**Extended Abstract Submission Guideline**

**Extended Abstract**

Extended abstracts must contain all relevant aspects and information of a regular research in a form that is shorter than the full paper, however, more detailed than an abstract. It should clearly specify the theoretical and empirical gaps that the researcher is addressing. It should be written in English with Arial font, single line spacing and 11 font size and can contain figures, tables, or images. It should not exceed 2500 words excluding the references.

The extended abstract should comprise of the following in the order listed:

* Title
* Author(s)
* Affiliations
* Introduction (should include problem studied, aim and objective of study)
* Main Body Text (including a concise review of literature, methodology, findings, discussions, conclusion and recommendation sections)
* References

**Title**

(Title should be in 14 font size, Arial font style, **Bold**, Initial caps, and Centered. Leave a blank line after the title and after the authors' names)

**Author 1 first name and surname\*1, Author 2 first name and surname2, etc. (indicate all authors)**

1Author’s Affiliation (Contact Address)

2Author’s Affiliation (Contact Address)

\*Corresponding author’s email address

(All the author affiliation information should be in 11 font size, Arial font style, and Centered. Use asterisk to indicate the corresponding author)

**Title/Authors**

Include a brief, informative title for the extended abstract. The title must be prepared in the appropriate style (Initial Caps, 14-pt. Arial, centered). Immediately beneath your title, type the last name with initials of the author(s) in Arial 11-pt., bold type, centred. Below the names of the author(s), indicate the affiliation(s) of the author(s) and complete mailing address(es) in regular body text in 11-pt font.

**Introduction**

Your extended abstract's introduction should describe the type of research gaps you are addressing and the purpose of your study. It should outline the work's relevance and historical context, point out related works, and explain how your work relates to or differs from it. You should also discuss the scope and limitations of your study in the introduction.

**Body**

The methods, results, discussion, and recommendations for further study should all be included in the extended abstract's body, which should come after the introduction. The methodology section needs to be sufficiently detailed so the reader can understand what was done. References to methodology are appropriate. The findings and discussion sections may be combined. You may use as many first-, second-, and third-level headings as necessary in the extended abstract's body.

**References**

References quoted in the text should give the author's/authors' name and date of publication, e.g. Grandjean (1988). Where references are quoted within brackets, the date should be separated by a comma (e.g. Grandjean, 1988). Where a paper has only one or two authors, the names of all authors should be referenced in the text (e.g. Megaw and Smith, 2001). Where a paper is written by more than two authors, the first name should be used, followed by et al. in italics (e.g. Salvendy et al., 2000). For the full reference, all authors' names should be given. Please use initials for first names. The full source title should be used; journal and book titles should be italicised. Volume numbers for journals should be in bold. Page numbers, where appropriate, should appear at the end of the reference. References should appear in alphabetical order, and where more than one paper by an author is referenced, these should be in ascending year of publication. Two or more publications by the same author(s) in one year should be distinguished by (a), (b) etc. Do not leave a blank line between references. References should be fully justified. Please indent the second and later lines of the references by 10mm (refer to sample reference list).

**Line Spacing**

Line spacing should be single (0 before and 0 after), except for already predefined styles; leave 1 line space between headings and body text, body text and next heading; and between paragraphs.

**Tables**

All table must have a caption centred above them; leave one blank line before the caption. Captions should be in bold (11 points) and should not be finished with a full stop. Text in the tables should be 11 point and should be left justified. Tables should be centred to the main body of the text. For some complex tables other styles may be appropriate; this is left to the author's discretion. However, vertical lines should only be used when necessary for clarity. DO NOT place them at the end of your extended abstract. For improved readability, keep your tables as simple as possible. Any explanations of table data should immediately follow the table and be formatted as plain body text. DO NOT include table explanations within tables. Notations and references, such as superscript letters and number notations, are acceptable within the table and a legend describing notations should follow directly beneath the table.

**Figures**

Figures include charts, graphs, and drawings A figure must have a number (e.g., Figure 1) and a caption centred below it; captions should be 11 point bold. Any text in the illustration must be at least 3mm high. Please use line drawings where possible, as a good line drawing usually conveys information more effectively than a poorly reproduced photograph. If hatching is used, please use light rather than dark hatching. If shading has to be used, please use shading of 20% or 25% (and not more than 25%); but bear in mind that hatching reproduces more effectively than shading.

**Acknowledgements**

If you wish you can acknowledge the individuals that contributed to the research in the paper or to funding sources.

**Sample reference list**

Gustafsson, E., Thomee, S., Grimby, Ekman, A., and Hagberg, M., 2017, Texting on mobile phones and musculoskeletal disorders in young adults: A fine year cohort study, Applied Ergonomics, 58, 208-214.

Kroemer, K.H.E. and Grandjean, E. 1997, Fitting the Task to the Human: An Ergonomic Approach, Fifth Edition, Taylor and Francis, London