

PPTTELL 2019 Conference Template for Submission Format

This conference uses **double-blind review**. Both the reviewer and author identities are concealed from the reviewers, and vice versa, throughout the review process. Please kindly note that **when authors submit papers for review, the authors' information has to be blinded in the title, the contents, and the reference part**. After the paper is being accepted, the author information will be displayed in the final version of the submitted paper.

Abstract: *This document provides a template for PPTTELL 2019 full paper submission. The abstract of your paper should appear here. The abstract itself should be a single paragraph and is typed in italic format, that is, without paragraph indentation. Type all numbers—except those that begin a sentence—as Arabic numerals. The abstract should not exceed 250 words. In addition, include at most 5 keywords of your paper immediately after the abstract.*

Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5

1. Introduction

This document provides descriptions of the fonts, spacing, and related information for the PPTTELL2019 paper and poster submission format. Authors have to prepare their paper submissions using the templates provided by the program committee. Use this template to prepare papers in English. To use the template, select “File > Save As” in the word processor (i.e. Microsoft™ Word) and save the document under a new name. Then replace the title, headings and the body text of the document with your own contents. Submissions must follow the stipulated formatting requirements for paper review.

2. Formatting Your Paper

Authors should produce the manuscripts with Microsoft™ Word. We only accept submissions in Word files.

Standard A4-sized (21 × 29.7 cm [8.27 × 11.7 inch]) paper should be used. All contents, including text, figures and tables, should be surrounded by 2 cm margins on all four sides. The number of lines per page should be set to 43. Each page should have a page header which contains the conference title (PPTTELL 2019).

3. Paper or Poster Title

The title of the paper or poster should appear on the top edge of the first page of the document. Type the title in uppercase and lowercase letters, centered between the left and right margins and in Times New Roman 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions, unless the title begins with such a word. In case the title is two or more lines, double-space between the lines. Insert a blank single-spaced line after the title.

4. Author Name(s) and Affiliation(s)

The name(s) of the author(s) and the author affiliation(s) are included in one blank single-spaced line after the paper title. They are typed using upper case and lowercase letters in Times New Roman 10-point, centered between the side margins, in single-spaced lines. For the authors' information, type the authors' name (in first name, [middle initial], last name format) on one line, followed by the author's institution in next single-spaced line, and then the corresponding author's email address in another single-spaced line. Only the corresponding author's email address is required for this document. Insert a blank single-spaced line after the corresponding author's email address.

In case there are two or more authors and they are from different institutions, type the second author's affiliations below the first author's. In case two or more authors are at the same institution, use the same institutional affiliation just as it would for one author.

5. Abstract and Keywords

Type the label **Abstract:** in Times New Roman 10-point, boldface type, flush left, one single-spaced line after the author(s) information. Begin the abstract next to the abstract label and type it as a single paragraph in block format (i.e. without paragraph indentation), using Times New Roman 10-point *italic* type. The abstract should not exceed 250 words. On a separated line that followed the abstract, type **Keywords:** and include at most 5 keywords of your paper. Separate each keyword with a comma. Insert a blank single-spaced line after the keywords and before you begin the main text.

6. Main Text and Quotations

Type the main text in 10-point Times New Roman, single-spaced. Indent the first line of every paragraph at 0.63 cm (0.25 inch). Type the remaining lines of the paragraphs to uniform left-hand margin. Apply justify-alignment to all main text. Please do not place any additional blank lines between paragraphs.

Quotations are formatted according to the length of the quote. Quotes with fewer than 40 words are quoted directly in the sentence. The quote “should be incorporated into the text and enclosed in double quotation marks”. For quotations of 40 or more words, the followings apply:

Display quotations of 40 or more words in a single-spaced block with no quotation marks. Indent 0.63 cm (0.25 inch) from the left margin without the usual opening paragraph indent.

If the quotation is more than one paragraph, indent the first line of second and additional paragraphs 1.26 cm (0.5 inch) from the left margin. Include a reference citation after the closing punctuation. (American Psychological Association, 2001, p. 292)

After the quotation block, type in the rest of the paragraph (in any) as usual main text. You can refer to Section 5.13 of the APA publication manual.

7. First Level Headings

First level headings, for example, “1. Introduction”, should be Times New Roman 12-point boldface, double-spaced and flush left. Capitalize the first letter of important words (similar to those in the paper title). Use a period (“.”) after the heading number.

7.1. Second Level Headings

The second level headings should be in Times New Roman 10-point, boldface and *italic*. The heading should be double-spaced and flush left. Use a period (“.”) after each heading numbers, such as “7.1.”.

7.1.1. Third level headings and above

Third level headings or above, as in this paragraph, are discouraged. In case its usage is unavoidable, use Times New Roman 10-point, boldface, initially capitalized, single-spaced, flush left and followed by a period and then the paragraph text on the same line. Use a period (“.”) after each heading numbers, such as “7.1.1.”.

Use “Text after third level headings” style for the first paragraph (which is the same as the main text style), while the second and additional paragraphs should follow the style of main text. Apply the third level headings format to headings for the fourth level and above.

8. Figures and Tables

You can include figures and tables in the manuscripts. In particular, figures must be in a format supported by Microsoft™ Word. Popular formats such as .gif and .jpg are suggested. While table can be in any formats available in the word processor. Table 1 is included below for illustration purpose.

Table 1. Example of table.

	Column 1	Column 2	Column 3
Item 1	Text 1	Text 2	Text 3
Item 2	Text 4	Text 5	Text 6

Figure and table captions should be 10-point Times New Roman, non-boldface and centered. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. The words “Figure” or “Table” and the following number in the captions must be *italic*. Put figure captions *below* the figures, and put the table captions *above* the tables. Figure 1 is included below for illustration purpose.

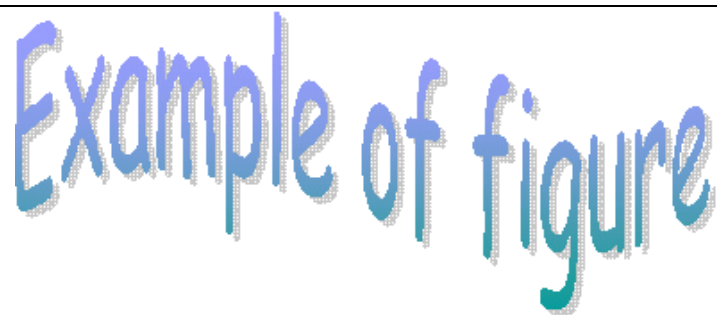


Figure 1. Example of figure.

9. Reference Citations

Within the body of the paper or poster, indicate the cited text with a pointer and include the corresponding citations in **Reference**. The Reference section appears after the last section or the footnotes section (whichever applicable). Use first level heading to type the label **Reference** (in Times New Roman 12-point, boldface type, flush left), without any heading number. Type all references below the Reference label, in alphabetical order. Follow the APA Reference Style (American Psychological Association, 2001) for citation entries. For example, (Alpha, 1996) and (Beta & Gamma, 1997) are citation formats for books. (Delta, Epsilon, & Zeta, 1998) is an example for citation format of periodical articles. (Theta & Kappa, 2000) is a reference to an online article.

Acknowledgements

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References

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- Delta, D., Epsilon, E., & Zeta, Z. (1998). Title of journal article. *Title of journal: Subtitle of journal, volume number* (issue number), first page-last page.
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