

PAGE SETUP AND LAYOUT FOR ABSTRACT AND PAPER

1. Papers are required to be prepared using standard MS Word in .doc or .docx format.
2. All papers must be submitted in English
3. Papers need to be typed in one column as shown in example below.
4. Fonts: Arial size 11 for table and Arial size 10 for figures
5. Single spacing
6. Paper size A4
7. Margin
 - Top, Bottom and Right: 2.5cm
 - Left: 4.0 cm
8. Page Limitation: Author(s) are required to submit a final paper of up to 10 pages only
9. Do not number the pages
10. Paper outline (if applicable) (**Arial, Bold, Uppercase, size 11**)

ABSTRACT
INTRODUCTION
LITERATURE REVIEW
METHODOLOGY
RESULTS AND DISCUSSION
SUMMARY
ACKNOWLEDGEMENTS
REFERENCES
APPENDIX

TITLE (ARIAL, BOLD, SIZE 12, UPPERCASE, CENTER)

Author 1¹ and Author 2² (**Arial, Bold, Title Case, Size 11, Center**)

¹, First affiliation, Address, City and Postcode, Country

² Second affiliation, Address, City and Postcode, Country

(**Title Case, Size 11, Center, Single Spacing**)

author01@usm.my (email add: **Arial, underlined, Size 11, Center, Single Spacing**)

author02@usm.my

ABSTRACT-(Arial, Bold, uppercase, justified, size 10): The abstract should summarize the key points of the paper/article without exceeding 300 words. (**Sentence case, Arial, size 10, single spacing, justified**)

Keywords: identify and list key words (maximum of 5) which represent the content of your paper. (**Arial, size 10**)

INTRODUCTION (Arial, Bold, uppercase, size 11)

Submit your final paper to the secretariat of the conference. (Sentence case, Arial, size 11, single spacing, justified)

LITERATURE REVIEW (Arial, Bold, uppercase, size 11)

Start from here (Sentence case, Arial, size 11, single spacing, justified)

METHODOLOGY (Arial, Bold, uppercase, size 11)

Start from here (Sentence case, Arial, size 11, single spacing, justified)

RESULTS AND DISCUSSION (Arial, Bold, uppercase, size 11)

Start from here (Sentence case, Arial, size 11, single spacing, justified)

TABLES AND FIGURES

Tables and figures must appear **within the text** (not at the end of the text). Tables and figures need to be numbered sequentially - e.g. Table 1, Table 2, Table 3, etc., and they should bear a title (with appropriate upper and lower case letters) which explain their contents. For example:

Table 1. Title (Arial, Title Case, Size 10, Center)
Leave one space

An example of a column heading	Column A	Column B	Column C
And an entry	1	2	4
And another entry	5	3	0
And another entry	8	9	7



Figure 1. Title (Arial, Title Case, Size 10, Center)

SUMMARY (Arial, Bold, uppercase, size 11)

Start from here (Sentence case, Arial, size 11, single spacing, justified)

ACKNOWLEDGEMENTS (Arial, Bold, uppercase, size 11)

Projects under KTP must acknowledge the financial assistance from Mohe and EPU, and state the grant number.

REFERENCES (Arial, Bold, uppercase, size 11)

References must be listed immediately following the SUMMARY of the paper. Use **APA reference style**. Alphabetize by author and for each author list in chronological sequence. List the author's names exactly as written in the source cited. Use no abbreviations.
(Please do NOT list references as footnotes at the end of each page).

See examples below or refer to <http://www.apastyle.org/>:

Chon, K. and Sparrowe, R. (1995). *Welcome to Hospitality: An Introduction*. Cincinnati, Ohio: Delmar Publishing Company.

Gardner, H. (1981). Do travel agents listen to customers? *Journal of Today's Tourism*. Vol. 5(1), pp. 10-15.

Pritzker, T.J. (n.d.). An Early fragment from central Nepal [Online]. Retrieved June 8, 1995, from <http://www.ingress.com/~astanart/pritzker/pritzker.html>

Smith, P.S. (2001, October 23). The finest dining places in Hong Kong. *South China Morning Post*, pp. B1, B3.

APPENDIX (Arial, Bold, uppercase, size 11)

Any "APPENDICES" should appear at the end of the article after the list of references and acknowledgement (if applicable).