

IAFOR Conferences: Final Paper Submission Guidelines

If your abstract is accepted and you have paid the registration fee, you are encouraged to submit a full paper for inclusion in the Online Conference Proceedings.

Final papers must be uploaded through the Online Submission System, not through email. The full article must be submitted as a MS Word document in .doc format.

Please ensure that your paper is ready to go to press by the advertised submission deadline, having thoroughly read the paper for errors; this is especially important if English is not your first language.

A template is available for download.

Please follow the directions below. Papers that do not adhere to the guidelines will be returned for editing and could miss being published in the conference proceedings.

- ✓ APA Style - <http://bit.ly/APAGuide>
- ✓ 12-point Times New Roman font
- ✓ All paragraphs and body text justified and single spaced
- ✓ One line separating paragraphs or sections. Do not indent.
- ✓ Set page size to A4.
- ✓ Margins: Top & Bottom – 2.54cm; Left & Right – 3.17cm (Office 2003 Default)
- ✓ Manuscript not to exceed 5000 words (excluding tables, figures and references). Manuscripts longer than 5,000 words will be returned for editing
- ✓ All graphs and visuals must be inserted in a JPEG image format, within the page margins. Center images. Do not insert “wordart” such as arrows, lines, or text boxes.
- ✓ **Bold** any section/paragraph headers, left align
- ✓ Do not use any page headers, footers or page numbers. Footnotes are acceptable.
- ✓ Use only portrait layout. Do not have any pages in landscape layout.
- ✓ OPTIONAL: A contact email address can be added to the end of the paper after references. IAFOR is not responsible for unsolicited emails received.
- ✓ Save in a .doc format