

Welcome to Asian Consumer and Family Economics Association(ACFEA)

## Guidelines for Submissions

# **ACFEA 2016 Conference Guideline for the Submission of Panel Proposals, Extended Abstracts, Papers, and Posters**

**Please send all kinds of submissions to the conference secretary, Dr. Kurt Hon via e-mail: [tyhon@hksyu.edu](mailto:tyhon@hksyu.edu) by March 31, 2016.👍**

### **(A) Panel Proposals**

1. Panels should provide a good forum for the discussion of new approaches and innovative ideas. A group of 3-4 presenters organized around a topic in relation to the well-being of consumers and families may submit a panel proposal.
2. The panel organizer or chair will be responsible for sending invitations to the authors (presenters) and accepting all paper abstracts submitted to the panel. All papers for the panel must be submitted separately by their authors.
3. No panel should include more than one presenting author from the same organizational affiliation.
4. The proposal should include names, email addresses, and affiliations of the panelists including the chair.
5. Include the panel theme and a 75-word (max) description of the panel for the conference program.
6. A 400-word (max) abstract for the panel including a justification explaining the importance of the topic and why it is of interest to ACFEA members, and 3-5 keywords that accurately reflect the panel session's content.

- 7. Title and a 150-word (max) abstract for each of the papers on the panel followed by a brief description of each panelist's qualifications regarding the proposed topic.**
- 8. The paper size should be A4 (i.e. 21.0 centimeters [8.27 inches] by 29.69 centimeters [11.69 inches]) and the margins: top, bottom, left, and right are 2.54 centimeters (1.00 inches). In the body text, use Arial typeface (10 point regular) throughout, and single-space the body of the paper.**
- 9. The proposal should be written in the English language.**
- 10. The submission should be in Microsoft Word document file format and follow APA Guidelines, 6th edition format with special attention to headings and references.**

## **(B) Extended Abstracts and Papers**

- 1. We welcome both completed research and works in progress (please indicate a work in progress in the title).**
- 2. Work already published or accepted for publication should not be submitted.**
- 3. Preferably includes a discussion of relevant literature and theories, research methodology, analysis and preliminary findings.**
- 4. Extended Abstracts of completed projects between 1000 and 1500 words in length (3-5 pages), excluding title page and references.**
- 5. The cover page should include a title along with 3-5 key words to help facilitate the review process, and the names, email addresses, and affiliations of the corresponding author and the co-author(s), if any.**
- 6. The paper size should be A4 (i.e. 21.0 centimeters [8.27 inches] by 29.69 centimeters [11.69 inches]) and the margins: top, bottom, left, and right are 2.54 centimeters (1.00 inches). In the body text, use Arial typeface (10 point regular) throughout, and single-space the body of the paper.**
- 7. The abstract should be written in the English language.**
- 8. The submission should be in Microsoft Word document file format and follow APA Guidelines, 6th edition format with special attention to headings and references.**
- 9. The formatting guidelines for papers 【 [Download](#) 】 .**

## **(C) Posters**

**1. All posters are to be written in the English language. If a poster is accepted, at least one author must pay conference registration fees and interpret findings in the poster presentation session.**

**2. Authors of posters should provide a one-page single-spaced abstract for publication in the conference proceedings. The paper size should be A4 (i.e. 21.0 centimeters [8.27 inches] by 29.69 centimeters [11.69 inches]) and the margins: top, bottom, left, and right are 2.54 centimeters (1.00 inches). In the body text, use Arial typeface (10 point regular) throughout.**

**3. Poster abstracts should include the poster title, the author/authors (names, email addresses, and affiliations), purpose, background/significance, method, results, conclusions, and 3-5 keywords.**

**4. The full length and width of the poster board size is 146cm×100cm.**

**The submission including all graphics and tables should be put in a Microsoft Word document file and follow APA Guidelines, 6th edition format with special attention to headings and references.**

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