

Your Full Paper Title Should Use This Font Type and Size

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KEYWORDS: Keyword1, Keyword2, Keyword3 (maximum of 5)

ABSTRACT

An abstract not exceeding 250 words should appear here on the top of the first page, after the title of the paper and names of the authors. No number should be given to the heading “Abstract”. Please use italics for the Abstract heading and text.

1.0 FIRST-LEVEL HEADING (EXAMPLE: INTRODUCTION, LITERATURE REVIEW, METHODOLOGY, RESULTS AND DISCUSSION & CONCLUSION)

Use this format for each section. First-level headings should be written in capital letters and be given a number such as 1.0, 2.0, 3.0. Leave a space between the heading and the first paragraph for that section.

The second and subsequent paragraphs should be indented. Just copy and paste your text into this template. This template is an A4 format with 20 mm margins left, right, top and bottom. Header and footer are positioned 16 mm from the edge.

All text paragraphs should be single spaced, with the first line indented. Double spacing should only be used before and after headings as shown in this example. Position and style of headings and subheadings should follow this example. No spaces should be placed between paragraphs.

1.1 Second-level Heading

Second-level headings should be written as shown and numbered to one decimal point, such as 1.1, 1.2, 2.1, etc.

Paragraphs should be indented as specified earlier.

1.1.1 Third-level heading

Third-level headings should be numbered to two decimal points. Please do not go beyond two decimal points for each section.

If further sub-divisions need to be made, please use a different style for the sub-subsections, such as underlining or italicising the font for the sub-subheadings.

2.0 FONTS

Papers should use 12-point Times New Roman font. It is recommended that text in figures not be smaller than 10-point font size.

3.0 TABLES AND FIGURES

Figure captions and table headings should be sufficient to explain the figure or table without needing to refer to the text. Figures and tables not cited in the text should not be presented. Table Heading and Figure Caption styles are as shown in this template.

Tables and figures should be placed close after their first reference in the text. All figures and tables should be numbered with Arabic numerals. Table headings should be centred above the tables. The following is an example.

Table 1: Title of Table

Items	Number	Percentage
A	15	30
B	22	44
C	8	16
D	5	10

Figure captions should be centred below the figures, as shown in this example.

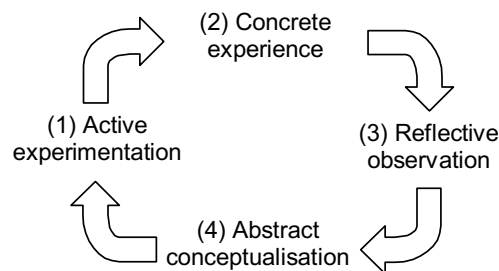


Figure 1: Experiential learning cycle, adapted from Kolb (year)

4.0 CONCLUSION

Conclusions should state concisely the most important assertions of the paper.

REFERENCES – APA FORMAT

The heading for References should not be numbered. Authors should ensure that all references are cited in the text and vice versa. Authors are responsible for checking the accuracy of each reference.

APA referencing conventions should be followed. You may refer to http://library.flcc.edu/APA_FLCC.pdf for examples.