

## Author Guidelines

All papers are to be submitted by uploading it to the conference website.

Once your abstract has been accepted, we ask that you please submit a 6 to 8 page condensed version of your paper for the purposes of the conference paper review process.

The 8-pages includes all tables, figures and references.

Our goal is that all papers will receive two reviews. In order to reach this goal, we ask for your understanding that we expect everyone to participate in the review process. This increases both the quality of the conference and the level of engagement in the community.

All authors and co-authors of papers sent to the conference are expected to review at least one other paper that has been submitted.

Please submit your 8-page paper by March 31st, 2021.

Notification of paper acceptance should be complete by June 4<sup>th</sup> 2021.

Revised papers are to be submitted by June 25<sup>th</sup>, 2021.

### **Points to note:**

- To facilitate the blind review process, remove ALL authors identifying information, including acknowledgements from the text, and document/file properties.
- Manuscripts should be formatted for A4-sized paper.
- Set the page margins to 1 inch (2.54 cm) all the way around.
- For the body text use the Times New Roman font, size 12 pt., single line spacing.
- Do not number the headings. Use capitals, Times New Roman font, size 12 pt., centered for main headings and small caps, Times New Roman font, size 12 pt., centered for subheadings.
- Use Harvard-style formatting when citing literature in the text and at the end of the manuscript.
- Upload your paper in a word file format.