**SUBMISSION GUIDELINES FOR AUTHOR**

**Important: All authors MUST ensure that the followings are strictly followed in order to be considered for publication in the Conference Proceeding, which will be submitted for indexing in Web of Science (ISI)**

1. Title of paper has a maximum of **12** words only
2. Abstract has a minimum of **150** words and a maximum of **250** words
3. The word limit for the paper is **5000** words (min 5 pages - max 10 pages)
4. The paper must contain Introduction, Problem Statement, Research Questions, Purpose of the Study, Research Methods, Findings, Conclusion, Acknowledgement (if any) and References.
5. Titles and Subtitles are in the right order.
6. References must follow the APA format, and contains complete inventory of references used in the full text.
7. Please ensure that in preparing your paper, you would have a ‘YES’ answer to the followings questions. The **paper template** is given at the bottom of this document.

**Format**

* Is the entire manuscript—including quotations, references, author note, content footnotes, and figure captions—1.5-spaced?
* Is the manuscript neatly prepared?
* Are the margins at least 1 inch. (2.54 cm)?
* Are the figure captions on the same page as the figures? Are manuscript elements ordered in sequence, with the text pages between the abstract and the references?
* Are all pages numbered in sequence, starting with the title page?

**Title Page and Abstract**

* Is the title no more than 12 words?
* Does the byline reflect the institution or institutions where the work was conducted?
* Does the title page include the running head, article title, byline, and author identification?
* Does the abstract range between 150 and 250 words? (Abstract word limit.)

**Paragraphs and Headings**

* Is each paragraph longer than a single sentence but not longer than one manuscript page?
* Do the levels of headings accurately reflect the organization of the paper?
* Do all headings of the same level appear in the same format?
* Abbreviations
* Are unnecessary abbreviations eliminated and necessary ones explained?
* Are abbreviations in tables and figures explained in the table notes and figure captions or legends?

**Mathematics and Statistics**

* Are Greek letters and all but the most common mathematical symbols identified on the manuscript?
* Are all non-Greek letters that are used as statistical symbols for algebraic variables in italics?

**Units of Measurement**

* Are metric equivalents for all nonmetric units provided (except measurements of time, which have no metric equivalents?
* Are all metric and nonmetric units with numeric values (except some measurements of time) abbreviated?

**Length**

* The word limit for papers submitted for consideration is **5000 words** (min 5 pages - max 10 pages). The word limit does not include the abstract, reference list, figures, or tables. Appendices however are included in the word limit.

**References**

* Has APA format used in writing references?
* Are references cited both in text and in the reference list?
* Do the text citations and reference list entries agree both in spelling and in date?
* Are journal titles in the reference list spelled out fully?
* Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors’ surnames?
* Are inclusive page numbers for all articles or chapters in books provided in the reference list)?
* Are references to studies included in your meta-analysis preceded by an asterisk?
* **\***The literature has to be current, with the majority of works (2/3) having been published no more than 5 years ago (total min 15 references).

**Notes and Footnotes**

* Is the departmental affiliation given for each author in the author note?
* Does the author note include both the author’s current affiliation if it is different from the byline affiliation and a current address for correspondence?
* Does the author note disclose special circumstances about the article (portions presented at a meeting, student paper as basis for the article, report of a longitudinal study, relationship that may be perceived as a conflict of interest?
* In the text, are all footnotes indicated, and are footnote numbers correctly located?

**Tables and Figures**

* Does every table column, including the stub column, have a heading?
* Are the figures being submitted in a file format acceptable to the publisher?
* Has the figure been prepared at a resolution sufficient to produce a high-quality image?
* Are all tables and figures numbered consecutively with Arabic numerals?
* Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned?
* Is lettering in a figure no smaller than 8 points and no larger than 14 points?
* Are the elements in the figures large enough to remain legible after the figure has been reduced to the width of a journal column or page?
* Are all tables referred to in text?

**PAPER TEMPLATE:**

CONFERENCE TITLE ABBREVIATION & YEAR

Conference Title

\*Corresponding author

(a)

(b)

(c)

Abstract

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Keywords:

1. Introduction
2. [Type your title here]

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1. Problem Statement

1. Research Questions

1. Purpose of the Study

1. Research Methods

1. Findings
2. [Type your title here]

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Acknowledgments [if any]

References

International Maritime Organization (2010). International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978/1995/2010.