

GUIDELINES FOR PAPER

Please use the below checklist to ensure that the paper meets all the requirements for publication.

- Full paper should not exceed 4500 words / 12 pages;
- The abstract in the paper should be as per the template;
- All text in Times New Roman, single spaced;
- Do not insert page numbers;
- Section headings are to be numbered sequentially, bold, upper case, 14 point, left justified;
- Secondary headings are to be numbered sequentially, bold, sentence case, 12 point, left justified;
- Normal text 12 point, fully justified;
- Line spacing before and after a heading should be 12 point and 6 point respectively;
- Line spacing between consecutive paragraphs in the same section should be 6 point;
- Figures, tables and charts are to be included within the body of the paper and numbered sequentially and centered;
- The word Table/Figure followed by the number should be in bold and the title in normal text, sentence case, centered;
Example: **Table 1** Guidelines for the BAI Conference
- No punctuation is required between the number and the title;
- Place table titles at the top of each table and figure captions below each figure;
- Figures, text or tables are not to be colored or shaded;
- Tables or figures must not break across two pages;
- The smallest font size in the table should be 10;
- Figures and diagrams should have a resolution of at least 600 dpi;
- Endnotes are optional and to be included before the reference section. Use standard guidelines for referencing endnote. Do not use footnotes;
- Use the equation editor of MS Word with standard settings. Equations should be centered, and equation numbers should only appear to the right of the last line of the equation, in parentheses;
- References should be in APA style 6th edition. (The following link can be used for guidelines - <http://www.bibme.org/citation-guide/apa/>);
- References citations within the text should be shown by giving the author's last name followed by a comma and year of publication all in round brackets, e.g. (Fox, 1994);
- Summary and acknowledgments are optional;
- Paper has to be thoroughly checked for grammar and spelling. It should be proofread before submission.