

## TITLE OF THE RESEARCH PAPER

(14-point type size, upper case, centered)

Name of Author(s)

Affiliation

Email address(s)

(10-point type size, upper and lower case, centered under the title)

### ABSTRACT

*Abstract should state the problem and the purpose of the paper, the research approach followed, and also the results and conclusion. It should be understandable by the general reader and it should contain minimum of acronyms and jargons. The summary of your work for the INCOTEM should be two hundred to three hundred words in italics form. Indent the abstract on the left and right sides.*

**Key Words:** maximum of five key words should clearly describe the subject matter of the paper.

**Formatting** - Author(s) should be type their full paper in single column format and need strictly adhere for following formatting rules (This is a must).

- Paper size - A4 Page
- Numbering – Bottom Center, Consecutively numbered
- Margins - Left: 1.5 inches and all others 01 inch
- Line spacing –1.5
- Letter style - Times New Roman, Font:11

First level and second level title should be as a “Capitalize Each Word Format”.

The total length of the paper should be less than 12 pages (Including references and appendices).

**Structure** - The papers should follow the following structure as much as possible.

### 1. Introduction

The introduction section should (1) present the scope and objective of the paper and state the problem, (2) briefly review the pertinent literature, (3) describe the methods, and (4) provide an overview of the main results of the work.

### 2. Literature Review

Provide a summarized and updated review of literature pertaining to the area of study

### 3. Methodology

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

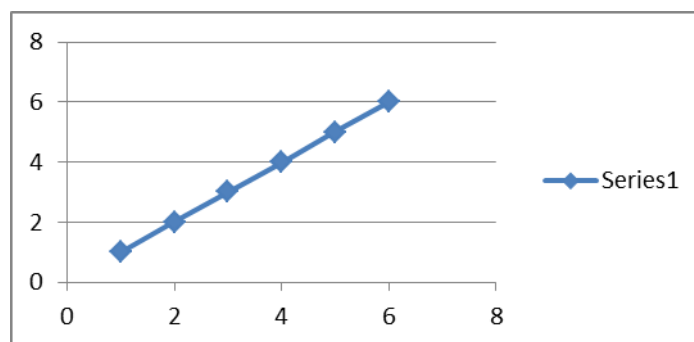
### 4. Results/Discussion/Analysis

The author should present the results of the study and the discussion should focus on how the research was able to achieve the objectives.

The findings and arguments of the work should be explicitly described and illustrated. Supporting figures, tables and images of the results (no more than two figures and two tables) may be included.

All the tables, images and figures should be centered. Figures and images should be numbered (see Figure 2 for an example) and figure headers should be placed under the figure or image; Tables should also be

numbered (see Table 2 for an example) and the table header should be placed at the top. References (if any) of the tables, figures and images should be presented right under the tables, figures and images in the form of author surname and publication date.



**Figure 2. Header**

**Table 2. Header**


*Reference: author surname and publication date*

## 5. Conclusion and Recommendations

Conclusions should include (1) the principles and generalizations inferred from the results, (2) any exceptions to, or problems with these principles and generalizations, (3) theoretical and/or practical implications of the work, and (5) conclusions drawn and future recommendations.

## 6. References

The references should follow APA (latest edition) style.