**TITLE OF ARTICLE (Times New Roman, font size 14, Bold, Centred)**

**Author’s Name 1 (Times New Roman, font size 11, Bold)**

Institution (Times New Roman, font size 10)

Email (Times New Roman, font size 10)

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**Author’s Name 3 (Arial, font size 11, Bold)**

Institution (Times New Roman, font size 10)

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# ABSTRACT (Times New Roman, font size 12, Bold)

Abstracts should be written concisely and clearly (in English, the official language of the event) and in not more than 300 words. It must summarise the major aspects of the entire paper in a prescribed sequence that includes: 1) the overall purpose of the study and the research problem(s) investigated; 2) the basic design of the study; 3) major findings or analysis; and, 4) a brief summary of interpretations and conclusions. The use of abbreviation in the abstract is also not permitted. The abstract must end with a concluding statement. Generally, the manuscript must relate to the field of open and distance learning. All text should be single-spaced. The keywords used to identify the article are limited from 3 to 6. (Times New Roman, font size 11)

**Keywords**: Open and Distance Learning, Technology, Online, Collaboration, Innovative Pedagogy (Times New Roman, font size 11, Italic)

# INTRODUCTION (Style “Heading 1” — Times New Roman, 12 pt, Bold)

These are the formatting requirements for the papers that will be published. Your paper must conform to these guidelines so that we can have uniform appearing book. Time between submission of the final copy and submitting them to the publisher is short, so submitting your paper following these guidelines is necessary for ensuring your paper’s inclusion in the book. It is recommended that you use the MS Word styles in this document as a template for your document. (Body Text: Times New Roman, font size 11)

LITERATURE REVIEW (Style “Heading 1”)

The references related to all citations appearing in the article must be listed at the end of the article using the American Psychological Association (APA) Guidelines (refer the APA Publication Manual). In addition, authors must also adhere to the APA standards and guidelines on plagiarism, and on quoting the work of others (including authors’ own work). Authors are also reminded that paraphrasing someone’s original work is not permitted if the original work is not properly credited. This section should lead towards the formulation of the research objective(s). (Body Text: Times New Roman, font size 11)

FINDINGS AND DISCUSSION (Style “Heading 1”)

This section can be presented as a single section or as two separate sections: (i) Findings, and (2) Discussion. The article must consist of all the sections shown in this template. The article must also be prepared based on the Editorial Style Guide incorporated in this template. The authors however may use special heading and sub-headings where appropriate. (Body Text: Times New Roman, font size 11)

## Findings (Style “Heading 2” — Times New Roman, 11 pt, Bold)

The initial paragraph following a header is in style “Body Text.” Use Times New Roman 11 point. “Full justify” paragraph text, i.e., left and right justify. Do not indent or leave a blank line following headings. The margins for your entire paper should be 1 inch on all four sides, using A4 paper.

Subsequent paragraphs are in style “Body Text First Indent.” Do not leave blank lines between paragraphs. Indent the first line of each paragraph 0.5 inches from the left margin.

DO NOT use page numbers, running heads, or footnotes. Leave one line before each section header. This will be accomplished automatically if you used the MS Word styles in this document. Do not use more than three levels of headers.

Figures and Tables

All figures and tables must be referred to in your text (see Table 1). Colour figures may be included, but they will be printed in the book in black and white, so please be sure that they will – appear acceptable without colour (see Figure 1). All figures and tables should be centred. Table captions are underlined, aligned, and centred abovethe table. Figure captions are centred and placed belowthe figure. The use of diagrams (in black and white) must be depicted with good quality images or drawings. The text or numbers in the diagram should use the Times New Roman font, size 10.

Table 1: An example of a table (Times New Roman, font size 10, underlined)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Heading 1 | Heading 2 | Heading 3 |
| Row 1 | Cell 1 | Cell 2 | Cell 3 |
| Row 2 | Cell 4 | Cell 5 | Cell 6 |

ABC

Figure 1: The ABC Logo (Times New Roman, font size 10)

## Discussion (Style “Heading 2”)

The discussion of the findings must be directed towards answering the research questions. A good deliberation of the findings will improve the quality of the paper. Authors should review their article to ensure that the research objectives (and/or questions) are discussed in a clear and orderly manner. This section should highlight the contribution of the article to the field of study.

**CONCLUSION (Style “Heading 1”)**

The final section must summarise the research objectives, method, and findings to highlight the contribution of the article to the field of study. It must be written in a single paragraph and in a succinct manner.

**ACKNOWLEDGEMENT (Style “Heading 1”)**

If you would like to make acknowledgments in your paper, please do so before the reference section, “full justify” your text, and do not indent the first line of the acknowledgments. (Body Text: Times New Roman, font size 11)

# REFERENCES (Style “Heading 1”)

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Author, A. A., & Author, B. B. (Year, Month date). Title of paper. In A. Editor, B. Editor, & C. Editor. Title of Published Proceedings. Paper presented at Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Location: Publisher.

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