures**

Tables usually show numerical value or textual information and are almost always characterized by a row-column structure. Any type of illustration other than a table is referred to as a figure. The title should be placed at the top of a table. For figure, the title should be placed at the bottom of a figure.

**Table 1: Title at the top of a Table (TNR, 10, single spacing, bold)**

|  |  |  |
| --- | --- | --- |
| **Example** | **Example** | **Example** |
| Example | Example | Example |
| Example | Example | Example |



**Figure 1: Title at the bottom of a Figure (TNR, 10, single spacing, bold, centre)**

**5. Discussion**

The discussion and conclusions section should answer your research questions and explain what your results mean. In other words, the majority of the discussion and conclusions section should be an interpretation of your results.

**6. Conclusion**

Write the output of the work or investigations in summarized form.

**Acknowledgements:**

**Author Contributions:**

**Conflict of Interest:**

**REFERENCES (APA 6th Edition Format)**

**Reference Examples for Books**

Allen, R.L. (1972) *English Grammars and English Grammar*. New York: Scribner’s. Braddock, R., R. Lloyd-Jones, & L. Schoer. (1963*) Research in Written Composition.* *Champaign*, IL: National Council of Teachers of English.

**Reference Examples for Chapters in Books**

Taub, Richard P., & Connie Marie Gaglio. (1995) “Entrepreneurship and Public policy: Beyond Solving the Credit Crunch*.” Frontiers of Entrepreneurial Research*. Wellesley, MA: Babson College.

**Reference Examples for Journals, Newspapers, & Magazines**

Pringle, Charles D., & Mark J. Knoll. (1997) “Why Trafalgar Was Won Before It Was Fought: Lessons from Resource-Based Theory*.” Academy of Management Executive* 11(4):73–89.

**Reference Example for Conference Proceedings**

Dahlqvist, J., P. Davidsson, & J. Wiklund. (1999) “Initial Conditions as Predictors of New Venture Performance: A Replication and Extension of the Cooper et al. Study.” Paper presented at the ICSB World Conference, Naples, June 20–23.

**Author’s Biography:**

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**Conceptual Paper Template**

**A Title Contains Words Needed to Adequately Describe the Content of Your Research**

**Author Name1\*, Author Name1, Author Name2**

1 Faculty Name, University Name A, City, Country

2 Faculty Name, University Name B, City, Country

\*Corresponding Author: author@university.edu

**ABSTRACT**

**Introduction**:

**Background and purpose**:

**Research questions and/or hypothesis**:

**Methodology**:

**Research timeline**:

**Conclusion**:

Word count: 150-250 words

Keywords: Single, Paragraph, Summarizes, words indentation (maximum 6 words)

**Themes: (Related Theme)**

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**1. Introduction**

Start with a couple of sentences that introduce your topic to your reader. You do not have to give too much detailed information; save that for the body of your paper.

Explaining the need and relevance of the paper and a few statements about the existing literature. Provide the purpose of the research with the statement of the problem. This section of the Conceptual Paper introduces the problem under investigation, addresses why the researcher wants to investigate this problem, and how the research findings may help address the problem.  Supporting documentation, including statistical data if available, should be used to emphasize the need for this research.

**Research Questions and/or Hypothesis:**

Research Questions - provides a preliminary view of the questions will be investigated. Questions are based on theory, past research, and need.  These questions will direct the research methodology; their inclusion in the Conceptual Paper links the research problem with the methodology. The questions will direct everything that will be done; therefore, it is important that they are focused to the main research problem.  These research questions will specifically direct the research and the type of analyses conducted; as such, their compatibility is essential.

**2. Literature Review**

Preliminary Literature Review**-** provides identification of major literature that supports and validates the topic.  The literature review focuses on areas that offer support for new research and offers the student an opportunity to analyze and synthesize past research in the context of their present problem. Connect their research project to a theoretical model reported in the literature.

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| Example | Example | Example |
| Example | Example | Example |



**Figure 1: Title at the bottom of a Figure (TNR, 10, single spacing, bold, centre)**

**4. Methodology**

An Abridged Methodology — provides the student’s best idea on how to conduct the research and analyze the data. The goals identified in previous sections of the Conceptual Paper should relate to the research methods described in this section.  For the Conceptual Paper, the methodology is simplified or summarized, serving as a general outline of the methods that will be employed.

**5. Research Timeline**

Timeline — provides a range of time for completion of the project, highlighting key elements for each stage of the project.  This element is unique to the Conceptual Paper and provides the student structure for managing sections of the project within a realistic time frame.

**6. Conclusion**

Write the output of the work or investigations in summarized form.

**Acknowledgements:**

**Author Contributions:**

**Conflict of Interest:**

**REFERENCES (APA 6th Edition Format)**

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