**Guidelines for the Preparation of Paper   
(Times New Roman Bold 14 pt, style: Title)**

First A. AUTHOR1\*, Second B. AUTHOR 2 and Third C. AUTHOR 3

1Authors’ Department(if applicable), Organization, City, Country, author1@mail.com

2Authors’ Department, Organization, City, Country, author2@mail.com

3Authors’ Department, Organization, City, Country, author3@mail.com

\*Contact: Corresponsing.Author@mail.com

Abstract

This is the template and instructions for extended abstracts. Authors are advised to read the paper guidelines carefully and follow them strictly. All papers should be written in English. It should start with the paper’s title, author(s) name (s), authors’ affiliation, address and e-mail, followed by the keywords (up to six keywords) and the Abstract's text. The maximum number of words for the short abstract is 150 words (font size: 10point).

**Keywords:** One, Two, Three, Four, Five, Six (up to 6 keywords)

1. **Introduction**

These instructions have been prepared to assist authors in the preparation of full papers for reproduction in Conference proceedings to be provided to delegates. The conference proceedings will be produced as Online. These guidelines are to ensure maximum uniformity of style and reproduction without further modifications - please try to follow them as closely as possible. An easy way to comply with the conference extended abstract formatting requirements is to use this document as a template and simply type your text into it or use the paste function. Length of the full paper should be maximum 3,000 words excluding references. Use the APA style throughout your paper.[[1]](#footnote-1)

1. **Format**

The paper should be written in MS Word. Use A4 page set-up and make all margins (top, bottom, left, right) 25 mm wide. The main text, like the paper title used Times New Roman font, 14 point for the title and 12 point for the remainder of the extended abstract. Subheadings should be bold. Justify the body of the text both left and right. Avoid the use of subheadings.

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1. **Tables, Images and Graphs**

Please write your second main section (Surname, 2022; Speakers, 2022). In case you need to include any tables, images, or graphs, carefully follow the instructions as below.

All the tables, images and figures should be centered. Figures and images should be numbered, and figure headers should be placed under the figure or image; as for the tables, they should also be numbered, and the table header should be placed at the top. References (if any) of the tables, figures, and images should be presented right under the tables, figures and images in the form of author surname and publication date.

On figures showing graphs, both axes must be clearly labeled (including units if applicable). Please use only primary colors which contrast well both on screen and on a black-and-white hardcopy, as shown in Fig. 1

텍스트, 지도이(가) 표시된 사진

자동 생성된 설명

**Fig. 1 A sample line graph using colors which contrast well both on screen**

**and on a black-and-white hardcopy**

Graphics may be full color. Please prepare the figures in high resolution (300 dpi) for half-tone illustrations or images. Pictures must be sharp enough otherwise they will be rejected.

Tables should be designed to have a uniform style throughout the extended abstract, following the style shown in Table 1. Table captions should be in 10pt “Times New Roman” bold, centered, and the texts in Table should be set in 9pt “Times New Roman” font.

**Table 1. Caption heading for a table should be placed at the top of the table and within table width.**

**(**Use “Times New Roman” font, size 10pt, No spacing after table title)

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| **B** | Ba | Bb | Bc | Bd |
| **C** | Ca | Cb | Cc | Cd |
| **D** | Da | Db | Dc | Dd |
| **E** | Ea | Eb | Ec | Ed |
|  |  |  |  |  |

1. **Heading 3**

Please write your third main section. If needed, feel free to insert additional headings (i.e. **Heading 4**) after this section.

1. **Conclusion**

Please write your conclusion here.

**Acknowledgement**The heading of the Acknowledgment section and the References section must not be numbered. Number the reference items consecutively in square brackets (e.g. [1]). When referring to a reference item, please simply use the reference number, as in [2]. Do not use “Ref. [3]” or “Reference [3]” except at the beginning of a sentence, e.g. “Reference [3] shows …”. Multiple references are each numbered with separate brackets (e.g. [2], [3], [4]–[6]).

**References**

[1] Surname, F. N. (2022). The main title of the article: The second title of this article. *Journal of This Conference*, 1(1):1-12.

[2] Speakers, I. (2022). The title of the book chapter: The second title. In G. Speaker & I. Discussant (Eds.), *The handbook of this conference: The second title* (2nd ed, pp. 111-112). City: Publisher.

[3] Speakers, G. (2022). *Innovating Olympics together: The second title* (3rd ed.). City: Publisher

1. Use footnote where needed. [↑](#footnote-ref-1)