**Style Guide for Submitting Papers to International Conference**

First Author Namea, Second Author Namea and Third Author Nameb\*

aDepartment of Paper Submission, First University,

My Street, My City, My Country

bInstitute of Business Media, Main University,

The Street, The City, The Country

\*Corresponding Author: email@example.com

**ABSTRACT**

This guide aims to tell you the submission format for the Proceedings of International Conference at Waseda University, Tokyo, Japan. First, all submissions must be submitted online via the conference management system by the due date**.** Second, your paper title must be concise to briefly reflect your research point. Hence, a tedious paper title will not be accepted, and the length of your paper title cannot exceed 16 words. Third, the review decision notifications with an acceptance or rejection email will be sent to the corresponding author in days after submission**.** After receiving the review result, the authors are encouraged to prepare the final camera-ready paper before the deadline shown on the website. Fourth, other information is also available on the conference website. If you have any questions, please do not hesitate to contact us. We look forward to your participation. Submit your abstract between 300-600 words that summarize the key components of the manuscript. Please include the following information: **Purpose**- background description and the objectives of the work, avoiding a detailed literature review or a summary of the results. **Methods**- information about participants, research design and equipment, and statistical analysis. **Results**- obtain corresponding to the methods. **Conclusion/discussion**- a brief summary of the results and provide a statement that can be supported by the evidence. You also need to have 3-6 keywords as shown below. The main text should start on a new page and the length of the entire full paper is 20 pages.

**Keyword:** Submission Format, Style Guide, Keyword 3, Keyword 4, Keyword 5. Keyword 6.

**1. Introduction**

Whether you submit an abstract paper or a full-length paper, there are two points described in the following subsections for your notice.

**1.1 Title**

Type the title in bold type, single-spaced, and centered across the top of the first page, in 14 point Times New Roman, as illustrated on Page 1. Please note that **your** paper title must be concise to briefly reflect your research point. Hence, a tedious paper title will not be accepted and the length of your paper title cannot exceed 16 words.

**1.2 Authors**

The author(s), affiliation(s), mailing address(es), and email address(es) should be centered on the line below the title, in 10 point Times New Roman, as illustrated above. One line space should be used to separate author(s) from the paper title. As shown in the top lines of Page 1, please do not add titles (i.e., Dr., Professor, Dean, etc.) before the author name(s).

**2. Abstract Paper**

If you submit an abstract paper, there are four parts for your abstract. They are Paper Title, Author Information, Abstract with keywords, and Main Description for your Research. If you choose submitting an abstract only rather than full paper, the maximal length is one page. The paper size should be A4 (i.e. 21.0 centimeters [8.27 inches] by 29.69 centimeters [11.69 inches]) and the margins should be set to Word's default: top and bottom 2.54 centimeters (1.00 inches), right and left 3.17 centimeters (1.25 inches). Papers that deviate from these instructions may not be published.

**3. Full Paper**

If you submit a full-length paper, the maximal length is 20 pages including references, figures and tables.

**3.1 Heading**

Headings should be in bold type, in 12 point Times New Roman. First-level headings should be flush left with initial caps as illustrated above. Second-level headings should also be flush left with initial caps. One line space should be given to separate headings from the preceding text as illustrated above.

**3.2 Abstract**

Beginning with the centered heading ABSTRACT, the one-page abstract is used to introduce and summarize why you conducted this research, how you conducted this research and what your research has achieved (or expects to achieve). The words in the abstract is in 12 point Times New Roman.

**3.3 Main text, tables and figures**

All body paragraphs should begin flush left (no paragraph indent) and right justified, single-space the body of the paper, and use 12 point Times New Roman throughout. Figures and tables should be placed as close as possible to where they are cited. All tables and figures should be embedded into the file and sized appropriately. All photographs should be sampled at 300 dpi (dots per inch). Keep in mind that web graphics are typically sampled at 72 dpi. Photographs must be properly sized and positioned in the body of the paper.

**3.4 Page Size**

The paper size should be A4 (i.e. 21.0 centimeters [8.27 inches] by 29.69 centimeters [11.69 inches]) and the margins should be set to Word's default: top and bottom 2.54 centimeters (1.00 inches), right and left 3.17 centimeters (1.25 inches). Papers that deviate from these instructions may not be published.

**4. Conclusion**

In this section, two subsections are included.

**4.1 Length Requirements**

For a full paper, each paper included in the Proceedings of International Conference should not exceed 20 pages. Otherwise, a charge of US $5.00 for each additional page will be imposed. For authors who choose to submit an abstract only rather than full paper, the maximal length is one page.

**4.2 Citation**

The Proceedings follows the reference format of American Psychological Association. This format is available at the APA website.

**References**

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**Appendix**

The appendix should immediately follow the references.