Style Guide for Authors

Conference Proceedings Collections

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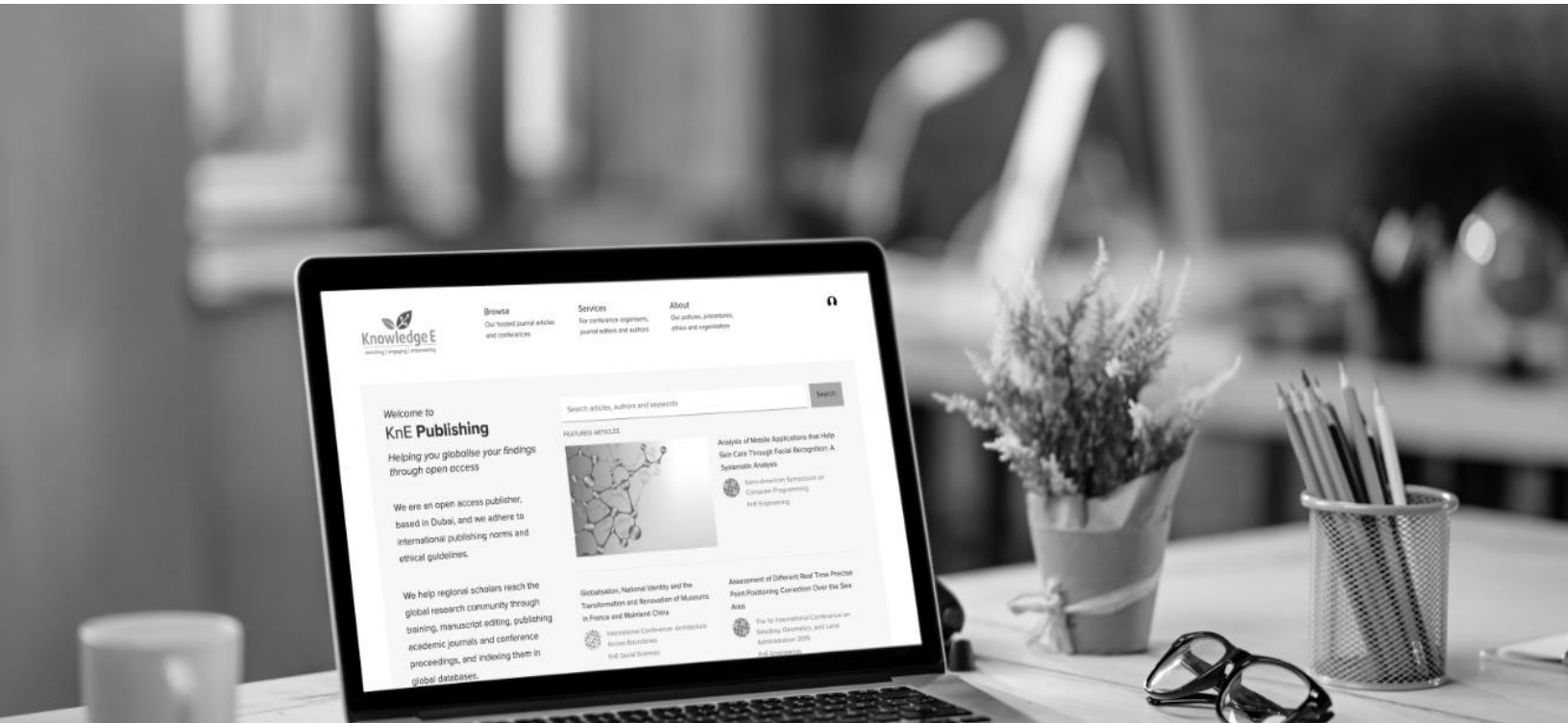

Overview

The following is intended to act as a style sheet for the conference papers published by KnE Publishing. Ideally, the authors should adhere as closely as possible to these rules, but there may be cases where this might not be possible, or the style guide might be silent on a given point; should this be the case, please try and maintain consistency.

Please proof-read all work prior to submission to ensure a good standard of written English and the accuracy of references.

Also, where URL links are included – either in the main text or the references – please check they are accurate and still active.

KnE Publishing adheres to the principles of the Committee on Publication Ethics (COPE).

All papers submitted for publication are screened for plagiarism using the Crossref Similarity Check powered by iThenticate.

Authors are responsible for obtaining permission to use any textual or visual copyright material contained in their journal article and conference paper submissions. There might be a fee to obtain the rights to re-use this content. KnE Publishing will not pay this fee; the costs are borne by the author(s) or their funding bodies.

All content published by KnE Publishing is permanently archived in Portico, a not-for-profit organization with a mission and singular focus to provide a permanent archive of electronic scholarly content.

1. Basic Styling

Article Title	Casing: Title case and bold For title case, capitalise the first word of the title, the first word after a dash or colon in the title and all major words (nouns, verbs, adjectives, adverbs and words of four letters or more) Example: **Graduates' Perception of Instructional Methods for Emergency Medicine: Affecting Their Self-Confidence in Emergency Departments**
Author	Placement: Below the article title Casing: Title case and bold Example: **Mohamed Daffalla Awadalla** Separator: Comma between each author, 'and' before the final author, and comma before the 'and' Example: **Mohamed Daffalla Awadalla, Ahmed Abd Elrahman Abdalla, and Sami Mahjoub Taha**
Abstract	Heading: Titled Style: One paragraph (150–250 words) Abbreviations: Any abbreviation defined in the abstract needs to be redefined upon first mention in the text. Reference citation in abstract: Please refrain from citing references in the abstract, whenever possible; however, if cited, put in the full reference details.
Keywords	A minimum of 3 keywords need to be provided (Mandatory) Separator: Comma Casing: Lower case; upper case only for proper nouns Example: **Keywords:** emergency medicine, instructional methods, perception, self-confidence, Sudan
Headings	All numbered First level: Title case and bold **1. Difference Between ABC and XYZ** Emergency medicine specialty… Second level: Sentence case and bold **1.1. Difference between ABC and XYZ** Emergency medicine specialty… Third level: Sentence case and italic 1.1.1. *Difference between ABC and XYZ*

	Emergency medicine specialty…
Spellings	Be consistent with whether you are using the UK or US spelling. If using US spelling then make sure to use the 'ize' variant -- this means that the words ending with 'ise', 'isation', etc. will be spelt with 'z' (e.g., 'recognize', 'organize', 'civilize', etc.).
Dictionary	For UK Spelling – follow Oxford Dictionary (https://en.oxforddictionaries.com) For US Spelling – follow Merriam Webster (https://www.merriam-webster.com)
Abbreviations	Abbreviations should be defined upon the first instance in the text; the abbreviated form can be used thereafter.
Emphasis	Single inverted commas
Hyphenation	As per the dictionary followed
Dashes	En Dash: Ranges, words of equal weight, parenthetical phrases (with space), theories and equations based on the names of two people, etc. Example: 10–12 kg, North–South border, Adams–Williamson equation Em Dash: For parenthetical phrases and for setting off a particular phrase
Commas	Use a comma after e.g. and i.e. in parentheses. However, in the main text, use 'that is' and 'for example', followed by a comma. Oxford/serial commas: NO serial commas; can be used only in long sentences if required for clarity. Thousandth separator: Yes (for 5 digits and above) Example: 1000 but 10,000
Quotation Marks	Single inverted commas need to be used, and double quotations only within single inverted commas. Use double quotes if the quoted matter is a direct quote made by someone. Block quotes: Quotations with 45 words or more should be pulled out as a separate paragraph and indented. Please provide the source name for each block quote.
Italics	Used only for foreign words; for other terms, please follow the dictionary. *P* value Names of journals, newspapers, books, etc. should always be in italics (except within the references).
Date Style	For UK Spelling: 14 March 2018 For US Spelling: March 14, 2018

	Period: 2016–2017 (do not truncate) Twentieth century, but 1980s. However, remember to hyphenate if referring to an object; for example, nineteenth-century literature.
Numbers	Numbers 1–9: Spelled out (one, two, three… etc.) Numbers 10 and above: Numerals (10, 11, 12… etc.) For exact measurements, use only figures (34km, 4%). Fractions: Spelled out in full in text (half, three-quarters, one-third), but written in digits in tables
Lists	First level: Second level: Third level: i. a. (1) ii. b. (2) iii. c. (3)
Equations	Equations should be displayed on a separate line. These must be submitted in an editable format. If they are numbered, it should be in the format: (1), (2), (3) Example: $\rho\ \partial h/\partial\tau = -div(\vec{q}) + \omega$

2. Title

The title is your first chance to attract readers in internet searches, so it is important that it is clear and informative – but also engaging.

Avoid over-long titles where possible (remember you can always have additional information in a sub-title).

Check the English is accurate – a lot of potential readers will be deterred by poor quality English in the title.

3. Author details

All authors of the manuscript should include their full name and affiliation on the cover page of the manuscript. The names should be in bold and separated by commas. The affiliations should be listed below the names (please use superscripted numerals where there is more than one affiliation).

Example:
Emily Paterson[1], Frederick Anthony,[2] and Emily Morgan[2,3]

[1] The University of Bristol
[2] The University of Exeter
[3] British Association of Romantic Studies

The Corresponding Author should be indicated by an asterisk (*) for a paper with more than one author and separated with a comma from the affiliation superscript. Where possible the Corresponding Author should use their institutional email address not a personal one.

Example:
Emily Paterson[1,*], Frederick Anthony,[2] and Emily Morgan[2,3]

*** Corresponding Author: Emily Paterson. Email: e.paterson@institution.com.**

For papers with only one author, DO NOT indicate the Corresponding Author. Just include the email address along with the name.

Example:
Emily Paterson. Email: e.paterson@institution.com.

Where available, please also include ORCID iDs. This allows us to better promote this research to the international academic community by linking it with other research by the author(s).

4. ORCID iD

The ORCID iD is a durable digital identifier. This not only allows the scientific and academic communities to identify individual researchers, but also links the author with their works across multiple platforms. To create an ORCID iD, authors should visit: https://orcid.org/signin and create a unique identifier.

5. Abstract

Why the abstract is important

The abstract helps potential readers evaluate your research quickly, allowing them to ascertain the purpose of your article or paper, the wider field it relates to, and the special significance and value of this particular piece of research. The abstract is therefore key to attracting readers and hopefully citations – and citations can greatly increase your credibility in your field.

Where possible, avoid using the abstract as the first paragraph of the introduction. It has a different function from the introduction and should be structured differently. Moreover, readers will get bored of the repetition.

How it should be structured

Be concise. An abstract should be between 150 and 250 words.

Be clear. Remember – some people will only read your abstract and nothing else, so it is important that it contains all of the relevant information for them to evaluate your research.

For scientific articles, the abstract should include an introduction, methodology, research findings, the conclusions which can be drawn from these results, and why this research matters.

For non-scientific articles, the abstract should provide an overview of the wider academic field, the gap in that field which the study fills (or error the study addresses), and the relevance of the research for the academic community.

Many scholars prefer to write the abstract last, once they have completed their article. This helps ensure that they have included all relevant information and accurately summarised the content, focus and value of the article.

KnE Publishing will edit the abstracts to the highest standards of English; however, please do ensure that your wording is clear and concise to avoid potential confusion.

6. Keywords

Why keywords are important

It is important to select the right keywords for your article. They help to define your field of study, and the sub-field(s), topic(s), and specific issue(s) that are covered in the article.

They also allow other researchers to find your work when they search for studies in this area, boosting the impact of the article and providing greater opportunities for citations.

How to choose keywords

When choosing your keywords, be selective. You only have 3-6 keywords, so you need to make them count.

Focus on the main topic(s) of your research and any unique identifiers – such as geography, methodological approach, scientific techniques, literary theory or specific chemical reaction.

But remember – a keyword does not have to be a single word. You could have phrases such as 'Upas Tree', 'inconsistent triad' or 'radioactive waste decay'.

Avoid reusing the same keywords in the title and abstract – this is a chance to get extra words included to help your content appear in search engines (both online and library / archive).

It can be helpful to perform a keyword search using your chosen terms before you submit your paper. Do other articles in your field appear? Is this the group in which you wish your research to be included? If not, you might want to consider adjusting some of your keywords.

7. Acknowledgements, Funding & Ethics Policies

The authors must use this section to thank people who helped them with completing the studies or preparing the paper. This can include anyone who provided technical assistance to the author or someone who had a helpful discussion with him/her, etc.

This section should be placed before the References section. It can be merged with or preceded by the Funding Notice.

The Funding Notice can be used by the author to acknowledge the funding agency, if any, which supported this research. If multiple agencies gave grants, list them separated by commas.

Ethical policies include the conflict of interest statements, informed consent procedures and ethical committee approval. Requirements can vary by discipline. If you are unclear about the requirements for your study, check with your colleagues and advisors, and also the Conference Organiser(s).

8. Referencing

KnE Publishing uses the Vancouver numerical system for in-text citations and endnote references.

All of the sources of information that you use in your own research, both ideas and direct quotations, need to be acknowledged in the text. This acknowledgement is called a citation. Each citation requires a reference containing all of the details of the source, which is included in a separate list.

Why referencing is important

Referencing in an accurate, recognisable academic format is extremely important.

It gives authority and authenticity to your work, allowing you to display your academic skills and avoid accusations of plagiarism.

Referencing lets you show your awareness of previous research in this field and also highlights where your study is new and original.

By crediting the scholars whose work you are engaging with and building on, you allow your research to form part of the ongoing debates and discussions within the academic community.

Proper referencing helps others to find your research, when they check recent citations for a specific work in a specific field. This increases the opportunity for you to be referenced in future works in this field.

However, it is also important to only use credible academic sources. Typically, focus on content published by reputable sources and institutions rather than blogs and anecdotal accounts.

Finally, be careful not to over-reference. Only include citations where relevant and necessary. In particular, while it is fine to reference your own work where relevant, avoid excessive self-citation.

In-text citation

The Vancouver numerical system has sequentially numbered references throughout the text, and the references will be listed in numerical order at the end of the PDF and in the side panel for online copy.

Each reference number is in a square bracket [2] and occurs immediately after the citation. Where multiple citations are listed together, include them all in the same square brackets, separated by a comma [2, 3, 4].

Where the same reference is used in multiple passages, one number can be used to designate several references.

Endnote references

General rules:

- Author's name
  - Last name/surname followed by the initials, with no space or period between the surname and initials or between the initials; for example:
    - Darwin CR
  - Separate multiple author names with a comma and the final name should end in a period; for example:
    - Attenborough D, Darwin CR, Curie MS.
  - Provide the names up to and including 6 authors; if there are more than 6 authors, list the first 3 and then add 'et al'; for example:
    - Attenborough D, Darwin CR, Curie MS et al.
  - Note: authors should be listed in the order that they are listed in the text that is being referenced (not alphabetically)

- Titles
  - Capitalise using sentence case: capitalise the first letter of the first word of the title, the first word after a dash or colon in the title and proper nouns

- Journal names
  - Journal names need to be in full, not abbreviated
  - Each word in the journal name should be capitalised

- Organisation names
  - Names of organisations are spelt out, not abbreviated

- Dates
  - For the year, use the 4 number format, e.g. 1990
  - When months are included in the reference, just use the first 3 letters of the month name

- Accessed online
  - You will see below that when a source has been accessed online, its reference should include a 'cited' date – this is the date that the researcher most recently accessed the source online from the location provided in the reference

- If the source is in a language other than English, include the English translation of the title in square brackets after the title. Also, include the name of the language after the final part of the reference (adding a period and space in front of the language name if the end of the reference does not already have a period at the end of it)

Journal article:

Author AA, Author B, Author C. Title of article. Name of the journal. Year;volume(issue):page-page. DOI

Example:
Nasiri N, Sharifi H, Bazrafshan A, Noori A, Karamouzian M, Sharifi A. Ocular manifestations of COVID-19: A systematic review and meta-analysis. Journal of Ophthalmic & Vision Research. 2021;16(1):103-112. https://doi.org/10.18502/jovr.v16i1.8256

Note:

- It is crucial to at a minimum include the author names (last name and initial), year, article title, journal name (this needs to be the full name, not abbreviated), volume and page numbers.

Conference proceedings paper that has been published and is available online:

Author AA, Author B, Author C. Title of paper. Full title of conference [Internet]; conference Year Month Day-Day; conference City, Country. Place of publication: Publisher; Year of publication [cited Year Month Day]. # p. Available from: URL

Example:
Semenenko D, Nazarov Y. Exhibition environment for visitors with visual impairments. Questions of Expertise in Culture, Arts and Design [Internet]; 2019 Jun 6-7; Yekaterinburg, Russia. Dubai: KnE Social Sciences; 2020 [cited 2021 Jun 3]. 6 p. Available from: https://doi.org/10.18502/kss.v4i11.7558

Note:

- Use title case for the conference title
- '# p' refers to the total number of pages
- If the conference paper has been published but is not available online, then use the following format instead:
  Author AA, Author B, Author C. Title of paper. Full title of conference; conference Year Month Day-Day; conference City, Country. Place of publication: Publisher; Year of publication.

Conference proceedings paper that was presented but not published:

Author AA, Author B, Author C. Title of paper. Paper presented at: Full title of conference; Year Month Day-Day of conference; City, Country of conference.

Example:
Lee J. H is for health: Sesame Street's efforts to promote children's health around the world. Paper presented at: Unite for Sight Global Health & Innovation Conference; 2014 Apr 12-13; New Haven, Connecticut, United States.

Note:

- Use title case for the conference title
- If it was a poster instead of a paper then write 'Poster presented at' instead of 'Paper presented at'

Book (print) with authors and no editors:

Author AA, Author B, Author C. Title of book. # ed. Place of publication: Publisher; Copyright Year. # p.

Example:
Creswell JW, Creswell JD. Research design: Qualitative, quantitative and mixed methods approaches. 5th ed. Thousand Oaks, California: Sage Publications; 2018.

Note:

- '# p' refers to the total number of pages in the book
- If the book is translated, insert the name of the translator after the edition number with ', translator' afterwards, so that the format is:
  Author AA, Author B, Author C. Title of book. # ed. Translator AA, translator. Place of publication: Publisher; Copyright Year. # p.

Book (print) with editors and no authors:

Editor AA, Editor B, Editor C, editors. Title of book. # ed. Place of publication: Publisher; Copyright Year. # p.

Note:

- '# p' refers to the total number of pages in the book
- If the book is translated, insert the name of the translator after the edition number with ', translator' afterwards

Book (print) with authors and editors or translators:

Author AA, Author B, Author C. Title of book. # ed. Editor A, Editor BB, editors. Place of publication: Publisher; Copyright Year. # p.

Note:

- '# p' refers to the total number of pages in the book
- If the book is translated, insert the name of the translator after the edition number with ', translator' afterwards

Chapter within a book with no editors (print):

Author AA, Author B, Author C. Title of book. # ed. Place of publication: Publisher; Copyright Year. Chapter #, Title of chapter; p. #-#.

Example:
Gorb SN. Insect biotechnology. Dordrecht: Springer; 2011. Insect-inspired technologies: Insects as a source for biomimetics; p. 241-264.

Note:

- 'p. #-#' refers to the page numbers of the chapter

Chapter within a book with editors or translators (print):

Author AA, Author B, Author C. Title of book. # ed. Editor A, editor. Place of publication: Publisher; Copyright Year. Chapter #, Title of chapter; p. #-#.

Example:
Anangwe A. Governing health systems in Africa. Sama M, Nguyen VK, editors. Dakar: The Council for the Development of Social Science Research in Africa; 2008. Chapter 5, Health sector reforms in Kenya: User fees; p. 44-59.

Note:

- If the book has a translator instead of an editor(s) then write the name of the translator in place of the editor and write 'translator' instead of editor
- 'p. #-#' refers to the page numbers of the chapter

Book (electronic):

Author AA, Author B, Author C. Title of book [Internet]. # ed. Place of publication: Publisher; Copyright Year [cited Year Month Day]. # p. Available from: URL

Example:
Marselle M, Stadler J, Korn H, Irvine K, Bonn A, editors. Biodiversity and health in the face of climate change [Internet]. Cham, Switzerland: Springer; 2019 [cited 2021 June 1]. Available from: https://link.springer.com/book/10.1007%2F978-3-030-02318-8

Note:

- '# p' refers to the total number of pages in the book
- If the book is translated, insert the name of the translator after the edition number with ', translator' afterwards

Report by an organisation or agency (online):

Organisation. Title of report [Internet]. Place of publication: Publisher; Year Month [cited Year Month Day]. # p. Report No.: #. Available from: URL

Example
ASDA'A BCW. Arab youth survey: A voice for change (12th edition) [Internet]. Dubai: ASDA'A BCW; 2020 [cited 2021 Jun 2]. 75 p. Available from: https://www.arabyouthsurvey.com/whitepaper.html

Note:

- If the report is in print, not online, then use the following shortened format instead: Organisation. Title of report. Place of publication: Publisher; Year Month. # p. Report No.: #.
- '# p' refers to the total number of pages in the report

Report by individual authors at an organisation or agency (online):

Author AA, Author B. Title of report [Internet]. Place of publication: Publisher; Year Month [cited Year Month Day]. # p. Report No.: #. Available from: URL

Example:
Marsh H, Penrose H, Eros C, Hugues J. Dugong: Status reports and action plans for countries and territories [Internet]. Nairobi: United Nations Environment Program; 2002 [cited 2021 Jun 3]. 172 p. Available from: https://portals.iucn.org/library/sites/library/files/documents/2002-001.pdf

Note:

- If the report is in print, not online, then use the following shortened format instead: Author AA, Author B. Title of report. Place of publication: Publisher; Year Month. # p. Report No.: #.
- '# p' refers to the total number of pages in the report

Dissertation or thesis (online):

Author AA. Title [dissertation on the Internet]. Place of publication: Publisher; Year of publication [cited Year Month Day]. Available from: URL

Example:
Enoch AJ. Pulse oximetry in low-income settings: A case study of Kenyan hospitals [Doctoral dissertation on the Internet]. Oxford: University of Oxford; 2018 [cited 2021 Jun 2]. Available from: https://ora.ox.ac.uk/objects/uuid:95c3aabf-fc58-4a73-aa6d-33703c36b4fb

Note:

- If the publication is instead, for example, a master's thesis then insert that instead of 'dissertation' within the square brackets
- If the publication is in print not online, then use the following format: Author AA. Title [dissertation]. Place of publication: Publisher; Year of publication. Total number of pages p.

Website homepage:

Author AA. Title of homepage [Internet]. Place of publication: Publisher; Year Month Day of publication [updated Year Month Day; cited Year Month Day]. Available from: URL

Example:
Knowledge E Publishing. Sudan Journal of Medical Sciences [Internet]. Dubai: Knowledge E; 2017 May 28 [updated 2021 Mar 31; cited 2021 Jun 7]. Available from: https://knepublishing.com/index.php/SJMS

Note:

- If there is an organisation shown as the author instead of an individual(s) then include the organisation name instead
- If you cannot find an individual or an organisation to list as the author, then start the citation with the title of the website
- If there is no individual author and the organisation listed appears to be both the author and the publisher then start the citation with the title of the website and include the name of the organisation as the publisher
- The date of publication should be the date that the website was first published
- If the date that the website was first published is not available but the copyright year is then you can use that year, preceded by a 'c' with no space
- If no date of publication or copyright can be found then just use the update/revision date and/or the date cited

Webpage on a website:

Title of homepage [Internet]. Place of publication: Publisher; Year Month Day of homepage publication. Title of webpage; Year Month Day of webpage publication [cited Year Month Day]. Available from: URL

Example:
KnE Publishing [Internet]. Dubai: Knowledge E; c2015. Our services; c2015 [cited 2021 Jun 7]. Available from: https://knepublishing.com/index.php/index/services

Note:

- If the date of publication is not available but the copyright year is then you can use that year, preceded by a 'c' with no space
- If no date of publication or copyright can be found then just use the update/revision date and/or the date cited

Preprints (scientific document not yet certified by peer review):

Author AA, Author B, Author C. Title of article [Preprint]. Year [cited Year Month Day]. Available from: URL

News article (online):

Author AA. Article title. Newspaper title [Internet]. Year Month Day of publication [cited Year Month Day]:Sect. Section#:location (col.column#). Available from: URL

Examples:
Chang K. How many Tyrannosaurus Rexes ever lived on Earth? Here's a new clue. The New York Times [Internet]. 2021 Apr 15 [cited 2021 Jun 7]. Available from: https://www.nytimes.com/2021/04/15/science/tyrannosaurus-rex-population.html
Amos J. Nasa successfully flies small helicopter on Mars. BBC News [Internet]. 2021 Apr 20 [cited 2021 Jun 7]. Available from: https://www.bbc.com/news/science-environment-56799755

Note:

- If an organisation is listed as the author instead of an individual then include the organisation name in the author's place
- If there is no author then start the reference with the article title
- If the news article is in print instead of online, then use the following format:
  Author AA. Article title. Newspaper title (edition). Year Month Day of publication:Sect. Section#:location (col.column#).

Law / Legislation:

Title of Act Year (Jurisdiction) s section# (Country abbreviation) URL

Example:
Public Health (Control of Disease) Act 1984 s45C(1) (UK)
https://www.legislation.gov.uk/ukpga/1984/22/section/45C

Patent:

Inventor AA, inventor; Assignee AA, assignee. Title of patent. Country Document type. Country code Patent number. Year Month Day issued.

Example:
Tuper ES. Open mouth container and nonsnap type of closure therefor. United States patent. US 751790A. 1949 Nov 8.

Social media (e.g. Twitter, Instagram, Facebook, LinkedIn):

Author A. Title of page [Internet]. Place of publication: Publisher; Year Month Day of start of page. Title of post; Year Month Day of post [cited Year Month Day]. Available from: URL

Blog entry (by blog owner):

Author A. Title of blog [blog on the Internet]. Place of publication: Publisher. Year Month Day of start of blog. Title of blog entry; Year Month Day of publication [cited Year Month Day]. Available from: URL

Example:

Hamze J. Knowledge E blog [Internet]. Dubai: Knowledge E. 2017 Feb 28. Top 10 March reads from the KnE Publishing platform; 2021 Apr 18 [cited 2021 Jun 7]. Available from: https://knowledgee.com/blog_updates/top-10-march-reads-from-the-kne-publishing-platform/

Note:

- For dates:
    - Use the date that the blog was first published for the 'start of blog' date (if you cannot find this on the page you are referencing then you can look at the date of the first message on the blog – this may be in an archives section
    - If the beginning date or the date of first posting cannot be found but a copyright date can then use that date preceded by a 'c' e.g. c2015
    - If no date can be located then write [date unknown]
- If the word 'blog' is in the title then you can omit it from the square brackets so that it says [Internet]

Blog entry (by an author who is not the blog owner):

Author A. Title of blog entry. Year Month Day of publication [cited Year Month Day]. In: Blog owner. Title of blog [blog on the Internet]. Place of publication: Publisher. Year Month Day of start of blog. Available from: URL

Note:

- For dates:
    - Use the date that the blog was first published for the 'start of blog' date (if you cannot find this on the page you are referencing then you can look at the date of the first message on the blog – this may be in an archives section
    - If the beginning date or the date of first posting cannot be found but a copyright date can then use that date preceded by a 'c' e.g. c2015
    - If no date can be located then write [date unknown]
- If the word 'blog' is in the title then you can omit it from the square brackets so that it says [Internet]

Film:

Title of work [format]. Credits. Location: Studio; Year of publication

Note:

- Format can include, for example, videocassette, motion picture, etc.
- For credits include the person's name as you would an author, followed by a comma and their role such as director or producer, e.g. 'Jackson P, director'.

Film found online (e.g. on YouTube):

Author A. Title of work [Internet]. Location: Publisher; Year Month Day of publication [cited Year Month Day]. Video: # min. Available from: URL.

Note:

- For the 'Video: # min' section, enter the number of minutes of the video duration into the '#'

Map:

Author A, Author B, cartographers. Title of map [map]. Place of publication: Publisher; Year of publication. Physical description

Note:

- For the physical description include e.g. its scale or projection, its physical size, whether it is in color or black and white

9. Tables and Figures

Tables should be submitted in an editable format in the text.

Figures should be submitted separately as high-resolution files to ensure good quality visuals online. Send 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for colour, at the correct size, as a PGN or JPEG image.

Sources for all tables, figures, illustrations and photographs must be provided by the author. If the source is the author, use a phrase such as 'Author's own work'.

Tables

All table content must be editable, including formulas and equations.

The table title should go above the table. Titles should be in bold and use title case, with the legend in sentence case and a period at the end.

Example:
Table 1: Reviewers' Evaluation of Content

Please ensure that you are consistent with the number of decimal places in a given table.

Figures (charts and images)

If you are submitting high resolution images for figures in a separate document, make sure the individual images are clearly labelled, and the figure titles are included in the text to indicate where you wish the image to be placed in the PDF.

The figure title should go below the figure. Titles should be in bold and use title case, with the legend in sentence case and a period at the end.

Example:
Figure 1: Perception of Graduates Regarding EM Instructional Methods

In-text mentions

For tables: Table 1 / Tables 1 and 2 in the text (Tables 1 & 2 within parentheses)

For figures (charts and images): Figure 1 / Figures 1 and 2 in the text (Figures 1 & 2 within parentheses)

10. Copyright and Permissions

It is important that authors identify and credit other people's work to avoid accusations of plagiarism.

Authors are responsible for obtaining permission to use any textual or visual copyright material contained in their journal article and conference paper submissions.

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