Title Should Not Exceed 12 Words

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*\*For each paper, the maximum number of authors is three.*

*Abstract*—should not exceed 250 words. Times New Roman (TNR) 10pt.

Keywords—keyword 1, keyword 2, keyword 3 (3 to 5 keywords).

# Introduction (*Heading 1*)

Introduction should clearly state the purpose of the paper. The citations and references should follow the style APA. Authors are encouraged to use Reference Management Software such as Mendeley or Endnote.

# Ease of Use

## Template

## Integrity

The template is used to format your paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them.

# Prepare Your Paper

Please note that your manuscript needs to be free of errors and polished. Certification of proofreading is mandatory and should be provided using the link given during submission.

## Abbreviations and Acronyms

All abbreviations and acronyms used must be defined the first time they were used in the text. Do not use abbreviations in the title or headings unless they are unavoidable.

## Heads-up

The word “data” is plural, not singular. Be aware of the different meanings of the homophones “affect” and “effect”, “complement” and “compliment”, “discreet” and “discrete”, “principal” and “principle”. Do not confuse “imply” and “infer”. The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen. The abbreviation “i.e.” means “that is”, and the abbreviation “e.g.” means “for example”.

# Using the Template

After editing the text, please save this template file by using Save As command and name your paper according to the title.

## Headings

Headings are used to organise the topics or sections in the paper.

## Figures and Tables

#### Caption for figures should be placed in the middle below the figures. Caption for tables should be placed in the middle on top of the tables. For example:

Table 1: Table type style (TNR 10pt)

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1. Example of a figure caption. (TNR 10pt)

## Number of words

 Your manuscript should have a minimum of 2500 words, excluding tables and references.

##### Acknowledgments

Include people you would like to thank as well as organisation and sponsorship.

##### References

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