

International Student Conference 2014

Submission Guidelines

In order to be published in International Student Conference 2014 Proceedings, the extended abstracts must meet the following guidelines. You must use Microsoft Word 6.0 or higher or PDF format (PC version).

Formatting the Paper

Length

Maximum length of an article is 20 pages without any exception.

Settings

Margins should be set at 3 cm top, 2.5 cm bottom, 3 cm left and 2.5 cm right. Paper size must be A4. Base font should be set to Times New Roman in a 12-point size. Paragraphs should not be indented. All text should be full-justified.

Headings

No paper should have more than three levels of headings within the body.

Titles that fill more than one line should be single-spaced, and each line is justified.

The author(s) and affiliation(s) should be centered, single-spaced, and typed beginning on the second line below the title as shown above. Use 12-point type. Do not use titles such as “**Dr.**” or “**Professor.**”

Sub-headings within the body First level sub-headings should be left-justified, boldface, in upper and lower case, and printed in 14-point type. Second level sub-headings should be left-justified, upper and lower case, in bold italics, and printed in 12-point type. Third level sub-headings, if necessary, are indented, bold italics, upper case on the first word only, and no punctuation at the end. That paragraph begins right after the sub-heading. (For example, see the sub-heading of this paragraph.)

Abstract

All papers begin with an abstract of 100 words or less. The abstract should be single-spaced. Type size should be 10 point. Do not print a sub-heading over the abstract.

Body

The body of the paper should be single-spaced and should immediately follow the abstract. Use 12-point type for the body of the paper. Do not indent every paragraph. Paragraphs should be separated using a single space.

Spacing

Single space the body of the paper. Double space before first or second level sub-headings (in other words, leave one blank line). Sub-headings that take more than one line should be single-spaced. Single space between each listing in the reference section.

Figures and Tables

Figures and Table should appear within the body of the paper and should be numbered consecutively. The table number and description should appear left-justified in boldface 10-point type at the top (of the table). The figure caption should appear centered in boldface 10-point type at the bottom (of the figure). Illustrations, symbols, or parts of a figure should be produced graphically if at all possible. If they cannot be printed, they should be carefully drawn with blank ink. If necessary, tables may be printed across two columns or sideways.

Citing References

Citations in the text should list the author’s last name, comma, and publication date, all enclosed by parentheses, i.e., (Kang, Kara, Laskey, and Seaton, 1993). If the author’s name is used in the sentence, there is no need to repeat the name in the citation; just use the year of publication in parentheses, i.e., the Howard and Sheth (1969) Model. If a particular page, section, or equation is cited, it should be placed in parentheses, i.e., (Kaynak, 1989, p. 168). Note that an ampersand (&) is used with multiple authors *only* when they appear in parentheses.

The reference section, including all citations used, must be included in your paper. The word “References” should appear as a first-level heading. Entries must appear in alphabetical order, without an indent. If several works are

cited for any given author, write out the name of the author each time the name appears. Do not use a dash or line. The format to be used for journal articles, proceedings, and books is shown at the end of these instructions.

Appendices

Appendices, if used, should follow the references, and should be included in the 20-page limit. The word "Appendix" should be at the top of each appendix as a first-level heading. If there is more than one appendix, number each consecutively.

Page Numbering

Page numbers must appear in the center.

References

Tessmer, M. (1996). Formative multimedia evaluation. Training Research Journal, 1, 127-149.

Curtis, K. (1994). From management goal setting to organizational results: Transforming strategies into action. Westport, CT: Quorum Books.

Varaldo, R., & Pagano, A. (1998). Can small and medium enterprises survive in the global economy? In E. Kaynak, K. Becker, & O. Kucukemiroglu (Eds.), Seventh World Business Congress (pp. 1-8). Hummelstown, PA: International Management Development Association.