GUIDELINES FOR PREPARING FINAL MANUSCRIPTS

A) GENERAL

For **Full length Papers** are to be submitted by **21 March 2022**, please prepare the manuscript conforming to the following guidelines, having following margins:
All text and figures must fit within A4 paper size with 2.54 cm (1 ") margins. Please don't provide Headers and Footers.

Manuscripts should be typed in MSWORD using Times New Roman typeface, 12 points in size. Single line spacing should be adopted.
Figures and Tables should be included in the text, near to where they are first referred.
The length of the paper should not exceed 12 pages.

B) FIRST PAGE

1. Place the Title of the Paper, in UPPER CASE BOLD, 16-point font size. Leave two lines blank and add the Author (s) name (s) using Title Case Bold, 12-point font size. Leave one line blank and add the affiliation (s) of the Author (s) using Title Case Unbolt, 12-point font size.

The above should be centrally justified and typed in Times New Roman Font.

2. The Abstract should commence on line 15 from the top, with the word ABSTRACT (in BOLD) immediately adjacent to the left margin, in UPPER CASE LETTERS. The text of the abstract should follow immediately. It should not exceed 250 words.

3. Keywords should follow, leaving one blank line below the abstract. Type the word Keywords: with an upper-case initial letter only, in bold and followed by a colon. Allow a double letter space and then list the keywords (not more than 6) in upper- and lower-case letters, separated by commas.

4. The authors' biographical notes should follow leaving two blank lines below the keywords. These should cover all the authors in turn. The notes should must, in any case, be confined to the first page.

C) SECOND AND SUBSEQUENT PAGES

5. The Introduction should commence on Page 2 with the main heading INTRODUCTION UPPER CASE, BOLD (font size 14) and centered.

6. There after type the text as described. Running Headers should NOT be added by the authors. These will be included by the Congress Organizers.

7. Text: The text should commence from the left margin (no indentation). Full margin justification should be used.

8. Headings: All headings should be bold. Not more than three degrees of headings should be used. Leave two blank lines immediately above any heading and a single blank line below it. Main headings should be in UPPER CASE, BOLD (font size 14) and

centered. Sub-headings (font size 12) should be left justified and adopt upper case initial letters in each word. Sub-sub-headings (font size 12) should be left justified and adopt upper case initial letter for the first word only. Avoid any further sub-division of headings.

9. Figures: All illustrations, diagrams, sketches, photographs etc. (excluding Tables) should be called Figures. Figures should be positioned in the text leaving one line of space above and below them (do not put text to the side of the figures). These should be numbered consecutively. Captions should be centered below the Figure, using Upper- and lower-case letters.

10. Photographs must be good quality black and white. Keep the number to the minimum.

11. Tables: Tables should be placed in the text. Table captions should be centered above the Table. Leave one blank line above and below the Table.

12. Symbols: Mathematical symbols, formulae and equations should be typed leaving a line above and below these. Standard characters should be used. If there are many equations or expressions each should be numbered in parenthesis on the right margin.

13. Units: The S.I. system of units should be used where possible.

14. References: A numbered system of references is required; each reference being numbered consecutively. They should be referred in the text as shown in the example paper and listed at the end of the text under the main heading of REFERENCES, laid out in the following style.

(a) For articles from periodicals: authors' surnames and initials (upper and lower cases), title of article, full title of periodical, year, volume, month or part (upper and lower cases), first and last page numbers;

(b) For books or reports: authors' surnames and initials (upper and lower cases) title of book, publisher, place and year of publication (upper and lower cases), number of pages;

(c) National standards and similar publications should be treated similar to books, but should have authors' names and publisher replaced by the issuing organization name.