

Section 3: Guidelines for the Extended Abstract

The extended abstract must adhere to the template provided. As in the template, the author information should appear after the research title. The author information should include name/s of author(s) which should be in lower case, [except initials and the first letter of the name(s)] and should be written as initials(s) followed by surname(s) just below the title. Names of author(s) must be centered and separated by comma and the affiliation(s) and email address(es).

The **maximum word limit** of the extended abstract should be **1000 words excluding the reference list** and pages should **not** be numbered. The Extended Abstract can contain figures, tables and/or images as depicted in the template. However, the sub-headings can be used when necessary.

Harvard referencing style should be followed in citing others work within the text and in the list of references.

The extended abstract should be in accordance to the following formatting:

- **Margins:** Left 1.5 inches, right, top and bottom 1 inch
- **Paper Size:** 24 cm (Height) and 19 cm (Width)
- **Line Spacing:** 1.15
- **Text:** Times New Roman, 12 pt., justified
- **Formatting of the Headings:**
 - Main Headings - Font size - 14 pt., Bold, Left aligned
 - Subheadings - Font size - 12 pt., Bold, Left aligned

Please refer to the template provided for preparing your extended abstract.

RESEARCH TITLE

Author's Name and Surname¹, Supervisor's Name and Surname² (10 font size)

¹*Affiliation, E-mail*

²*Affiliation, E-mail*

Introduction

This section should present the background of the study, research problem and state the objective (s) of the research. Your research problem should be supported with sufficient literature.

Methodology

The methodology must be clearly stated and described in sufficient detail.

Results and Discussion

The findings (or results) of the research should be presented, interpreted, and discussed. A maximum of one table, or figure/image can be included to support your findings.

If a Table or a Figure/image is used, you need to adhere to the following guidelines.

The Table should be designed according to the style specified in sample Table 1 below. Table captions should be in 10pt "Times New Roman" bold, centered, and the text in Table should be set in 10pt "Times New Roman" font.

Table 1. Caption heading for a table should be placed at the top of the table and within table width.
(Use "Times New Roman" font, size 10pt, No spacing between the table and the title)

	A	B	C	D
A	Aa	Ab	Ac	Ad
B	Ba	Bb	Bc	Bd
C	Ca	Cb	Cc	Cd
D	Da	Db	Dc	Dd
E	Ea	Eb	Ec	Ed

Authors are advised to prepare their Figure/image in black and white. Figure/image must be sharp enough to see the content clearly. Otherwise, the extended abstract will be returned to the author for changing it. Figure/image must be an original, computer -generated or drafted, and placed within the text area where it is discussed. Figure 1 shows an example. Figure caption should be in 10pt “Times New Roman”, bold, centered and directly below the Figure with no spacing between the title and figure. When applicable, the text in the figure, graph, illustration or image should be set in 10pt, “Times New Roman”. It is preferable that the Figure be presented in portrait style and the Figure caption is no longer than two lines. In a Figure showing a graph, both axes must be clearly labeled. (including units, if applicable).

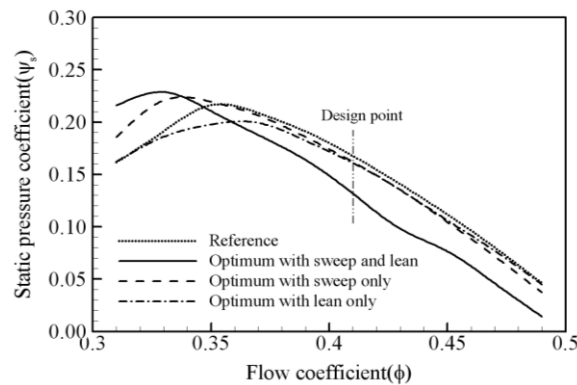


Figure 1. The caption heading for a figure should be placed below the figure and within figure/illustration width.

Conclusion

The conclusion section should be developed incorporating your most important findings as well as future work. This section may include (1) summary of the study (What you have done and how you have done), (2) major findings of the study, (3) theoretical/practical implications of the study, (4) limitations of the study, (5) future research work.

References

References should be listed in alphabetical order and presented according to the Harvard referencing style– author date format.