**Layout guide for paper submission to AMBiS 1.0 | 2021 using Microsoft Word**

1\*Author No. 1 name, 2Author No. 2 name

1Author No. 1 affiliation with full address

2Author No. 2 affiliation with full address

(*numbering is for different affiliation occur, should the affiliation for all the authors are the same, no numbering is needed*)

\*Corresponding Author’s email: [xxxx@xxx.com](mailto:xxxx@xxx.com)

**Abstract.** All articles must contain an abstract. The abstract text should be formatted using 10-point Times New Roman justified. Leave double space before and after the abstract before you begin the main text of your article, starting on the same page as the abstract. The abstract should give readers concise information about the content of the article and indicate the main results obtained and conclusions drawn. The abstract is not part of the text and should be complete in itself; no table numbers, figure numbers, references or displayed mathematical expressions should be included. It should be suitable for direct inclusion in abstracting services and should not exceed 200 words in a single paragraph. Since contemporary information-retrieval systems rely heavily on the content of titles and abstracts to identify relevant articles in literature searches, great care should be taken in constructing both.

1. **Introduction**

These guidelines, written in the style of a submission to AMBiS 2020 show the best layout for your paper using Microsoft Word. If you don’t wish to use the Word template provided, please use the following page setup measurements.

|  |  |
| --- | --- |
| Margin | **A4 SIZE – DO NOT USE US LETTER** |
| Top | 2.54 cm |
| Bottom | 2.54 cm |
| Left | 2.54 cm |
| Right | 2.54 cm |
| Gutter | 0 cm |
| Header | 0 cm |
| Footer | 0 cm |

It is vital that you do not add any headers, footers or page numbers to your paper; these will be added during the production process.

1. **Formatting the title, authors and affiliations**

Please follow these instructions as carefully as possible so all articles within a conference have the same style to the title page. This paragraph follows a section title so it should not be indented.

* 1. *Formatting the title*

The title is set 17-point Times New Romance Bold, flush left, unjustified. The first letter of the title should be capitalized with the rest in lower case. It should not be indented.

* 1. *Formatting author names*

The list of authors should be left flushed and in 11-point. The style for the names is surname then initials, with a comma after all but the last two names, which are separated by ‘and’. Initials should have full stops—for example **Smith A. J.**. First names in full may be used if desired. If an author has additional information to appear as a footnote, such as a permanent address or to indicate that they are the corresponding author, the footnote should be entered after the surname.

* 1. *Formatting author affiliations*

Please ensure that affiliations are as full and complete as possible and include the country. The addresses of the authors’ affiliations follow the list of authors and should also be left flushed to match the list of authors. If the authors are at different addresses, numbered superscripts should be used before each surname to reference an author to his/her address. The numbered superscripts should not be inserted using Word’s footnote command because this will place the reference in the wrong place—at the bottom of the page (or end of the document) rather than next to the address. Ensure that any numbered superscripts used to link author names and addresses start at 1 and continue on to the number of affiliations. Do not add any footnotes until all the author names are linked to the addresses. For example, to format

1,3Mucklow J, 1,4Thomas J E and 2,5Cox A J

where there are three addresses, you should insert numbered superscripts 1, 2 and 3 to link surnames to addresses and then insert footnotes 4 and 5. Note that the first footnote in the main text will now be number 6.

1. **Formatting the text**

The text of your paper should be formatted as follows:

* Layout in A4 size
* 11-point Times New Roman.
* The text should be set to single line spacing.
* Paragraphs should be justified.
* The first paragraph after a section or subsection heading should not be indented; subsequent paragraphs should be indented by 5 mm.

1. **Sections, subsections and subsubsections**

The use of sections to divide the text of the paper is optional and left as a decision for the author. Where the author wishes to divide the paper into sections the formatting shown in table 2 should be used.

* 1. *Style and spacing*

Table 2. Formatting sections, subsections and subsubsections.

|  |  |  |
| --- | --- | --- |
|  | **Font** | **Spacing** |
| Section | 11 point Times bold | 1 line space before a section  1 line space after a section heading |
| Subsection | 11 point *Times Italic* | 1 line space before a subsection  1 line after a subsubsection heading |
| Subsubsection | 11 point *Times Italic* | Subsubsections should end with a full stop (period) and run into the text of the paragraph |

* 1. *Numbering*

Sections should be numbered with a dot following the number and then separated by a single space:

* sections should be numbered 1, 2, 3, etc
* subsections should be numbered 2.1, 2.2, 2.3, etc
* subsubsections should be numbered 2.3.1, 2.3.2, etc

1. **Footnotes**

Footnotes should be avoided whenever possible.

1. **Figures**

Each figure should have a brief caption describing it and, if necessary, a key to interpret the various lines and symbols on the figure.

* 1. *Space considerations*

Authors should try to make economical use of the space on the page; for example:

* avoid excessively large white space borders around your graphics;
* try to design illustrations that make good use of the available space—avoid unnecessarily large amounts of white space within the graphic;
  1. *Text in figures*

Wherever possible try to ensure that the size of the text in your figures (apart from superscripts/subscripts) is approximately the same size as the main text (11 points).

* 1. *Colour illustrations*

You are free to use colour illustrations in your paper submitted however you should check your figure captions carefully and remove any reference to colour in the illustration and text that suitable for black and white print later on.

* 1. *Positioning figures*

Individual figures should normally be centred but place two figures side-by-side if they will fit comfortably like this as it saves space. Place the figure as close as possible after the point where it is first referenced in the text. If there are a large number of figures it might be necessary to place some before their text citation. Figures should never appear within or after the reference list.

* 1. *Figure captions/numbering*

Captions should be below the figure and separated from it by a distance of 6 points. Figures should be numbered sequentially through the text— ‘Figure 1’, ‘Figure 2’ and so forth and should be referenced in the text as ‘figure 1’, ‘figure 2’,… and not ‘fig. 1’, ‘fig. 2’. The caption should finish with a full stop (period).

*Examples*. The following examples show how to format a number of different figure/caption combinations. **Note that the table borders are shown as broken lines for guidance only**.

|  |  |
| --- | --- |
| WiderFigureShortCaption | |
| **Figure 3.** Figure with short caption (caption centred). | | |
| NarrowFigeWideCap | | **Figure 4.** This is a figure with a caption that is wider than the actual graphic. To save space you can put the caption to the right of the figure by placing the graphic and justified caption in a table with one row and two columns. | | |

|  |  |  |
| --- | --- | --- |
| WiderFigureWiderCaption | | |
| **Figure 5.** In this case simply justify the caption so that it is as the same width as the graphic. | | |
| NarrowFigeWideCap |  | NarrowFigeWideCap | |
| **Figure 6.** These two figures have been placed side-by-side to save space. Justify the caption. |  | **Figure 7.** These two figures have been placed side-by-side to save space. Justify the caption. | |

1. **Tables**
   1. *Positioning tables*

Tables should be centred unless they occupy the full width of the text.

* 1. *Table captions/numbering*

Tables should be numbered sequentially throughout the text and referred to in the text by number (table 1, not tab. 1 etc). Captions should be placed at the top of the table and should have a full stop (period) at the end. Except for very narrow tables with a wide caption (see examples below) the caption should be the same width as the table.

1. **Equations and mathematics**
   1. Fonts in Equation Editor (or MathType)

Make sure that your Equation Editor or MathType fonts, including sizes, are set up to match the text of your document.

* 1. Points of style
     1. Vectors. Bold italic characters is our preferred style but the author may use any standard notation; for example, any of these styles for vectors is acceptable:

‘the vector cross product of ***a*** and ***b*** is given by …’, or

‘the vector cross product of **a** and **b** is given by …’, or

‘the vector cross product of and is given by …’.

* 1. Equation numbering

Equations may be numbered sequentially throughout the text (i.e., (1), (2), (3),…). When referring to an equation in the text, always put the equation number in brackets—e.g. ‘as in equation (2)’.

1. Appendices

Any appendices (only if necessary) should be included at the end of the main text of the paper, after the acknowledgments section (if any) but before the reference list. If there are two or more appendices, they should be called appendix A, appendix B, etc.

1. References

For the submission to AMBiS 2020*,* please use the APA (American Psychological Association) citation style.

* 1. *APA Referencing Basics: Reference List*

A reference list is a complete list of references used in a piece of writing including the author name, date of publication, title and more. An APA reference list must:

* Be alphabetically by name of first author (or title if the author isn’t known, in this case a, an and they should be ignored)
* If there are multiple works by the same author these are ordered by date, if the works are in the same year they are ordered alphabetically by the title and are allocated a letter (a,b,c etc) after the date
* Contain full references for all in-text references used
  1. *In-Text Citation*

In-text references must be included following the use of a quote or paraphrase taken from another piece of work.

In-text citations are citations within the main body of the text and refer to a direct quote or paraphrase. They correspond to a reference in the main reference list. These citations include the surname of the author and date of publication only. Using an example author James Mitchell, this takes the form:

Mitchell (2017) states… Or … (Mitchell, 2017).

The structure of this changes depending on whether a direct quote or parenthetical used:

* Direct Quote: The citation must follow the quote directly and contain a page number after the date, for example (Mitchell, 2017, p.104). This rule holds for all of the variations listed.
* Parenthetical: The page number is not needed.
  + 1. *Two Authors:* The surname of both authors is stated with either ‘and’ or an ampersand between. For example:

Mitchell and Smith (2017) state… Or … (Mitchell & Smith, 2017).

* + 1. *Three or More Authors*: Only the first author’s surname should be stated followed by *et al.*, see the above example.
    2. *No Authors:* If the author is unknown, the first few words of the reference should be used. This is usually the title of the source.

If this is the title of a book, periodical, brochure or report, is should be italicised. For example:

(A guide to citation, 2017).

If this is the title of an article, chapter or web page, it should be in quotation marks. For example:

(“APA Citation”, 2017).

* + 1. *Citing Authors with Multiple Works from One Year*: Works should be cited with a, b, c etc following the date. These letters are assigned within the reference list, which is sorted alphabetically by the surname of the first author. For example:

(Mitchell, 2017a) Or (Mitchell, 2017b).

* + 1. *Citing Multiple Works in One Parentheses*: If these works are by the same author, the surname is stated once followed by the dates in order chronologically. For instance:

Mitchell (2007, 2013, 2017) Or (Mitchell, 2007, 2013, 2017)

If these works are by multiple authors, then the references are ordered alphabetically by the first author separated by a semicolon as follows:

(Mitchell & Smith 2017; Thomson, Coyne, & Davis, 2015).

* + 1. *Citing a Group or Organisation*: For the first cite, the full name of the group must be used. Subsequently this can be shortened. For example:

First cite: (International Citation Association, 2015)

Further Cites: (Citation Association, 2015)

* + 1. *Citing a Secondary Source*: In this situation the original author and date should be stated first followed by ‘as cited in’ followed by the author and date of the secondary source. For example:

Lorde (1980) as cited in Mitchell (2017) Or (Lorde, 1980, as cited in Mitchell, 2017)

* 1. *How to Cite Different Source Types*
* In-text citation doesn’t vary depending on source type, unless the author is unknown.
* Reference list citations are highly variable depending on the source.
  + 1. *How to Cite a Book (Title, not chapter) in APA Format:* Book referencing examples:

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). A guide to citation. London, England: My Publisher

Jones, A.F & Wang, L. (2011). Spectacular creatures: The Amazon rainforest (2nd ed.). San Jose, Costa Rica: My Publisher

* + 1. *How to Cite an Edited Book in APA Format:* Edited book example:

Williams, S.T. (Ed.). (2015). Referencing: A guide to citation rules (3rd ed.). New York, NY: My Publisher

* + 1. *How to Cite a Chapter* in an Edited Book in APA Format: Edited book chapter example:

In the following example, B.N. Troy is the author of the chapter and S.T. Williams is the editor.

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). A guide to citation rules (2nd ed., pp. 50-95). New York, NY: Publishers.

* + 1. *How to Cite an E-Book in APA Format*: An E-Book reference is the same as a book reference expect the publisher is swapped for a URL. The basic structure is as follows:

Author surname, initial(s) (Ed(s).\*). (Year). Title (ed.\*). Retrieved from URL

\*optional.

E-Book example:

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). A guide to citation. Retrieved from https://www.mendeley.com/reference-management/reference-manager

* + 1. *How to Cite an E-Book Chapter in APA Format*: This follows the same structure as an edited book chapter reference except the publisher is exchanged for a URL. The structure is as follows:

Last name of the chapter author, initial(s). (Year). Chapter title. In editor initial(s), surname (Ed.). Title (ed., pp. chapter page range). Retrieved from URL

E-Book chapter example:

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). A guide to citation rules (2nd ed., pp. 50-95). Retrieved from https://www.mendeley.com/reference-management/reference-manager

* + 1. *How to Cite a Journal Article in Print or Online in APA Format*: Articles differ from book citations in that the publisher and publisher location are not included. For journal articles, these are replaced with the journal title, volume number, issue number and page number.

Journal Article Examples:

Mitchell, J.A. (2017). Citation: Why is it so important. Mendeley Journal, 67(2), 81-95

Mitchell, J.A. (2017). Citation: Why is it so important. Mendeley Journal, 67(2), 81-95. Retrieved from https://www.mendeley.com/reference-management/reference-manager

* + 1. *How to Cite a Newspaper Articles in Print or Online in APA Format*: The basic structure is as follows:

Author surname, initial(s). (Year, Month Day). Title. Title of Newspaper, column/section, p. or pp. Retrieved from URL\*

\*\*Only include if the article is online.

Note: the date includes the year, month and date.

Newspaper Articles Example:

Mitchell, J.A. (2017). Changes to citation formats shake the research world. The Mendeley Telegraph, Research News, pp.9. Retrieved from https://www.mendeley.com/reference-management/reference-manager.

* + 1. *How to Cite Magazine Articles in Print or Online in APA Format*:

Author surname, initial(s). (Year, month day). Title. Title of the Magazine, pp.

Magazine Article Example:

Mitchell, J.A. (2017). How citation changed the research world. The Mendeley, pp. 26-28

* + 1. *How to Cite Non-Print Material in APA Format*:

1. How to Cite an Image in APA Format

Image Example:

Millais, J.E. (1851-1852). Ophelia [painting]. Retrieved from www.tate.org.uk/art/artworks/millais-ophelia-n01506.

1. How to Cite a Film in APA Format

Producer surname, initial (Producer), & Director surname, initial (Director). (Year of Release). Title of film [Motion Picture]. Country of Origin: Studio.

Film Example:

Hitchcock, A. (Producer), & Hitchcock, A. (1954) Rear window. United States of America: Paramount Pictures.

1. How to Cite a TV Programme in APA Format

Writer surname, initial(s) (Writer), & Director surname, initial(s) (Director). (Year of Release). Episode title [Television series episode]. In Executive producer surname, initial(s) (Executive Producer), TV series name. City, State of original channel: Network, Studio or Distributor.

TV Programme Example:

Catlin, M., and Walley-Beckett, Moire (Writers), & Johnson, R (Director). (2010). Fly [Television series episode]. In Schnauz, T. (Executive Producer). Breaking bad. Culver City, CA: Sony Pictures Television.

1. How to Cite a Song in APA Format

Song Example:

Beyonce, Diplo, MNEK, Koenig, E., Haynie, E., Tillman, J., and Rhoden, S.M. (2016) Hold up [Recorded by Beyonce]. On Lemonade [visual album]. New York, NY: Parkwood Records (August 16).

1. How to Cite a Website in APA Format

Author surname, initial(s). (Year, month day). Title. Retrieved from URL

Website example:

Mitchell, J.A. (2017, May 21). How and when to reference. Retrieved from https://www.howandwhentoreference.com.

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