

Submission process

Manuscripts should submit only through the conference management system (CMT) <insert link to CMT>. When applying, provide the following documents. You will prepare two essential documents

- Document one: **Author information sheet** <insert annex one link>. You should submit author details as a separate page.
- Document two: **The submitted work**. You **MUST NOT** include author details in the manuscript. Depending on the type of dissertation you are doing and on how far gone you are, you shall provide one of these text-types:
 - A research proposal regardless of what kind of dissertation you are doing (mainly if you are not that far gone in your PhD process yet).
 - A particular working or full paper from your compilation dissertation that you would like to get feedback on, such as a conceptual / theoretical paper, systematic literature review, or quantitative, qualitative or mixed empirical paper.

Please note that the committee will select the participants in each of our doctoral colloquium. All applications will be assessed in terms of the status of the dissertation provided in the author information sheet.

General Guidelines

- Manuscripts must be in English and MS WORD format.
- The maximum word limit of the submitted work is 5,000 words, including references.
- Should use APA (7) style for citations and referencing.
- Footnotes and endnotes should not be used for citations.
- Formulas are to be numbered in Times New Roman, 11pt, align to the right margin next to the formula.
- If it is needed to acknowledge somebody or an institution, it should be mentioned between the conclusion and references.

Abstract

- Abstract of the manuscript should include the purpose of the study, research method/s used/proposed, main findings and, research 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
- 5-7 keywords for database searches. **KEYWORDS ARE CRITICAL** for finding your work in databases-choose them well!

Structure of the manuscript

- You may submit the research proposal only if your status of the doctorate is a beginner. The traditional outline of the proposal including – the introduction, research problem, expected contributions, brief literature, methods and methodology and expected contributions and references, etc shall be incorporated into the write-up.
- Working or full papers that may include the following.
 - Introduction - (including research gap and associated research questions).
 - Theoretical framework/Key literature you are building on.
 - Conceptualization & hypotheses development if applicable
 - Methodological approach/es and method/s used/expected
 - Empirical findings (if you write a research proposal, please present expected/intended empirical findings).
 - Contributions (if you write a research proposal, please present expected contributions).
 - Limitations & future research directions, and
 - References.

Formatting Guidelines

- Format: Typed in MS word
- Language: English
- Page Size: B5
- Font Style: Times New Roman
- Font Size: 12 (Body 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:
- **Naming Tables:**
 - Table 1: Title in bold, 12pt, placed above the table.
- **Naming 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*

Revised Manuscripts

At the end of the review process, the author is expected to incorporate the modifications suggested by the reviewers, if any, and submit a soft copy (Ms Word) of the final revised manuscript.

Who to Contact? - Doctoral colloquium committee

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