

## Guidelines for full papers to be published in the Conference Proceedings

The paper should be 6–20 pages long and prepared in Microsoft Word format. The author(s) should provide a title, the name(s) of the author(s), author affiliation(s), address(es), and key words (at least three and no more than six). You may make use of the [template for preparing your paper](#) and the [sample of a completed paper](#). Detailed guidelines are as follows:

### Font type

1. The whole text should be in Times.

### Margins

2. The paper should be A4 format (21 x 29.7 cm). Left and right margins should be 4.4 cm each. Top and bottom margins should be 5.2 cm each.

### Title

3. The title of the paper should be 14-point, in capital and lower case letters, and centered.

### Author information

4. Use 10-point for the author name(s), 9-point for affiliation(s) and mailing address(es), and 8-point for email address(es).
5. The Western naming convention, with given names preceding surnames, should be used. Chinese authors should write their given names in front of their surnames. The names should be in order of contribution to the paper, with the principal author's name put as the first author.
6. The author information should appear below the title, with one blank line (10-point) after the title. The email address(es) should be on a line after the affiliation(s) and mail address(es).

### Abstract

7. The abstract should be **between 300 and 400 words**. It should be 9-point and inset 1.0 cm from the right and left margins. There should be two blank (10-point) lines before the abstract. The abstract should follow a structured format set out under four sub-headings as follows:
  - *Purpose*
  - *Design/methodology/approach*
  - *Findings*
  - *Originality/value/implications*

### Keywords

8. Include at least three and no more than six keywords.
9. 9-point and inset 1.0 cm from the right and left margins.
10. The keywords should appear below the abstract, with one blank (10-point) line after the abstract.
11. There should be two blank (10-point) lines after the keywords.

### Main text

12. Text throughout the paper should be 10-point Times, single space, and justified. Italic type may be used to emphasize words in running text. Bold type and underlining should be avoided.
13. Headings should be in capital and lower case letters (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital) and should, with the exception of the paper title, be aligned left. Words joined by a hyphen are subject to a special rule. If the first word can stand alone, the second word should be capitalized. The font sizes are given in Table 1.

Table 1 Font sizes of headings

Heading level	Example	Font size and style
Title (centered)	<b>Openness in ...</b>	14 point, bold
1 <sup>st</sup> -level heading	<b>1 Introduction</b>	12 point, bold
2 <sup>nd</sup> -level heading	<b>2.1 Recent Advances</b>	10 point, bold
3 <sup>rd</sup> -level heading	<b>Headings.</b> Text follows ...	10 point, bold
4 <sup>th</sup> -level heading	<i>Remark.</i> Text follows ...	10 point, italic

14. One blank (10-point) line should appear between the parts of the paper (i.e. introduction, methods and procedures, results, conclusion, references), and between the heading and the text.

15. Abbreviations should comply with the standard use. They should be given in full format at the first place they are used.

#### Tables and figures

16. Tables should be numbered and have captions which appear above them.
17. Graphics and pictures should not exceed the given page margins, and should be prepared in pure black and white format.
18. Figures should be numbered and have captions which appear under them.
19. Captions should be 9-point.
20. The distance between text and figure should be about 8 mm, and the distance between figure and caption about 6 mm.

#### Footnotes

21. Footnotes may be used only sparingly. A superscript numeral to refer to a footnote should be used in the text either directly after the word to be discussed or — in relation to a phrase or a sentence — following the punctuation mark (comma, semicolon, or period). Footnotes should appear at the bottom of the page within the normal text area, with a line about 5 cm long immediately above them.
22. Footnotes should be 9-point and aligned left.

#### References

23. The author-date method of in-text citation should be used. Following the APA format, the author's last name and the year of publication for the source should appear in the text, for example:  
Tsang (2017) points out that...  
According to Yuen (2016), open learning resources will...  
Only cognitive engagement should be considered in case A (Johnson, 2015, p. 199).
24. All references that are cited in the text must be given in the reference list. The references must be in APA format and arranged alphabetically at the end of the paper.

#### Length

25. The paper should be 6–20 pages long including pictures, tables and references.