

# Author Guidelines of The 3<sup>rd</sup> IRCBE – FULL PAPER

## *Manuscript requirements*

Before you submit your full paper manuscript, it's important you read and follow the guidelines below.

<b>Format</b>	<p>Article files should be provided in Microsoft Word format</p> <p>While you are welcome to submit a PDF of the document alongside the Word file, PDFs alone are not acceptable.</p>
<b>Article length / wordcount</b>	<p>Articles should be between 3.000 and 5.000 words in length.</p>
<b>Article title</b>	<p>A concisely worded title should be provided.</p>
<b>Author details</b>	<p>The names of all contributing authors should be added to the OCS submission; please list them in the order in which you'd like them to be published. Include the following details:</p> <ul style="list-style-type: none"><li>• Author email address.</li><li>• Author name. We will reproduce it exactly, so any middle names and/or initials they want featured must be included.</li><li>• Author affiliation. This should be where they were based when the research for the paper was conducted.</li></ul> <p>In multi-authored papers, it's important that ALL authors that have made a significant contribution to the paper are listed. Those who have provided support but have not contributed to the research should be featured in an acknowledgements section. You should never include people who have not contributed to the paper or who don't want to be associated with the research.</p>
<b>Biographies and acknowledgements</b>	<p>If you want to include these items, save them in a separate Microsoft Word document and upload the file with your submission. Where they are included, a brief professional biography of not more than 100 words should be supplied for each named author.</p>

<b>Research funding</b>	<p>Your article must reference all sources of external research funding in the acknowledgements section. You should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.</p>
<b>Structured abstract</b>	<p>All submissions must include a structured abstract, following the format outlined below.</p> <p>These four sub-headings and their accompanying explanations must always be included:</p> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Design/methodology/approach</li> <li>• Findings</li> <li>• Originality</li> </ul> <p>The following three sub-headings are optional and can be included, if applicable:</p> <ul style="list-style-type: none"> <li>• Research limitations/implications</li> <li>• Practical implications</li> <li>• Social implications</li> </ul> <p>The maximum length of your abstract should be 250 words in total.</p>
<b>Keywords</b>	<p>Your submission should include up to 5 appropriate and short keywords that capture the principal topics of the paper.</p>
<b>Headings and Article Body</b>	<p>Headings must be concise, with a clear indication of the required hierarchy.</p> <p>The preferred format is for first level headings to be in bold, and subsequent sub-headings to be in medium italics.</p> <p>The paper has 3.000 – 5.000 words consisting of:</p> <ul style="list-style-type: none"> <li>- 1 Title</li> <li>- 2 Abstract and Keywords</li> <li>- 3 Introduction</li> <li>- 4 Research Methods</li> <li>- 5 Result and Discussion</li> <li>- 6 Conclusion</li> <li>- 7 References</li> </ul>

<b>Notes/endnotes</b>	<p>Notes or endnotes should only be used if absolutely necessary. They should be identified in the text by consecutive numbers enclosed in square brackets. These numbers should then be listed, and explained, at the end of the article.</p>
<b>Figures</b>	<p>All figures (charts, diagrams, line drawings, webpages/screenshots, and photographic images) should be submitted electronically. Both colour and black and white files are accepted.</p> <p>There are a few other important points to note:</p> <ul style="list-style-type: none"> <li>• All figures should be supplied at the highest resolution/quality possible with numbers and text clearly legible.</li> <li>• Acceptable formats are .ai, .eps, .jpeg, .bmp, and .tif.</li> <li>• Electronic figures created in other applications should be supplied in their original formats and should also be either copied and pasted into a blank MS Word document, or submitted as a PDF file.</li> <li>• All figures should be numbered consecutively with Arabic numerals and have clear captions.</li> <li>• All photographs should be numbered as Plate 1, 2, 3, etc. and have clear captions.</li> </ul>
<b>Tables</b>	<p>Tables should be typed and submitted in a separate file to the main body of the article. The position of each table should be clearly labelled in the main body of the article with corresponding labels clearly shown in the table file. Tables should be numbered consecutively in Roman numerals (e.g. I, II, etc.).</p> <p>Give each table a brief title. Ensure that any superscripts or asterisks are shown next to the relevant items and have explanations displayed as footnotes to the table, figure or plate.</p>
<b>References</b>	<p>Reference style used adopt the APA Style. Here are some of the APA reference templates for some types of works adapted from <i>Publication Manual of the American Psychological Association, 6th edition, 2010</i>. List of reference should be typed in Arial 9 Normal, Sentence Case; paragraph: line spacing 1 lines; before: 0 pt, after: 6 pt.</p> <p><b>Journal article</b>  Light, M. A., &amp; Light, I. H. (2008) The geographical expansion of Mexican immigration in the United States and its implication for local law enforcement. <i>Law Enforcement Executive Forum Journal</i>, 8(1), 73-82.</p> <p><b>Entire issue of a journal</b>  Greenfield, P. &amp; Yan, Z. (Eds.). (2006) Children, adolescents, and the internet. (Special section). <i>Developmental Psychology</i>, 42, 391-394.</p>

	<p><b>Entire book</b> Shotton, M. A. (1989). <i>Computer addiction? A Study of computer dependency</i>. London, England: Taylor &amp; Francis.</p> <p>American Psychological Association. (2010). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: Author.</p> <p><b>Chapter in an edited book</b> Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid &amp; R. J. Larsen (Eds.), <i>The science of subjective well-being</i> (pp. 17-43). New York, NY: Guilford Press.</p> <p><b>Conference proceeding</b> Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., &amp; Lent, R. (2008). The basic nonuniformity of the cerebral cortex. <i>Proceedings of the National Academy of Sciences</i> 105, 12593-12598.</p>
<b>Notes</b>	<p>The author(s) need to focus on the substance of the manuscript. The layout, including process that has to be done on Turnitin and Mendeley, will be handled by the Committee of IRCBE 2020.</p>