Full Paper - Author Guidelines

Please read and incorporate all guidelines and formatting instructions before you submit the manuscript, and the author(s) should prepare their manuscript(s) according to the following guidelines.

Submission

- Manuscripts should be submitted only through the **conference management system (CMT).**
- Should submit author details on a separate page. Use the "Author Information Sheet".
- **To facilitate the blind review process, remove ALL author-identifying information from the uploaded document, including the acknowledgements.**
- Submit the manuscript as a **Microsoft Word file**.

General Guidelines

- Manuscript must be written in **English** and **MS WORD** format.
- The **maximum word limit** for the full paper is **4000 - 8000 words** including references.
- Should use **APA (7) style** for in-text citations and end-text referencing.
- **Footnotes and endnotes** should not be used for citations.
- The papers that are submitted to ICBI 2024 must NOT have been previously presented, scheduled for presentation, published, or accepted for publication by any other publisher or organization.
- **Formulas** are to be numbered in Times New Roman, 11pt, aligned to the right margin next to the formula.
- Number each page of the manuscript.
- Papers that are not formatted in accordance with the given guidelines will not be reviewed.
- Please contact icbisubmission@gmail.com if submitters have any questions about the submission process.

Abstract

- Abstract of the manuscript should include the purpose of the study, research method/s, key findings implications and future research directions, if any.
- Should not exceed **200 words.**
- Formatting: Single column, 1.15 spacing, Times New Roman, font size 11 pt

Keywords

- The abstract must be followed by a **three to five (3-5)** list of keywords.

- These should be arranged in alphabetical order and be separated by commas with a full stop at the end.

Structure of the Manuscript

The manuscript may structure under the following sections of;
- Introduction
- Literature Review | Conceptualization & Hypotheses Development
- Research Methods
- Findings and Discussion
- Conclusion | Limitations & Future Research Directions
- References

Formatting Guidelines

Format   : Typed in MS word

Language   : English

Page Size   : B5

Font Style   : Times New Roman

Font Size   : 12 (Boby of the manuscript)

Line Spacing : Single column, 1.5

Margin   : 1-inch margin on all sides

Specific Guidelines

- Manuscript Title: **Times New Roman, 12pt, Bold, Title Case**
  - Should be clear, succinct but informative
  - Avoid abbreviations

- Three categories of heading are defined:

  # Heading 1 (Bold, Left, and 14pt)

  Heading 2 (Bold, Left, 12pt)

  Heading 3 (Italic, Left, 12pt)

  Note: Keep 10-point space before the paragraph for each level of headings.

- **Tables and figures** are to be numbered and directly placed in the text as follows:

  Captions for Tables:

  Table 1: Title in bold, 12pt, placed above the table.

  Captions for Figures:

  Fig 1: Title in bold, 12pt, placed below the figure.

  Note: The source should be placed right below the figure or the table; in Times New Roman, 11pt, Italic.