

MetaACES 2023 Author Guidelines for Manuscript Format

[THIS IS A BLIND REVIEW. PLEASE DO NOT INCLUDE THE AUTHOR'S NAME, AFFILIATION OR EMAIL]

ABSTRACT

This document provides a template for MetaACES 2023 paper submission. The abstract should appear after the information of the authors. It should be a single paragraph and typed in Times New Roman 10-point, and should NOT exceed 250 words. On a separated line after the abstract, include AT MOST 5 keywords (separate each keyword with a comma). No heading number is applied for abstract and keywords section.

KEYWORDS

keyword 1, keyword 2, keyword 3, keyword 4, keyword 5

1. INTRODUCTION

Please submit your manuscript via EasyChair as a Microsoft Word file with authors' names, affiliation, and email address. Before submitting, please give your manuscript a read-through to ensure it fulfils the format and paper length requirement. Paper length of each paper type including reference is 5-6 pages for Full Paper, 3-4 pages for Short Paper, and 2 pages for Poster Paper respectively.

Failure to follow the paper length and paper format will result in a delay in the paper review.

2. PAGE LAYOUT

The papers should be in Microsoft Word files in submission for Secretariat's format check. After format check, the Secretariat will upload your manuscripts with identity hidden in PDF format to the platform for IPC's review. Below please see the content format:

Standard portrait A4 size (210 × 297 mm) should be used. All contents, including text, figures and tables, should be surrounded by top margin of 1.9 cm, bottom margin of 1.9 cm, and side margins of 1.7 cm. Each page should have a page header with the conference name (MetaACES 2023).

The contents should be typed in two columns, with the width of 8.45 cm each and spacing of 0.7 cm in between. Columns on last page should be made as close as possible to equal length.

3. PAPER OR POSTER TITLE

The title of the paper or poster should appear on the top edge of the first page in "Uppercase Letters and Lowercase Letters", centered between the side margins and in Times New Roman 14-point, boldface type. "Capitalize the First Letter of Nouns, Pronouns, Verbs, Adjectives, and Adverbs"; do not capitalize articles, coordinate conjunctions, or prepositions, unless the title begins with such a word. In case the title has two or more lines, double-space between the lines. Insert a blank single-spaced line after the title.

4. INFORMATION OF AUTHOR(S)

The name(s), affiliation(s) and email address(es) of the author(s) should appear after the paper title. They are typed using uppercase and lowercase letters in Times 10-point, centered between the side margins, in single-spaced lines. Type the authors' names (in Firstname LASTNAME format) in one line, followed by the author' institution and country in subsequent single-spaced lines (one line for one author's institution), and then the author' email address in another single-spaced line. Use an asterisk ("*") to denote the Corresponding Author. Insert a blank single-spaced line after the authors' email addresses.

In case there are two or more authors and they are from different institutions, type the corresponding author's institutional affiliation below the first author's. In case two or more authors are at the same institution, use the same institutional affiliation just as it would for one author. Examples of three authors are demonstrated at the top of the page.

5. MAIN TEXT AND QUOTATIONS

Type the main text in 10-point Times, single-spaced. Apply justify-alignment to all main text. Do not place any additional blank lines between paragraphs. Apply spacing of 6 points after each paragraph (0 point before each paragraph). For quotations of 40 or more words, the followings apply:

Display quotations of 40 or more words in a single-spaced block, italic with no quotation marks. Include a reference citation after the quotation. (American Psychological Association, 2001, p. 292)

After the quotation block, type in the rest of the paragraph (in any) as usual main text.

6. SECTION

The headings of sections, for example, "1. INTRODUCTION", should be in Times 12-point, boldface in all-capitals, and flush left with spacing of 6 points above the section heads. Use a period (".") after each heading number. Sections and sub-sections should be numbered and flush left. Do not place any additional blank line between a section and a subsection, between two sections, or between two subsections.

6.1. Sub-sections Guidelines

The headings of subsections should be in Times New Roman 10-point, boldface and italic. Capitalize the First Letter of Important Words (similar to those in the paper title). The heading should be single-spaced, and flush left with spacing of 6 points above the subsection heads. Use a period (".") after each heading number, such as "6.1."

6.1.1. Sub-sub-sections Guidelines

Sub-sub-sections, i.e. third-level or above, are NOT encouraged. In case their usage is unavoidable, the headings of subsubsections should be in Times New Roman 10-point, boldface, italic, Initially Capitalized, single-spaced, and flush left with spacing of 6 points above the subsubsection heads. Use a period (".") after each heading number, such as "6.1.1.". Apply the format for third-level headings to the fourth level and above.

7. FIGURES AND TABLES

You can include figures and tables in the manuscripts. While table can be in any formats available in the word processor. Table 1 is included below for illustration purpose.

Table 1. Example of Table (Capitalize Important Words).

	Column 1	Column 2	Column 3
Item 1	Text 1	Text 2	Text 3
Item 2	Text 4	Text 5	Text 6

Figure and table captions should be 10-point Times New Roman, non-boldface and centered to ensure its readability. Figures and tables must be numbered separately. The words "Figure" or "Table" and the following number in the captions must be italic. Put figure captions below the figures, and put the table captions above the tables. Figure 1 is included below for illustration purpose.

Example of figure

Figure 1. Example of Figure (Please Keep It Clear to Read).

8. REFERENCES AND CITATIONS

Within the body of the paper or poster, indicate the cited text with a pointer and include the corresponding citations in REFERENCES. The Reference section should appear at the end of the document. Type references in Times New Roman 10-point, flush left with spacing of 4 points below each reference, ordered alphabetically, and in APA Reference Style (American Psychological Association, 2001). Add a hanging indent of 0.25 cm for each reference.

Examples of references are demonstrated in Section 9 of this document. (Alpha, 1996) and (Beta & Gamma, 1997) are citation formats for books. (Delta, Epsilon, & Zeta, 1998) is an example for citation format of periodical articles. (Theta & Kappa, 2000) is a reference to an online article.

9. REFERENCES

Alpha, A. (1996). *Title of book*. City: Publisher.

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association.

Beta, B., & Gamma, G. (1997). *Title of Book: Subtitle of Book*. City, ST: Publisher.

Delta, D., Epsilon, E., & Zeta, Z. (1998). Title of Journal Article. *Title of Journal: Subtitle of Journal, Volume number* (Issue Number), first page-last page.

Theta, T. H., & Kappa, K. (2000). *Online Resource Title*. Retrieved Month day, year, from <http://xxxxxxxxxxxxxxxx>