**PAPER TITLE (HELVETICA 18PT, BOLD, UPPERCASE)**

**Name(s) of Author(s) (Helvetica 12pt, Bold, Capitalize Each Word)**

Institution(s) (Helvetica 12pt, Capitalize Each Word)

email address(es) (Helvetica 12pt, lowercase)

***Abstract:***Abstract should be clear and comprehensible, provide an overview of the whole paper, and consist of no more than 200 words. Abstract should be typed using Helvetica 9pt, with single spacing.

**Keywords:** *relevant keywords need to be written here using Helvetica 9pt, italics, and separated by a comma*

**INTRODUCTION (HELVETICA 10PT, BOLD, UPPERCASE)**

For empirically-based papers, introduction should include the rationale for the study and the context, the research questions or aims, and the significance of the study. Similarly, conceptually-based papers should have in the introduction, the rationale for the topic discussed, the scope of the paper, and the significance of the paper. Relevant literature including theories and previous studies need to be used as references. Introduction should be written in paragraph format, with single spacing, using Helvetica 10pt.

**METHOD (HELVETICA 10PT, BOLD, UPPERCASE)**

Empirically-based papers need to include the Method section, which discusses the research design, setting and participants, and the data collection and analysis. The method should be in line with the research questions or aims in the Introduction. The section should be written in paragraph format, with single spacing, using Helvetica 10pt.

**FINDINGS AND DISCUSSION (HELVETICA 10PT, BOLD, UPPERCASE)**

Empirically-based papers need to include the Findings and Discussion section. Under this heading, the findings and discussion can be integrated or written using separate subheadings. Findings should be in line with the research questions or aims, and the research method, and should be discussed with reference to relevant literature. The section should be written in paragraph format, with single spacing, using Helvetica 10pt.

**HEADINGS FOR CONCEPTUALLY-BASED PAPERS (HELVETICA 10PT, BOLD, UPPERCASE)**

Conceptually-based papers should include relevant headings which cover the points in line with the scope defined in the Introduction. Relevant references need to be used to support the discussion in each heading. The contents should be written in paragraph format, with single spacing, using Helvetica 10pt.

**Subheadings (Helvetica 10pt, Bold, Capitalize Each Word)**

If you need to add subheadings under the main headings of your paper, type the titles of the subheadings using Helvetica 10pt, Bold, and capitalize each word. The contents should be written in paragraph format, with single spacing, using Helvetica 10pt.

**Tables and Figures (Helvetica 10pt, Bold, Capitalize Each Word)**

If you need to add tables and figures, type the titles of the tables and figures using Helvetica 10pt, Bold, and capitalize each word. The contents of tables should be typed with single spacing, using Helvetica 10pt.

**In-text Citations**

Please make sure to acknowledge all sources that you refer to using in-text citations. Include the last name(s) of author(s) and the year of publication. When you use direct quotations, you also need to include the page number(s).

**CONCLUSIONS (HELVETICA 10PT, BOLD, UPPERCASE)**

Both empirically-based and conceptually-based papers need to include the Conclusions section. It should emphasize the important points of the paper and state future directions for research/recommendations. The section should be written in paragraph format, with single spacing, using Helvetica 10pt.

**REFERENCES**

The referencing style used for the conference papers is APA 6th. Please make sure the in-text citations and the list of references match.