

## Style Guide for Full Paper Submission

The paper should not exceed 25 pages long (including tables, figures, and references). Use preferably Microsoft Word format.

The author(s) should provide a title, the name(s) of the author(s), position(s), institutional affiliation(s), institutional address(es), email address(es) and key words (no more than five). Detailed guidelines are as follows:

### 1. Font type

The whole text should be in Open Sans.

### 2. Margins

The paper should be A4 size (21 x 29.7 cm). All margins (top, bottom, left, and right) should be 1 inch.

### 3. Line Spacing

The whole text should be single-spaced.

### 4. Title

The title of the paper should be 14-point, bold, in capital and lower-case letters, and centered.

### 5. Author Information

Use 12-point and centered for the author's name(s). The Western naming convention, with given names preceding surnames, should be used.

The author's name(s) should appear below the title, with one blank line after the title.

Use 10-point for author(s)' position(s), institutional affiliation(s), country, and email address(es).

The author(s)' position(s), institutional affiliation(s), institutional address(es), and email address(es) should appear below the author's name(s), with one blank line after the name(s).

### 6. Headings

- a. Heading font (with the exception of the paper title and the abstract) should be 12-point Open Sans and in bold.
- b. Headings should be left aligned and in capital and lower-case letters [i.e. nouns, verbs, and all other words (except articles, prepositions, and conjunctions) should be set with an initial capital].
- c. There should be two blank lines before each heading and one blank line after it.

## 7. Subthemes

- a. Subtheme(s) should be 12-point Open Sans, in bold capital and lower-case letters, and flushed left.
- b. There should be one blank line before and after each subtheme.

## 8. Abstract

- a. The abstract heading should be 12-point Open Sans, bold, left aligned.
- b. The abstract should be in **150-250 words**.
- c. The main text of the abstract should be 10-point Open Sans, italicized.
- d. Alignment of the main text of the abstract should be justified, no indent.

## 9. Key Words

- a. Include **at most five** keywords.
- b. Use 12-point Open Sans. The keywords should appear below the abstract, with one blank line after the abstract.

## 10. Main Text

- a. In general, paragraphs should be separated by a single space.
- b. All paragraphs must be in block format.
- c. Text font should be 11-point Open Sans, single-spacing. Italic type may be used to emphasize words in running text. Bold type and underlining should be avoided.
- d. The first line of each paragraph should not be indented.

## 11. Tables and Figures

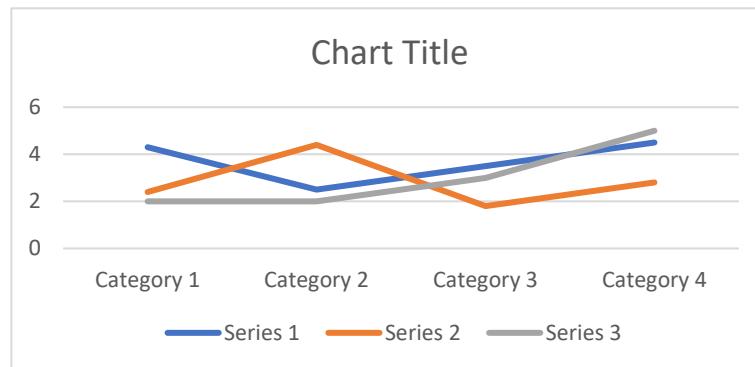
- a. Tables and figures should be numbered and have captions which appear above them.
- b. Graphics and pictures should not exceed the given page margins.
- c. Captions should be 11-left aligned
- d. The tables and figures of the paper should follow the APA citation style.

**Table 1**

*Number of Males and Females by Year Level*

	<b>Male</b>	<b>Female</b>
1	875	913
2	764	674
<b>Total</b>	1639	1587

**Figure 1**  
Figure Title



## 12. Footnotes

- Footnotes may be used only sparingly. A superscript numeral to refer to a footnote should be used in the text either directly after the word to be discussed or – in relation to a phrase or a sentence – following the punctuation mark (comma, semicolon, or period)
- Footnotes should appear at the bottom of the page within the normal text area, with a line about 5 cm long immediately above them.
- Footnotes should be 9-point and aligned left.

## 13. References

- The author-date method in-text citation should be used. Following the APA format, the author's last name and the year of publication for the source should appear in the text.
- All references that are cited in the text must be given in the reference list. The references must follow the latest edition of the APA Style Guide (as of writing, APA's publication manual is in its 7th edition) and arranged alphabetically at the end of the paper.

### Sample:

Surname, A. A. (year). Article title. *Title of Journal*, volume number (issue number), inclusive page numbers. URL/doi link

Surname, A. A. (year). *Title of book*. Publisher location: Publisher Name.

Surname, A. A., Surname, B. B., & Surname, C. C. (2000). Title of article. *Title of periodical*, volume number (issue number). URL/web address.

Surname, A.A. (Year, Month). *Title of paper*. Paper presented at name of conference, city, country.