

3rd International Virtual Conference

Review Committee Guidelines

SUBMISSION AND PUBLICATION PROCESS

- Submit the Abstract and after receiving the acceptance for presentation, prepare the full paper as per the guidelines provided.
- Download the Guidelines for submitting full paper as per the requirements of the journal.
- Upload your paper through the given id and password on or before the deadline.
- Receive review comments for your paper through qualified reviewers.
- Revise your paper based on review comments.
- Upload the revised paper on or before the stipulated deadline.
- Receive a final copy of edited manuscripts for screening prior to Final approval.
- Confirm your final copy of the paper.
- Get your paper published in selected journal.

GUIDELINES FOR SUBMITTING ABSTRACT/ PAPER

- Paper submitted should be an original and unpublished work. Any paper submitted which is identical or substantially similar work already published or under review for another Conference or Publication, will not be considered.
- Author(s) must submit an Abstract of 250-300 words with 5-7 Keywords.
- Title Page: Title, Author(s), Affiliation(s), Contact Details | Font: Times New Roman; Size: 12 points; Spacing: 1.5; Format Microsoft Word (*.docx).
- Abstracts and papers must be written in accordance with the 6th Edition of American Psychological Association (APA).
- The recommended length of the research paper should be between 3000- 5000 words. Tables, illustrations, charts, figures etc. should be serially numbered and duly acknowledged.

FULL PAPER GUIDELINES

General Guidelines

- The paper should be between 3000 to 5000 words in Length.
- It should justify to the theme of the conference.
- The paper can be Empirical research based, Case Study, Theoretical papers, Review papers, Content analysis, Meta-analysis etc.

Paper Setting

- Margins should be set at 1.2" top, bottom, right and left.
- Set tab settings to 0.25", so that first line of a paragraph is indented by that amount.
- Paper size should be set for 210mm by 297mm (A4).
- All text should be type in Calibri with 12 point and fully-justified.
- Single space the body of the paper. Double space before first or second level sub-headings (in other words, leave one blank line). Sub-headings that take more than one line should be single-spaced.

Heading

- Title in addition to the title heading, no paper should have more than three levels of headings within the body.
- One line is skipped, and then the title should be printed in upper and lower case letters, 20 point in bold-type, and flush to the center margin. Titles that fill more than one line should be single-spaced, and each line is justified.
- The author(s), affiliation(s) and email should be center, single-spaced, and typed beginning on the second line below the title as shown above. Use 12 point type. Do not use titles such as "Dr." or "Professor." Additional authors and affiliations should be stacked under the first with no space between. You should include your your institution's name and country (all capital) and email.
- Sub-headings within the body.
- First level subheading should be left-justified, boldface, in upper and lower case, and printed in 12-point.
- Second level subheadings should be left-justified, upper and lower case, in bold italics, and printed in 12-point.

- Third level sub-headings, if necessary, are indented, bold italics, upper case on the first word only, and no punctuation at the end. That paragraph begins right after the sub-heading.

Abstract(full paper guidelines)

All papers begin with an abstract between 250-300 words. The abstract be single-spaced and italicized. Type should be 12 point, Times New Roman.

Keywords: 5 to 7 relevant keywords

Body(full paper guidelines)

The body of the paper should be single-spaced and should immediately follow the abstract. Use 12-point type, Times New Roman for the body of the paper. Indent every paragraph.

Figure and Tables

- Figures and Table should appear within the body of the paper and should be numbered consecutively. The figure or table number and description should appear center in boldface 12-point type at the top.
- Illustrations, symbols, or parts of a figure should be produced graphically if at all possible.

Citing Reference in the Paper

- The 6th Edition of the Publication Manual of the American Psychological Association (APA) is used for citations and for any other formatting questions not answered specifically in these guidelines.
- Citations in the text should list the author's last name, comma, and publication date, all enclosed by parentheses, i.e., (Agrawal & Kamakura, 1995).
- If the author's name is used in the sentence, there is no need to repeat the name in the citation; just use the year of publication in parentheses, i.e., the Ohanian (1991) model.
- If a particular page, section, or equation is cited, it should be placed in parentheses, i.e., (Agrawa & Kamakura, 1995, p.58).
- Note that an ampersand (&) is used with multiple authors only when they appear in parentheses.

- The references section, including all citations used must be included in your paper. The word “References” should appear as a first-level heading. Entries must appear in alphabetical order, with an indent of 0.25”.
- If several works are cited for any given author, write out the name of the author each time the name appears. Do not use a dash or line. The format to be used for journal articles, proceedings, and books is shown at the end of these instructions.

Appendices

Appendices, if used, should follow the references. The word “Appendix” should be at the top of each appendix as a first-level heading. If there is more than one appendix, number each consecutively.

References

References to other publications must be in the 6th Edition of the Publication Manual of the American Psychological Association (APA) and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking Facility on the database and link back you should cite publications in the text.

– **For books:** Surname, Initials (years), Title book, Publisher, Place of publication. e.g.

Mehrabian, A. Russell, J.A.(2005), An Approach to Environmental Psychology, Simon & Schuster, New York, NY.

– **For book chapters:** Surname, initials(years), “Chapter Title”, Editor’s Surname, Initials, Title of Book, Publisher, Place of Publication, Pages. e.g

Calabrese, FA (2005), “The early pathways: theory to practice a continuum”, in Stank Sky, M (Ed.), Creating the Discipline of Knowledge Management, Elsevier, New York, NY, pp.15-22.

– **For Journals:** Surname, Initials (year), “Title of Article”, Journal name, volume, number, pages. E.g

Capizzi, M. T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", Journal of Consumer Marketing, Vol.22 No.2, pp. 72-80.

– **For Electronic Resources:** if available online the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed. E.g.

Castle, B. (2005), "Introduction to web services for remote portlets", available at <http://www.128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2009)