

Paper title [Paper Title]

First name Last name¹, First name Last name², First name Last name³[Author Name]

¹*Affiliation name, email address [Author info]*

²*Affiliation name, email address [Author info]*

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[Paper Title]

Abstract: These guidelines provide instructions to format your full paper. Please write directly into the template or copy your finished text into it choosing 'match destination formatting'. Please use the predefined formatting styles instead of applying your individual settings. The full paper shall be written in compliance with these instructions. Please review this document to learn about the formatting of text, table captions and references. The conference proceedings will be published in an electronic format. The Abstract should be no more than 200 words and one paragraph only. Avoid quotation and citing references in your abstract. [this paragraph is formatted as Abstract]

Keywords: maximum 6 keywords; paper format; instructions; use of template [the keywords are formatted as Keywords]

Introduction [this is formatted as Heading 1]

It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors should be performed. Papers should clearly describe the background of the subject, the authors' contribution, including the methods used, results and concluding discussion on the importance of the work from both scholarly and managerial perspectives. [Paragraph]

The Full Paper must be written in English, preferably, within 12 pt Times New Roman. The text should be justified. The Full Paper including figures, tables and references must have a minimum length of 6 pages and should not exceed 10 pages.

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This template document itself uses the same formatting as required for the Conference so your full paper should appear visually very similar. You can access template styles for Titles, paragraphs, and other styles directly from the Quick Style Menu that is part of the Home Menu in Word. You can either write directly into the template or paste your finished text into it and choose 'match destination formatting' in the pop-up menu that appears when you paste in text. Do not change the predefined formatting settings in this document (such as paper size, orientation, margins, typeface, size, indents, spacing, headings, etc.).

Text format

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Language [this is formatted as Subtitle]

When writing the paper please remember to use either British, or US, spelling but not a mix of the two, i.e., if you choose British spelling it would be colour not color; behaviour (behavioural) not behavior; [school]

programme not program; [he] practises not practices; centre not center; organization not organisation; analyse not analyze, etc.

Page Numbers

Please **don't** add any page numbers as they will be added.

Acronyms

All acronyms should be spelled out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. 'The work for the Organization of United Nations (OUN)...'. Subsequently, 'The OUN studies on...', in a reference ... (Organization of United Nations [OUN] 1989).

Bullet list

- Using bullets [**Bullet list**]

Numbering

1. Accept; [**Number**]
2. Revise;
3. Reject.

Equations, tables and figures

Equations must be written preferably with the same word processor used for the rest of the text, without hand written symbols in order to aid legibility. Equations must be numbered sequentially with their numbers in parenthesis and right justified.

Tables and figures must be embedded in the paper text, close to the location of their first appearance. All tables and figures must be referred to in text as follows: Figure 1, Table 1, i.e. 'As seen in Table [or Figure] 1 ...' (not tab., fig. or Fig). All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). Please ensure that tables do not split over the page.

Titles of tables and figures

Each table should have a descriptive title (using the current style) and each column an appropriate heading. Each table and/or figure must have a title that explains its purpose without reference to the text. Do not type the caption to a figure on that figure; the legends to any illustrations must be typed separately following the main text and should be grouped together. Table legends must be placed above the table; diagram or figure legends below the diagram or figure.

Tables should be formatted as Table 1 (below): left justified text for first column and centred columns thereafter, if possible. Only horizontal table grid lines should be used. Add one empty paragraph of the [**Paragraph**] style following a table.

*Table 1 Table layout. Captions for Tables are placed above. [**Table title**].*

Table Rows [Table content]	Cell one	Cell two
Second Row	1	2
Third Row	2	3
Fourth Row	4	5

Short quotations within the text should be marked with double quotation marks: Lawson also has a broad understanding of design when he mentions: “Professional designers such as architects, fashion designers and engineers” (Lawson, 2004, p.5). Longer quotations of more than one line should be formatted as below, again within double quotation marks:

“More of the goods and services produced for consumer across a range of sectors can be conceived of as ‘cultural’ goods, in that way they are deliberately inscribed with to generate desire for then amongst the end uses sold to consumers in terms of particular clusters of meaning indicates the increased importance of ‘culture’ to production circulation of a multitude of goods and services.” (du Gay, et al, 1997, p.24) [Long quotation]

Use of Visual Material

Please think carefully about the presentation of any visual material. As the proceedings will be published in digital form you have the opportunity to include good quality colour images or other media files that help to present your research and its context.

Where possible please make images:

- Large enough to see clearly;
- Of good resolution (200dpi);
- Optimised to be less than 350Kb;
- Cropped appropriately.

If you are using diagrams, info graphics, or other schematics please ensure that:

- You present information clearly;
- You use the Times new Roman font;
- All text is legible;

After you insert an image into your document, select it and use the style named **[Picture]**. Images are followed by a caption with figures numbered sequentially – Figure 1, Figure 2, etc.

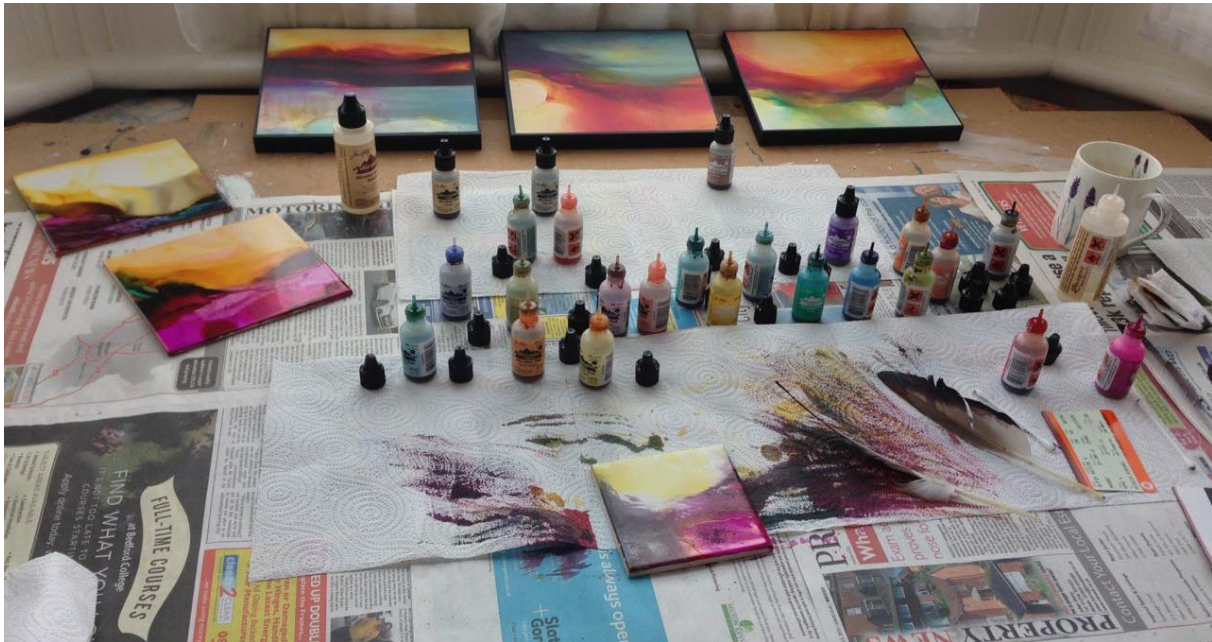


Figure 1 Captions are placed under the pictures. Ensure that your caption adequately describes what you want your reader to see in the picture, highlighting any areas that they should focus on or relationships that you might want them to see. **[Caption]**.

Citations

The whole citation should follow the Harvard style, enclosed within parentheses (author surname, year) if not a natural part of the surrounding sentence; the year should be enclosed within parentheses if the names do form a natural part of the surrounding sentence. Citations of works by two authors should have 'and' (not an ampersand) between the names. Citations of works by three or more authors should have the first author followed by *et al* in italics with no trailing stop.

In-text lists of references should be listed in chronological order (e.g. author1, 2002, author2, 2004, author3, 2008). Publications by the same author(s) in the same year should be identified with a, b, c (e.g. 2008a, 2008b) closed up to the year.

When a cited work has three or more authors in the text, the form (main author *et al.* year) is used (Don't forget to italicize *et al.*).

A reference list should appear at the end of the paper under the heading "References". All the references should be arranged in alphabetical order. Please follow the examples below (cf. References).

Acknowledgements

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript but before the list of references.

References **[please choose reference list]**

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[Report, proceedings, and unpublished literature (b)] Asakura, Y., and Sasaki, T., 1990. Formulation and feasibility test of optimal road network design model with endogenously determined travel demand. Proceedings of the 5th World Conference on Transport Research, Yokohama, Japan, July, pp. 351-365

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[Newspaper or magazine] Smith, A., 1996, Labour ditches plans to re-regulate buses. *Financial Times*, 30 December.

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<http://www.un.org/en/documents/charter/preamble.shtml>.

[Government legislation (a)] US CONGRESS, Senate Committee on Foreign Relations, 1956, The Mutual Security Act of 1956, 84th Congress, second session, report 2273.

[Government legislation (b)] UNITED KINGDOM PARLIAMENT, Committee on the Working of the Monetary System [Radcliffe Committee] 1960, Principal Memoranda of Evidence, vol. 2, Cmd 1958.

[Government legislation (c)] UNITED NATIONS GENERAL ASSEMBLY, Secretariat for Economic Affairs, 1951, Methods of Financing Economic Development in Less Developed Countries, report II B2.

Appendix

Add your tables and figures or captions separately as formatted in earlier instructions

Name them accordingly to the table or figure number and description