

Paper Title

First name Last name¹, First name Last name², *First name Last name³ [Please remove titles from authors name]

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Title of Paper Gets Repeated Here Exactly as it Appears on Title Page

Abstract

These guidelines provide instructions to format your full paper. Please write directly into the template or copy your finished text into it choosing 'match destination formatting'. Please use the predefined formatting styles instead of applying your individual settings. The full paper shall be written in compliance with these instructions. Please review this document to learn about the formatting of text, table captions and references. The abstract should be no longer than 300 words and it should be a concise and factual description of the contents and conclusions as well as an indication of any new findings. Avoid quotation and citing references in your abstract.

Keywords: maximum 5 keywords; paper format; instructions; use of template

INTRODUCTION

It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors should be performed. Papers should clearly describe the background of the subject, the authors' contribution, including the methods used, results and concluding discussion on the importance of the work from both scholarly and managerial perspectives.

The manuscript should be written in English (UK) or Bahasa Malaysia and should not be more than 5000 words in length including appendices and references. Manuscripts should be prepared using Microsoft Word with 12 pt. Times New Roman, 1.5 spacing and the text should be justified. If found to be of a suitable quality and meets the aims and scope of the conference, it will then be sent to at usually two reviewers. The reviewing process takes up to 4 months from the date of full paper acceptance. Where manuscript revision is required, authors are urged to ensure that the necessary corrections are made before the manuscript can be accepted for production.

TEXT FORMAT

A uniform appearance will assist the reader to read paper of the proceedings. It is therefore suggested to authors to use the example of this file to construct their papers. It is suggested that manuscript text to include all of this following:

1. Introduction
2. Literature review
3. Methodology
4. Results
5. Discussion
6. Conclusion

Where the levels of headings are formatted as follows:

FIRST LEVEL HEADING (uppercase, bold, flush left)

Second Level Heading (upper lowercase, bold, flush left)

Third Level Heading (italicized, upper lowercase, bold, flush left)

Fourth level heading (sentence case, italic, flush left)

Artwork

Please make sure that artwork files are in acceptable format (TIFF, JPG or MS Office files) and with publication quality resolution: 1200 d.p.i. for line drawings and 300 d.p.i. for colour and half-tone artwork.

Acronyms

All acronyms should be spelled out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. 'Centre for Instructional Technology and Multimedia (CITM)...'. Subsequently, 'The CITM studies on...',

TABLES, FIGURES AND NOTES

Tables and figures must be embedded in the paper text, close to the location of their first appearance. All tables and figures must be referred to in text as follows: Figure 1, Table 1, i.e. 'As seen in Table [or Figure] 1 ...' (not tab., fig. or Fig). All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). Please ensure that tables do not split over the page.

Tables

Tables will vary in size and structure depending on the data you're presenting, but APA gives some general guidelines for their design. To correctly format an APA table, follow these rules:

- i. Table number in bold above the table.
- ii. Brief title, in italics and title case, below the table number.
- iii. No vertical lines. Horizontal lines only where necessary for clarity.
- iv. Clear, concise labels for column and row headings.
- v. Numbers consistently formatted (e.g. with the same number of decimal places).
- vi. Any relevant notes below the table.

Table 1

Captions for tables are placed above.

Table Rows	Cell one	Cell two
Second Row	1	2
Third Row	2	3
Fourth Row	4	5

Note. Adapted from John (2019)

Figures

Each figure should be on a separate sheet and clearly labelled. All illustrations must be of high quality to agree to immediate reproduction. Ensure that lettering and lines are dark enough, and thick enough, to reproduce clearly, especially if reduction is necessary.

Remember that fine lines tend to disappear upon reduction. Indicate its preferred position in the text. If you are using diagrams, info graphics, or other schematics please ensure that the information is clearly presented. To correctly format an APA figure, follow these rules:

- i. Figure number in bold above the figure.
- ii. Brief title, in italics and title case, under the figure number.
- iii. If necessary, clear labels and legends integrated into the image.
- iv. Any relevant notes below the figure.

Figure 1

Captions are placed under the pictures.

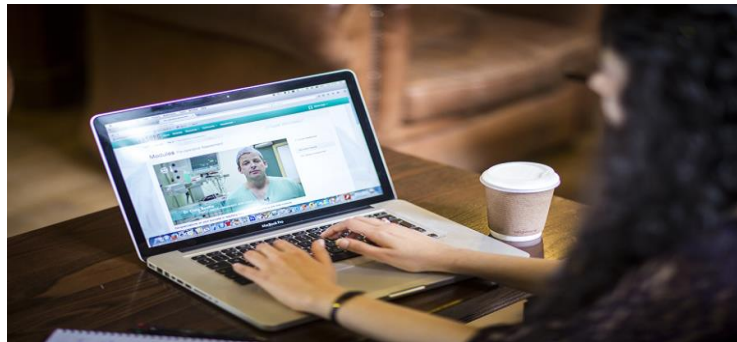
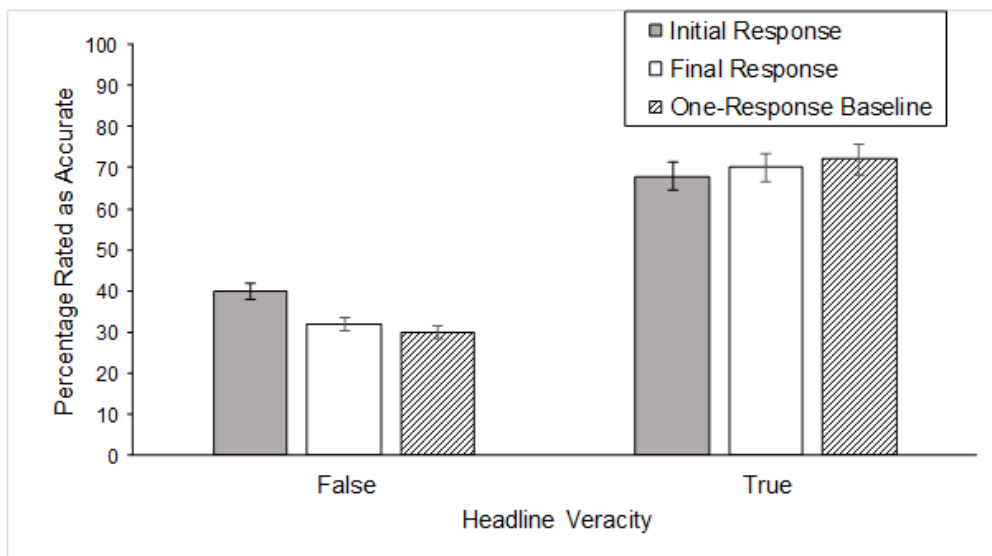


Figure 1

True and False Politically Neutral Headlines Rated as Accurate Across Conditions



Note. Error bars are 95% confidence intervals.

Notes

Footnotes are **not allowed**. Endnotes must be indicated in the text by superscript numbers, and kept as short as possible.

FORMULAS, EQUATIONS AND LISTINGS

Formulas and Equations

Use a slanted line (/) to present fractions in the line of text. Example: $A = [(ab/c)^{1/2}]^2$. As for equation that cannot be set in line of text, display it on a new line, and double space above and below the equation. A number should be displayed equations consecutively, with the number in parentheses near the right margin of the page.

Example:

$$y = \frac{ab}{5} + \sqrt[3]{4x} \quad (1)$$

Listing

For elements within a paragraph or sentence, identify elements in a series by lowercase letters (not italicized) in parentheses. Example: The participant's three choices were (a) working with another participant, (b) working with a team, and (c) working alone.

For separate paragraphs in a series, such as itemized conclusions or steps in a procedure, are identified by an Arabic numeral followed by a period but not enclosed in or followed by parentheses. Example:

The human resource development objectives can be summarized as follows:

1. To enhance organizational performance by institutionalizing an objective and open performance management system.
2. To align individual and organizational needs and to develop business leaders by implementing a career development system.

OTHERS

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not include them on the title page, as a footnote to the title or otherwise. All research articles should have a funding acknowledgement with the funding agency written out in full, followed by the grant number. Multiple grant number should be separated by comma and space. e.g. This work was supported by World Health Organisation [grant number xxxx].

References

Authors should pay particular attention to the accuracy and correct presentation of references following the standard American Psychological Association (APA) version 7 reference style (<http://apastyle.apa.org/>).

Text Citation

Every reference cited in the text must also be in the reference list (and vice versa). References cited in the abstract must be given in full. Example parenthetical and narrative citations:

Single author: (Zuckerman, 2000) or Zuckerman (2000)

Single author with page number: (Zuckerman & Kieffer, 2000, p. 322)

Two authors: (Zuckerman & Kieffer, 2000) or Zuckerman and Kieffer (2000)

Three to more authors: (Haque et al., 1988) or Haque et al. (1988)

List of References

Names of authors in the reference list must be given in full and arranged alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication. Examples are as below:

Book:

Evans, J. (2010). *Thinking twice: Two minds in one brain*. Oxford University Press.

Article in journal:

Johnson, H. M., & Seifert, C. M. (1994). Sources of the continued influence effect: When misinformation in memory affects later inferences. *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 20(6), 1420–1436. <https://doi.org/10.1037/0278-7393.20.6.1420>

Chapter in books:

McCormack, B., McCance, T., & Maben, J. (2013). Outcome evaluation in the development of person-centred practice. In B. McCormack, K. Manley, & A. Titchen (Eds.), *Practice development in nursing and healthcare* (pp. 190-211). John Wiley & Sons.

PhD/Masters Dissertation:

Ford, L. (2015). *The use of experiential acceptance in psychotherapy with emerging adults* (Publication No. 3731118) [Doctoral dissertation, Pepperdine University]. ProQuest Dissertations and Theses Global.

Article in press:

Smith, J. M., & Davis, H. (in press). Language acquisition among autistic children. *Journal of Developmental Psychology*.

Special Issue (for entire issue):

Ramli Mohamed, & Adnan Hussein. (Eds.). (2006). Media in Malaysia: Aspirations, Choices and Realities [Special issue]. *Kajian Malaysia*, XXIV (1&2).

Special Issue (for article in issue)

Ahmad Murad Merican (2006). Telling tales, print and the extension of media: Malay media studies beginning with Abdullah Munsyi through Syed Shaykh Al-Hady and Mahathir Mohamad. In Ramli Mohamed & Adnan Hussein (Eds). Media in Malaysia: Aspiration, Choices and Realities [Special Issue], *Kajian Malaysia*, XXIV (1&2), 151–170.

Conference proceeding:

Chaudhuri, S., & Biswas, A. (2017). External terms-of-trade and labor market imperfections in developing countries: Theory and evidence. *Proceedings of the Academy of Economics and Economic Education*, 20(1), 11-16. <https://search-proquest-com.elibrary.jcu.edu.au/docview/1928612180?accountid=16285>

Web page:

Department of Education. (2020, November 11). *Physical activity and health*. Queensland Government. <https://education.qld.gov.au/curriculum/learning-at-home/physical-activity-and-health>

Appendices

If there is more than one appendix, please label each one with a capital letter (eg. Appendix A, Appendix B). Each appendix must have title.