Guidelines for Authors

Submission of Manuscript

1. Manuscripts submitted to ICA Regional Conference 2019 should be original contributions and should not have been previously published nor under consideration for publication elsewhere. Individual and multiple authors are welcome to contribute.
2. Only full papers submitted on or before the deadline will be considered for inclusion in the conference proceedings.
4. All manuscripts are referred through a blind review process by academic experts in the particular field of the submitted paper(s) prior to acceptance.

Note to all authors: By submitting your paper, you agree to register for the conference and present the paper. All co-authors attending and/or presenting must register too.

Format for Papers

1. Manuscripts must be written in English.
2. The length of paper should be around 10-20 pages, typed in MS WORD or RTF format, using 12-point Times New Roman font, single-spaced with standard margin (exception of tables 10-point Times New Roman). Please use plain text and not formatting.
3. A concise and factual abstract is required (400-500 words) to state briefly the purpose of the research, the principal results and major conclusions.
4. Manuscript should include the following major sections: title page, abstract, introduction, method, research results and discussion, conclusion, and references.
5. The title page should contain the title of the paper, name of author(s), institutional affiliation, present position and complete address (including telephone/fax and e-mail). Author’s name should not appear anywhere except on the cover page of only main copy of the manuscript (to preserve anonymity during the blind review process).
6. Tables and figures (300dpi) should be clearly labeled, in the format and style described in APA (6th edition) and suitable for direct reproduction.
7. References should be cited in the text by placing sequential numbers in brackets (for example, [1], [2, 5, 7], [8-10]). They should be numbered in the order in which they are cited. Follow the format and style described in APA (6th edition).

-The manuscript template is provided in the next pages-
FULL TITLE

Abstract

Keywords: keyword 1, keyword 2, keyword 3, etc. (NOT more than 6 words)

INTRODUCTION

LITERATURE REVIEW AND METHODS

RESULTS AND DISCUSSIONS
Fill in this section by elaborating research results/findings along with the discussions. This generally contains the analysis on the collected data. The analysis may also be supported by equations, formulae, tables, figures and photograph, as well as any related citations from books, journal articles, newspaper, internet, etc.

**Equations and Formulae**
Equations should be centered and should be numbered with the number on the right-hand side.

**Tables**
All tables should be prepared in a form consistent with recent issues of ICA themes and should be numbered consecutively with Roman numerals. Explanatory material should be given in the table legends and footnotes.

**Figures & Photographs**
Submit an original figure or photograph. You are free to use color illustrations for the online version of the proceedings but any print version will be printed in black and white unless special arrangements have been made with the conference organizer.

**General rules on Figures and Tables**
1. All Figures and Tables should be numbered sequentially (e.g. Table 1, Table 2 etc.) and cite each one in your writing as Table 1 or Figure 1.
2. All tables should be referenced in the text of the paper and in the reference list. Each table should have an individual title. Each word in the title should be italicized and capitalized except with, of, in, and, etc.

**CONCLUSIONS**
Fill in this section by stating your brief final conclusions drawn from the results and discussions.

**ACKNOWLEDGMENT**

Individuals and entities that have provided essential support such as research grants and fellowships and other sources of funding should be acknowledged. Contributions that do not involve researching (clerical assistance or personal acknowledgements) should not appear in acknowledgements.

**REFERENCES**
Fill in this part with all references cited in your research. References should be cited in the text by placing sequential numbers in brackets (for example, [1], [2, 5, 7], [8-10]). They should be numbered in the order in which they are cited. A complete reference should provide enough information to locate the article. Follow the **APA style referencing** (6th edition), example:

**Books**
Author, F. M. (Year of Publication). *Title of work*. Publisher City, State: Publisher.
Chapter in a Print Book:
Author, F. M. (Year of Publication). Title of chapter. In F. M. Editor (Ed.), Title of book (pp. xx-xx). Publisher City, State: Publisher.


E-Books:
Author, F. M. (Year of Publication). Title of work [E-reader version]. Retrieved from URL

Chapter in an E-book:
Author, F. M. (Year of Publication). Title of chapter. In F. M. Editor (Ed.), Title of book [E reader version] (pp. xx-xx). Retrieved from URL or http://dx.doi.org/xxxx

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Magazines in print:
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