

## ICOFEP 2020 AUTHOR GUIDELINES

1. Papers submitted to ICOFEP 2020 conference should contain original, unpublished work not submitted for publication elsewhere.
2. The length of the papers is 9000 words.
3. To facilitate the blind review process, remove ALL authors identifying information, including acknowledgements from the main text, and document/file properties.
4. Please send two separate files:
  - a. Title page including: title of the paper, Author(s)' names, affiliations, contact information, acknowledgments
  - b. The text manuscript with no information identifying the author(s) to allow the double blind review process. The file should include: title of the paper, abstract of 100 words, 5 keywords, and the main manuscript text.
5. Manuscripts should be written using British English spelling consistently (e.g., characterised, not characterized) except for quoted material.
6. Manuscripts should be edited in Word, aligned, typewritten in 12' font, single line spacing in A4 paper format, with page margins set to 1 inch (2.54 cm) all the way around. Pages should be numbered.
7. Headings. Do not number the headings. Use capitals, Times New Roman font, size 12 pt., centred for main headings and small caps, Times New Roman font, size 12 pt., centred for subheadings.
8. Permissions. "Nonexclusive world rights in all languages for all media and all editions of your work, including advertising, publicity, and promotional materials" are required for all the copyrighted material (including figures, illustrations and tables taken from other research, even if the references are provided). It does not concern material covered by a copyright exception (i.e., fair dealing/fair use).
9. References and text citation:
  - a. For references use APA 6th edition.
  - b. Include a reference list at the end (including all cited works). The references must be listed alphabetically.
  - c. All the references given in the list of references should be cited in the main text. Citation by name and year can be given entirely in parentheses or by citing the year in parentheses after an author's name used in the text. Include page number if required. The preferred in text citation style:
    - i. One author: Smith (2005) or (Smith 2005)
    - ii. Two authors: Smith and Johnson (2006) or (Smith and Johnson 2006)
    - iii. More than two authors: Smith et al. (2011) or (Smith et al. 2011)
    - iv. Letters are used to distinguish references whose citations would otherwise be identical (e.g., Smith 2007a, b).
10. Footnotes and Endnotes – these should be avoided or kept to the minimum.
11. Mathematical notations should meet the following guidelines:
  - a. symbols representing variables should be italicized,
  - b. avoid symbols above letters and use acceptable alternatives (Y\*) where possible,
  - c. where mathematical formulae are set out and numbered these numbers should be placed against the right margin as... (1),
  - d. before submitting the final manuscript, check the layout of all mathematical formulae carefully (including alignments, centring length of fraction lines and type, size and closure of brackets, etc.),

- e. where it would assist referees authors should provide supplementary mathematical notes on the derivation of equations.

12. Figures and tables:

- a. Provide each figure/table a heading and number figures consecutively using the number (e.g. "Figure 2" "Table 1").
- b. Refer to the figure/table in the text by the title ("see Figure 2" "see Table 1") and not the location ("This figure can be seen below"),
- c. Figures should be prepared in Word format. JPG and TIFF images are also accepted (these should be at least 3x5 inches or 5x3 inches at 300 dpi)
- d. To add lettering in figures use Arial (sans serif fonts) and avoid effects such as shading, outline letters, etc. Keep lettering consistently sized.
- e. Use the table function to create and format tables. Do not use Excel to create tables and do not use the space bar or multiple tabs to separate columns.