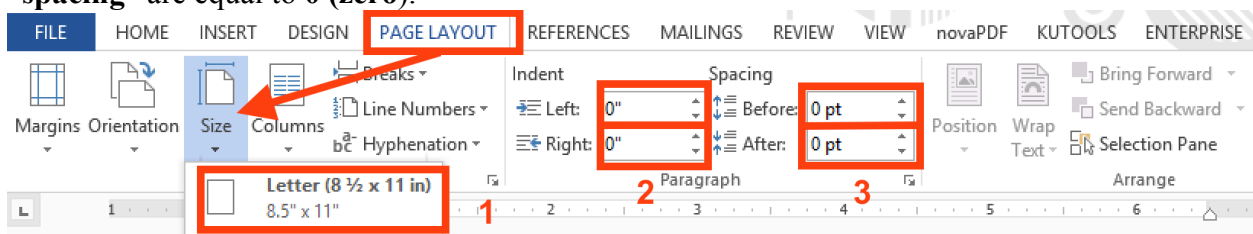
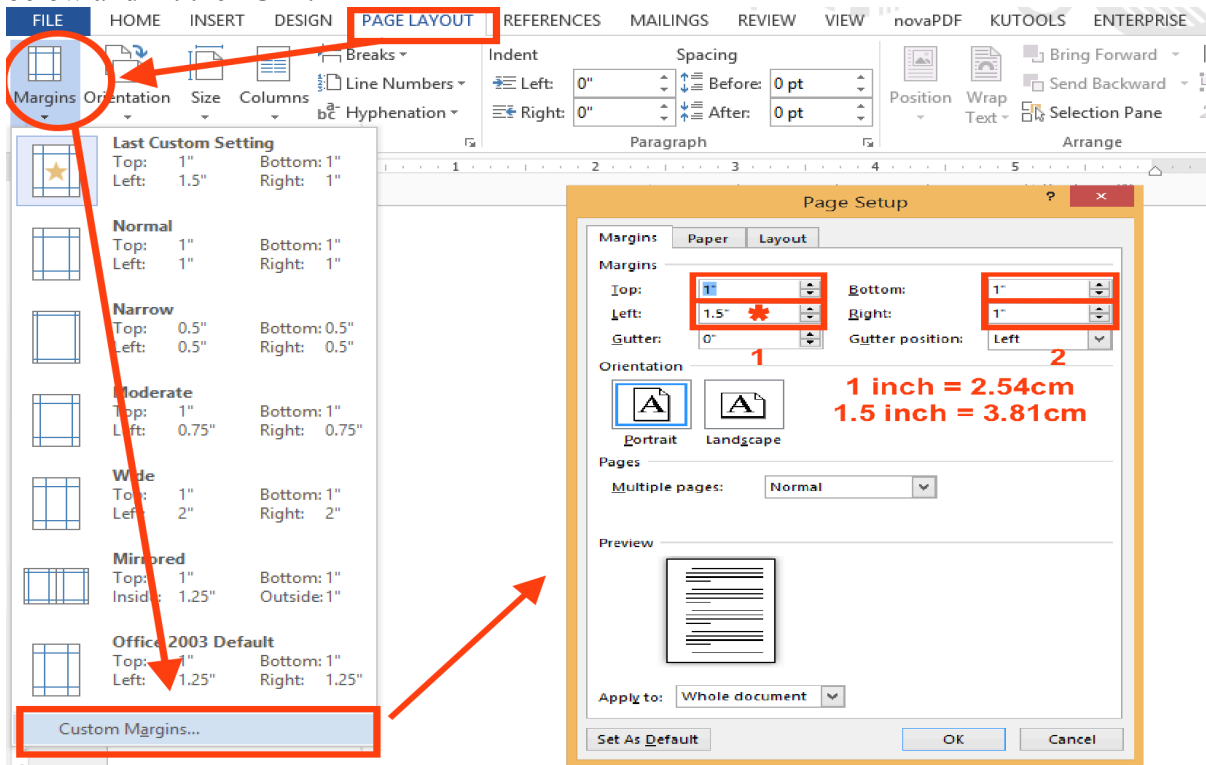


## FORMATTING SPECIFICATIONS

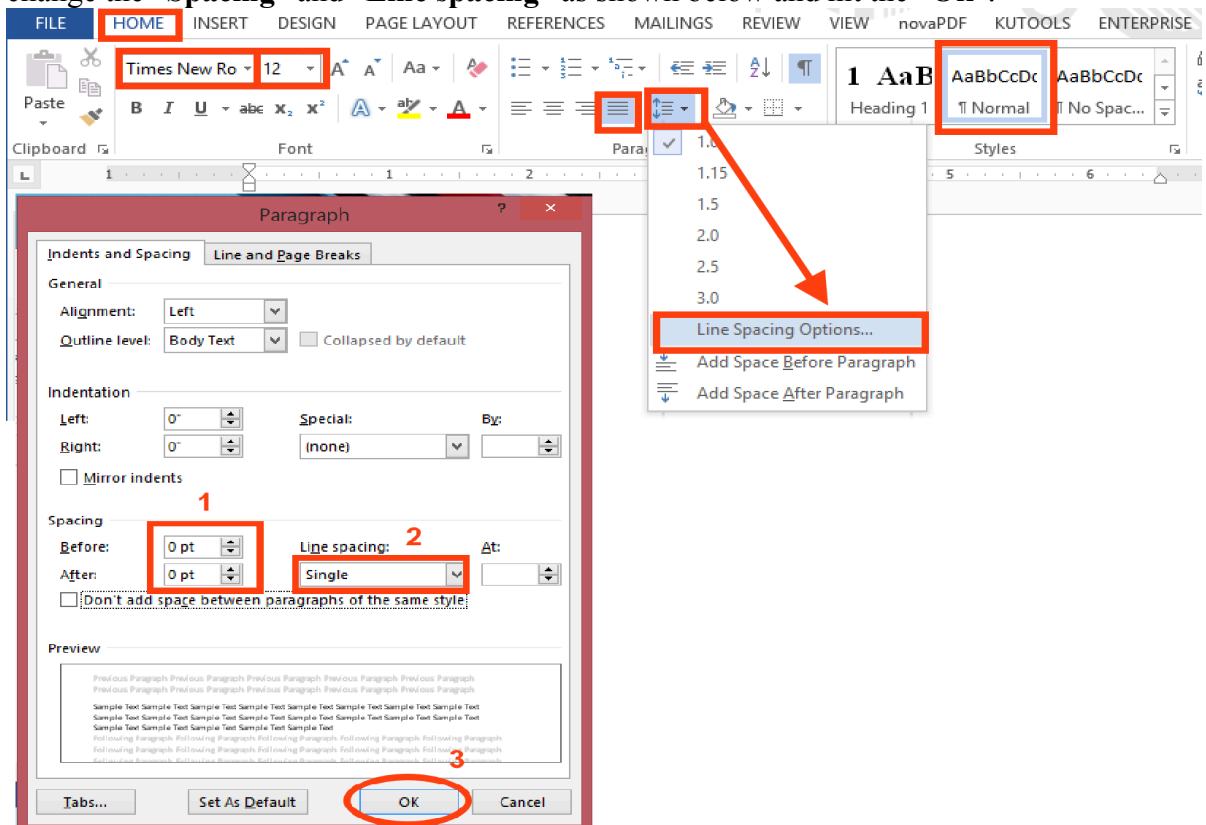
1. Please **read this guideline carefully**, all formatting specifications are explained in this document and prepare your manuscripts accordingly. Failure to comply with these guidelines **may result** your manuscript **not be published**.
2. Please use Microsoft Word to create your manuscript. If you use any other word processor, please make sure to format all requirements as outlined below.
3. All papers are assumed to be **original** and **not under consideration for publication** elsewhere.
4. The paper must be written in the **third person** and in **English**. Authors should use straightforward declarative sentences, making every effort to help readers understand the concepts presented. Please **explain any acronyms or abbreviations** clearly. All papers must be copy edited and must be **free of grammatical and spelling errors**
5. Papers **may be structured** as follows: **abstract** (max 250 words in full paper); **introduction**; **literature review**; **methodology**; **findings**; **conclusions**; **references**.
6. **Abstract only**: Abstract should be **no more than one (1) page** and it should **not include a reference list**
7. **Full paper**: Full paper should be **no more than 12 pages** (including reference list and acknowledgements and appendices if applicable)
8. Manuscripts must be **single-spaced**, and **12-point Times New Roman** font with **1.5-inch** margins **left** and **1-inch** margins **right, top and bottom**.
9. Please use **APA style** for **in-text citations** and **reference list**.
10. Please **skip a line** after each paragraph, table, figure, and formula.
11. Please **do not use** any **bulleted** or **numbered list** for **title(s)**.
12. Please **do not** include **page numbers**.
13. Please **do not** use **footnotes** and **do not** list references as footnotes at the end of each page.
14. Steps below will guide you to format your paper according to IIBA Conference paper formatting.
15. Please find the “**PAGE LAYOUT**” menu item from your Microsoft Word office document and change the “**Size**” as “**Letter (8.5” x 11”)**”. Also, please be sure that all “**indentions**” and “**spacing**” are equal to **0 (zero)**.



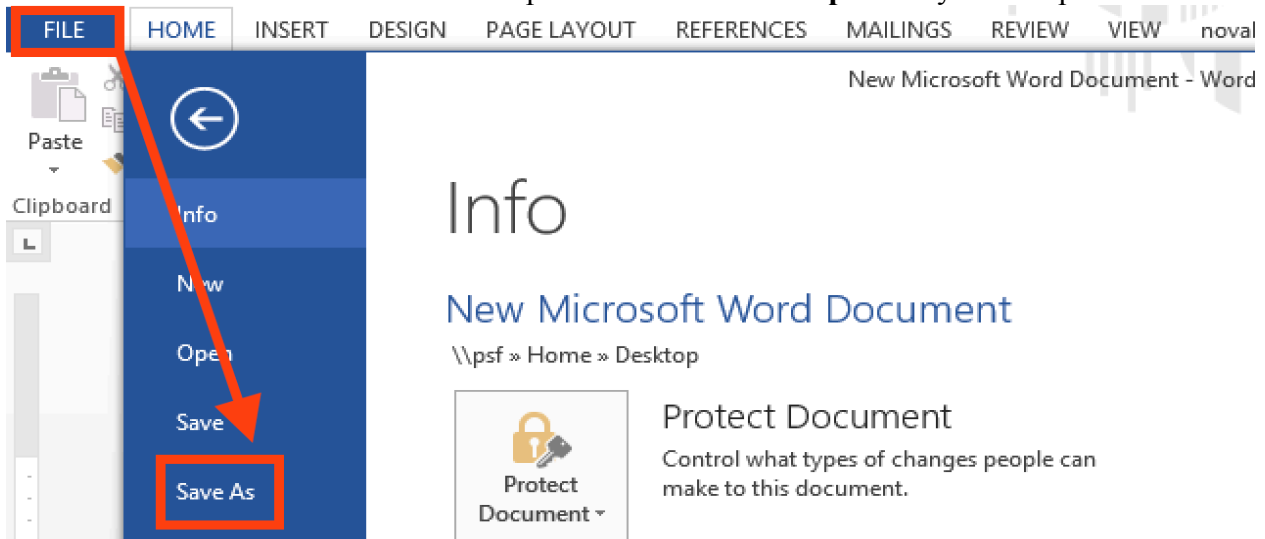
16. From the “Page Layout” menu, please select the “Margins” and select the “Custom Margins” at the bottom. A “Page Setup” window will pop-up. Please change the “Margins” as shown below and hit the “Ok”.



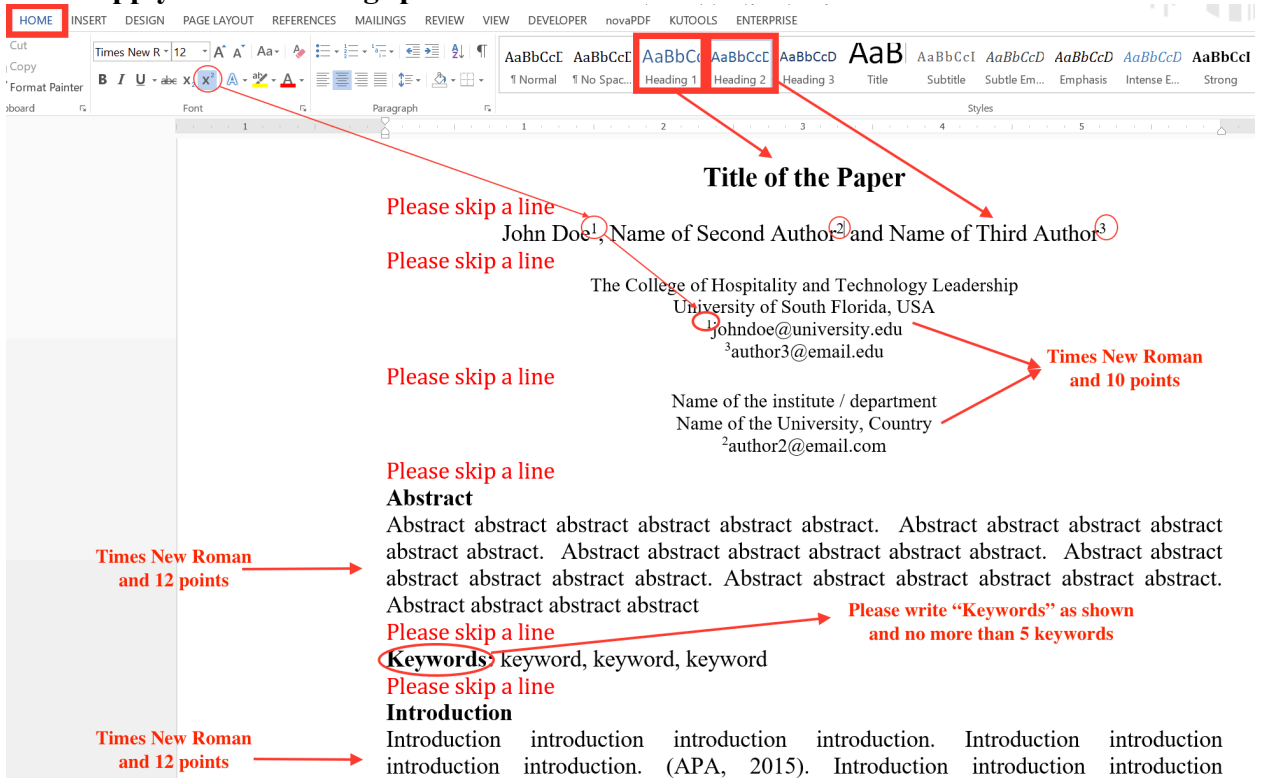
17. In the “Home” menu, please change the font as “Times New Roman” and “12 points” and in the “Paragraph” section, please select the “Justify Text”. After that please select the “Line Spacing” and click on “Line Spacing Options”. A “Paragraph” window will pop-up. Please change the “Spacing” and “Line spacing” as shown below and hit the “Ok”.



18. Please select the “File” and “Save As” option and save **this template** to your computer.



19. Please apply the formatting specifications shown below.



20. Example of Table

- Table(s) should be **within the page width** and **left aligned**.
- Please use **10-point type size** (Times New Roman) and **single line spacing**
- Skip a line** before and after table(s)
- Please use “**Text wrapping/None**” option (Right click on table / Table Properties / Text wrapping/None)
- Larger tables** may be presented in **landscape format**
- Table(s) should not be continued on the next page**
- Please **do not use any color** for any background of row or column

**Table 1:** Title of the Table (Table 1: should be “**Bold**” face and **Title** should be **Capitalize Each Word**)

Section Title	Section Title	Section Title
Table content	Table content	Table content
Table content	Table content	Table content

Source: If applicable.

## 21. Example of Figure

- All figures should be left aligned and should not exceed page width
- Figure(s) should not be continued on the next page**
- Skip a line before and figure(s)
- Please use “In line with text” option (Double click on picture / picture tools / Wrap text / In line with text)



**International Interdisciplinary  
Business-Economics Advancement Conference**

Source: If applicable.

**Figure 1:** IIBA Conference Logo (**Figure 1:** should be “**Bold**” face and **Title** should be **Capitalize Each Word**)

## 22. Example of Formulas

- Please use “Equation” features of your office
- Equation(s) should be left aligned**
- Skip a line before and formula(s)
- After writing your formula, **please use “Tab Key”** to the **end of the line** and put (1), (2), (3)... for each formula respectively.

$$E = mc^2 \tag{1}$$

$$A = P + Prt \tag{2}$$

## 23. Example of Itemized Lists

- Please use “**Bulleted lists**” for itemized lists as shown below.
- Bulleted lists should be **left aligned** and **do not indented**.
- Please check the “**line spacing**”, it should be always “**single**”

Itemized Lists:

- First item.
- Another item.
- Last Item.

## 24. Example of References

- References should be **left aligned**.
- Please use **10-point type size** (Times New Roman) and **single line spacing**
- The **following reference lines** should be **indented one half inch** (0.5 inch)

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Journal*, volume number (issue number), pages

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Journal*, V.N. (issue number), pages.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Journal*, volume number (issue number), pages.