

Format for the Synopsis of PhD Proposal/ Working Paper for the ICBM 2021 International Conference on Business and Management

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Abstract - These instructions give you basic guidelines for preparing synopsis of PhD Proposal/ Working Paper for the ICBM 2021. If you choose to submit a proposal/ synopsis, the word count must be within 1000 words (excluding references, figures, and any other relevant illustrations); This document is a template for Microsoft Word. In your proposal/ synopsis, the permissible word count for the abstract is 200 – 250. Please include appropriate key words in your abstract, in alphabetical order, separated by commas.

Keywords - **Fonts, formatting, margins**

I. INTRODUCTION

Write an introduction that is relevant to your research topic and gives the reader a preliminary idea about what you are going to discuss in the remaining part of your work. Mention the research question/problem statement and research objectives of your PhD proposal/ working paper; clearly define the relevance of the research question to the theme of the conference.

II. LITERATURE REVIEW

All synopses must have a review of the relevant literature that helps to identify the research gap your academic work is trying to address.

III. METHODOLOGY

All synopses must be submitted electronically in pdf format. Prepare your synopsis using a A4 page size of 210 mm × 297 mm (8.27" × 11.69").

1) *Type sizes and typefaces*: The best results will be obtained if your computer word processor has several type sizes. Try to follow the type sizes specified in Table I as best as you can. Use 14 point bold, capital letters for the title, 12 point Roman (normal) characters for author names and 10 point Roman characters for the main text and author's affiliations.

2) *Format*: In formatting your page, set top margin to 25 mm (1") and bottom margin to 31 mm (1 1/4"). Left and right margins should be 19 mm (3/4"). Use a single-column format. Use automatic hyphenation and check spelling. All figures, tables, and equations must be included *in-line* with the text. Do not use links to external files.

IV. EXPECTED OUTCOME

A. Figures and Tables

Graphics should be in TIFF, 600 dpi (1 bit/sample) for line art (graphics, charts, drawings or tables) and 220 dpi for photos and gray scale images

Figure captions should be below the figures; table names and table captions should be above the tables. Use the abbreviation "Fig." even at the beginning of a sentence.

Figure labels should be legible, approximately 10-point type.

TABLE I TYPE SIZES FOR CAMERA-READY PAPERS			
Type Size (pts)	Appearance		
	Regular	Bold	Italic
7	Table captions ^a		
8	Section titles, tables, table names ^a , first letters in table captions ^a , table superscripts, figure captions, text subscripts and superscripts, references, footnotes		
9		Abstract	
10	Authors' affiliations, main text, equations, first letter in section titles ^a , first letter in table names ^a		Subheading
12	Authors' names		
14		Paper title	

^aCapital letters

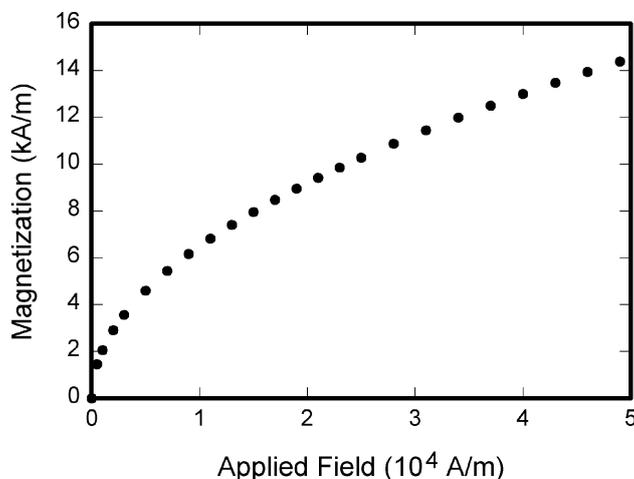


Fig. 1. Magnetization as a function of applied field.
Note how the caption is centered in the column.

B. References

Number citations consecutively in square brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows”

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the page in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes (see Table I).

Please note that the references at the end of this document are in the preferred referencing style. Give all authors' names; do not use “*et al.*” unless there are six authors or more. Use a space after authors' initials. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, ac, dc, and rms do not have to be defined. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable.

D. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Use a long dash rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence, as in

$$A + B = C. \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize variables (*T* might refer to temperature, but *T* is the unit tesla). Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is”

VI. INDICATION OF RESEARCH CONTRIBUTION

In this section, indicate probable contribution(s) your research work might make in the field of academia, policymaking, and/or the industry at both macro or micro level.

REFERENCES

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APPENDIX

If necessary, you can add appendix at the end of your paper. Any kind of relevant illustrations or information can be included here. Please note that this part is optional.