GUIDELINES FOR EXTENDED ABSTRACT SUBMISSION

1. **General Formatting:**

   Times New Roman in 12 pt.
   No tab stops at the beginning of the paragraph.
   Do not write text in all capital letters.
   A4 paper size

2. **Title of Extended Abstract:**

   Use **Capitalize Each Word** with Times New Roman in 16 pt.
   Please choose a brief title (maximum of 80 characters) that clearly indicates the content of the contribution.
   Please avoid abbreviations in the title. Abbreviations may be used in the text if they are defined when first used.

3. **Authors:**

   Author's name, affiliation, email address should be included.
   Each author should be listed as follows: first name, middle initial (if desired), and last name.

4. **Key-words:**

   Please indicate 3 to 5 keywords for your write-up.

5. **Abstract Body:**

   Please keep your write-up within **ONE** page.
   Avoid any diagrams, illustrations, tables, references, page numbers, Headers, Footers or graphics in the write-up.
   Provide maximum relevant information in your content and if the subject matter is empirical, the following structure is obligatory: The objective, methods, results, conclusions.

6. **Template/File Format:**

   All write-up **MUST** be written in the provided 1-page abstract template.
   File **MUST** b**e** saved as MS Word format using the following format: **ExAbs-YourFirstNameInitial_YourLastName**.doc.   (such as **ExAbs-SK_Wong**.doc for **Wong** S**e**w **K**in, **ExAbs-A_BinMohdHassan**.doc for **A**li **Bin Mohd Hassan**)

7. **Submission:**

   Submit the abstract (1 page) in a DOC or DOCX format, **TOGETHER** with all the relevant similarity report to skwong@mmu.edu.my for review by 30 September 2022.