

Title of Conference Paper

First Name Last Name¹, First Name Last Name², First Name Last Name³

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Abstract: *This guide provides instructions for formatting papers to be presented at SCECSAL conferences. Please review this document for guidance on formatting text, tables and figures, headings, and citations and references. Papers that do not adhere to the guidelines may be rejected or returned for revision. A brief but informative abstract of 300 words or less should appear on the first page. It should contain sufficient information about the work and should specifically address the following questions: What was done? Why did you do it? What did you find out? Why are these results useful and important? Avoid citations and references in your abstract. Use **10pt Times New Roman font in italic face for the abstract.***

Keywords: *lower case only; minimum **three** and maximum **five** words; separated by a semicolon.*

Introduction

Although all conference papers are peer-reviewed, authors are ultimately responsible for the initial quality of their papers and are asked to follow these guidelines for manuscript preparation and submission. Please refer to the layout of this document for the format in which your paper should be prepared. Completed contributions must be sent as a Microsoft Word attachment to the email addresses provide by the Conference Organisers.

Use English (UK) spell checker.

Paper style and format

The paper is limited to a **maximum of 10 pages, double-spaced** (including all figures, tables, list of references, and appendices) and should be formatted for A4 paper. **Papers exceeding 10 pages will not be accepted, nor reviewed at all.**

The style of the paper should follow the form: Background and purpose of the paper or study should be stated first, followed by details of methods, procedures, and instruments used. Results, discussion, conclusions, recommendations, and references should follow in that order. Appendices may be added as needed.

Use Times New Roman 11 pt throughout as your font, including for headings and subheadings. Headings and subheadings should be **bold**. The only exception is the **title of the paper**, which should be written in **Times New Roman 14pt (bold) and centred**. **Sentence case** (capitalise the first letter of the first word in a heading – like you would in a sentence) should be used in the titles of all headings and sub-headings. However, use **Title Case** (i.e., capitalise the first letter of each word (except for certain small words, such as articles and short prepositions) for the title of the paper. **Authors' names** should be written in 12pt and authors' affiliation information in 11pt.

The top, left, bottom and right margins should be 2.5 cm in A4 portrait format. Justification (left and right) should be used.

Do not insert page numbering.

The final document, in Microsoft Word format, should be submitted by the date indicated in the communication from the Conference Organisers. The Conference Programme is expected to be full and there will be need to drop some papers. Therefore, submissions not received by the deadline will not be considered for presentation at the conference. Papers not meeting the criteria indicated in this document will also be dropped.

Sections

Sections should not be numbered and ensure your heading levels are clearly defined. Use a **maximum of three levels** of subheadings. First level section headings should be in **12 pt, bold face**, subsections in **11 pt, bold face** and sub-subsection headings in **10 pt** with *italic face*.

Tables, figures, and images

Tables and figures should be incorporated in the text, numbered sequentially but separately (i.e., Table 1; Table 2; Figure 1; Figure 2, etc.) and placed close to the point where they are referred to within the text. Format a table or figure caption as in the following examples (**bold**; Times New Roman 10; centred). Captions should appear above a table and below a figure.

Table 1. Table captions should be placed above the table

Table	Header 1	Header 2	Header 3
Item 1	Entry 1	Entry 1	Entry 1
Item 2	Entry 2	Entry 2	Entry 2
Item 3	Entry 3	Entry 3	Entry 3

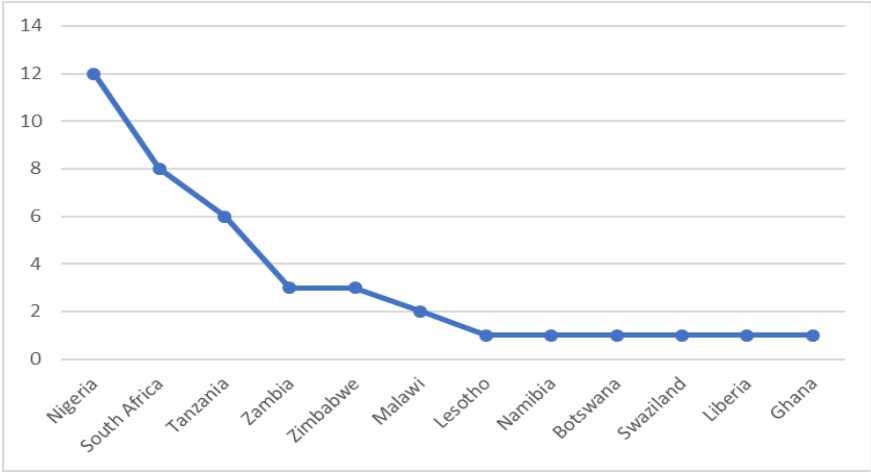


Figure 1: Captions for figures should be below the figure

Captions should be clear and simple, although enough information should be provided for the table or figure to be understood without further reference to the text.

Images will be printed in black and white.

Acronyms

All acronyms should be spelled out the first time they are introduced in text or references, i.e., Sustainable Development Goals (SDGs), United Nations (UN), University of Namibia (UNAM),

Information Technology (IT), etc. Thereafter the acronym can be used if appropriate (i.e., SDGs, UN, UNAM, etc.).

Acknowledgements

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript but before the list of references. The section could acknowledge sources and individuals whose support, information or work has contributed to the content, or assisted the development of the paper.

Reference style

For in-text referencing and compilation of the reference list (**notes and bibliography**), use the **author-date** system from the **Chicago Manual of Style, 17th edition**. Please, visit the following online resource for quick details:

Chicago-Style Citation Quick Guide. Accessed 1 September 2023.
https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Notes and references should be presented at the end of the article and not as footnotes.

No Show

Accepted papers must be presented at the conference by the **author or one of the authors**. Papers that are not presented at the conference shall be deemed a “no-show” paper and will not be considered for inclusion in the conference proceedings.

Only papers selected and scheduled for the Plenary Sessions may be presented virtually by the author or one of the authors. In such cases, requests for virtual presentations must be made by email no later than **THREE** weeks prior to the start of the conference.

Conference proceedings

Only papers presented at the conference by authors or their representatives will be considered for inclusion in the book which will contain **a selection of papers** and will be published after the conference. Authors whose papers are not included in the conference proceedings will be notified. Papers may also be referred to the authors for revision and clarification of issues raised during presentation at the conference before being considered for inclusion in the publication.

Updated: 1 September 2023