Title in Times New Roman Font 14

Author1, Author2

Affiliation & address
email@address

**ABSTRACT**

The abstract should be brief and concise, yet complete and informative giving emphasis to the main conclusions, results, or significance of the work described. Do not include mathematical expressions, nor cite any references in the abstract. Also, avoid acronyms if possible. The length of the abstract should not be more than 300 words, typed single space and not exceed one paragraph. Use Times New Roman font with a point size of 12. The abstract heading should be in uppercase and in bold. The abstract is in a single-column format and should be fully justified. There should be a spacing of three lines between the abstract and the author affiliation(s), and a spacing of one line between the abstract and the keywords.

Keywords: Three to Six Keywords in Alphabetical Order (A-Z), Times New Roman Font, Point Size 12, Fully Justified, Heading In Bold, First Letters Capitalized.

1. INTRODUCTION

These are instructions to assist the students in preparing their paper. This document has been prepared using the required format. The paper must be written in English. The paper should contain, in general, the following items: introduction, theory, methodology, results, discussion, conclusion, recommendations and references.

1. FORMATING INSTRUCTION

When preparing the paper, the author is strongly encouraged to use the software Microsoft Word 2007 or newer versions on Windows PC systems or Microsoft Word 2011 on Mac OS X on Macintosh systems. The paper should be A4 size (210 mm × 297 mm) with left margins of 41 mm, right margins of 25mm top and bottom margins of 25 mm, and header and footer margins of 12.7 mm. **The total length of the paper must not exceed eight (8) pages and it should be between 3000 words and 5000 words**. When preparing the paper, avoid the use of personal pronouns such as I, we, you etc. Further, be careful not to end a page with a section heading.

* 1. **FONT**

Unless otherwise stated, the entire paper should be in Times New Roman font with a point size of 12 and typed single space. This is except for the main title on the front page, and fonts in figures and tables. For these exceptions, the type and size of font to use are as explained below, and as outlined in Table 1.

## **2.2. TITLE**

The main title of the paper should be placed at the top of the front page. Use Times New Roman font, point size 14. The title should be in bold, and centered horizontally across the page. Leave a spacing of one line between the title and the author name(s).

## **2.3. AUTHOR NAME(S)**

The author name(s) and affiliation(s) should be in Times New Roman font, point size 10, and horizontally centered. The name(s) should be in bold. There should be a spacing of one line after the author name(s) and before the author affiliation(s), and a spacing of three lines after the author affiliation(s) and before the abstract.

## **2.4. BODY TEXT**

The main body of the text should start with the introduction, after the abstract and keywords. There should be a spacing of three lines before the start of the introduction i.e. after the keywords. Except for the first paragraph of the section, all paragraphs should begin with a first-line indentation of 5 mm. All paragraphs should be fully justified. As mentioned above, use Times New Roman font, with a point size of 12 and typed single space. No spacing is required between paragraphs of the same section. However, there should be a spacing of one line after the last paragraph of a section and before the heading of the following section. There should also be a spacing of one line before the first paragraph of a section and after the heading of the same section.

## **2.5. SECTION HEADINGS**

Each section should have a heading. All headings (except for the headings for the abstract, keywords, acknowledgements, list of symbols (if any) and references), should be numbered using the Arabic numbering system. All headings should be in Times New Roman font, point size 12, and flushed to the left. Leave a spacing of one character between the number and the title of the heading.

FIGURE 1. Figure caption

## **2.6. TABLES**

All tables should be consecutively numbered, and should be horizontally centered across the page, with their headings (in Times New Roman font, point size 10) placed centered above the table. Each table should be placed as close as possible to where the table is first mentioned in the text. All text in tables should be in Times New Roman font, in either point sizes 10. Refer to Table 1 for guidance.

*Table 1.* Table title

|  |  |  |
| --- | --- | --- |
| Item | Font | Size |
|  |  |  |
| Main title | Times New Roman | 14 |
| Author name(s) and affiliation(s) | Times New Roman | 10 |
| Abstract | Times New Roman | 12 |
| Keywords | Times New Roman | 12 |
| Main text | Times New Roman | 12 |
| Font in tables | Times New Roman | 10 |
| Fonts in figures | Unrestricted | Unrestricted |
|  |  |  |

**2.7. FIGURES**

All figures should be consecutively numbered, and should be horizontally centered across the page, with their captions placed centered below the figure. Each figure should be placed as close as possible to where the figure is first mentioned in the text. There is no restriction on the type and size of font to be used in figures. However, font in figures should generally be smaller than the font in the main text, and be clear and legible. Figure headings should be in Times New Roman font, point size 10.

Drawings, graphs and charts should be professionally drawn using software that is compatible with Microsoft Word. Photographs should be scanned as high-resolution compressed black and white images. All figures come embedded in the text file and not as separate file items. Refer to Figure 1 for guidance.

## **2.8. MATHEMATICAL EQUATIONS**

All mathematical equations must be consecutively numbered with the equation numbers in parentheses. The equations should be horizontal centered, and the equation numbers flushed to the right. Refer to Equations (1) and (2) below for guidance.

  (1)

  (2)

## **2.9. PAGE NUMBERING**

No page numbering must be considered. Page numbers will be automatically generated in the proceedings (for accepted paper).

## **2.10. REFERENCES**

Following are examples of how to give a complete reference using the **APA 6th Edition Style** for the main sources of information and in-text citations.

**References**

Ajournalarticle, R. H., & Seabreeze, R. M. (2002). Example of journal article reference entry: Title of article goes here, sentence-style caps, no italics. *Journal Title in Italics and Headline Style Caps, 22,* 236-252. doi:10.1016/0022-006X.56.6.893

B’authorsurname, I. M. (2010). *Example of a book reference: Book title in sentence style caps and italics.* Publisher city, ST: Publisher. doi:10.1016/0022-006X.56.6.893

Cmagazinearticle, B. E. (1999, July). Note that names on this page also identify what kind of source it is: Each source type has to be formatted in a different way. [Special issue]. *Prose Magazine, 126* (5)*,* 96-134.

Donlinemagazineornewsletterarticle, B. E. (1999, July). Did you notice alphabetical references. [Special issue]. *Hot Prose, 126* (5). Retrieved from http://www.hotprose.com

Gbookreference, S. M., Orman, T. P., & Carey, R. (1967). *Writers’ book*. New York, NY: Lu Press.

O’encyclopedia, S. E. (1993). Words. In *The new encyclopedia Britannica* (vol. 38, pp. 745-758). Chicago: Forty-One Books.

Qchapter, P. R., & Inaneditedvolume, J. C. (2001). Scientific research papers. In J. H. Stewart & J. M. Kimmel (Eds.), *Research papers are hard work but, are they good for you* (pp. 123-256). New York, NY: Lucerne.

Rnewspaper articles without authors appear to sharply cut risk of schizophrenia. (1993, July 15). *The Washington Post,* p. A12.

1. CONCLUSION

Format instructions of preparation papers for submission have been presented. In case of any problem or uncertainty, please contact the editor at vesal@ishik.edu.iq

# ACKNOWLEDGEMENTS

This section is optional. Any acknowledgement which the author(s) may wish to make may appear here.