

# Paper Submission Guidelines

Submit your paper to [papers@tomedia.org](mailto:papers@tomedia.org)

Registered Participants are kindly invited to submit full text papers giving a description of their research, including results, tables, figures, and references. Full text papers (Word.doc) will be accepted only by email. All submitted papers should articulate original, unpublished research results, experimental or theoretical. Papers submitted to the Conference should meet these criteria and must not be under consideration for publication elsewhere. Manuscripts must follow the style of the Conference and will undergo both peer review and editing. All 'others work' you have included in your paper must incorporate in-text citation.

## 1. Submission Format

### Manuscript Format

- MS Word, **single-spaced**
- **Font:** Times New Roman, 11 point
- **Text** should be justified, except for the article title and block quotations
- **Quotations** longer than four lines should appear as blocked quotations, single-spaced, italicized and indented six spaces from the left hand margin.
- **Subheadings** should be bolded and placed at the left hand margin, one double space below the previous section.
- **Page limit: 7 pages** (maximum) including endnotes, all figures, tables, References and appendixes
- **Tables** or charts must be in MS Excel compatible format
- **Tables**, charts or images may be inserted in the text document
- **Electronic images** must be 300 dpi resolutions if they are to be included at full size
- **Bibliographic References** must appear at the **end** of the manuscript, NOT as footnotes on each page;
- **Endnotes** are recommended (Manual is recommended)
- **Endnotes** must be single-spaced, with one double space between each note

### Reference Style

The **reference list** should appear at the end of your **paper**. Please include references of all materials you have cited in your **paper**. **Harvard-style** referencing should be used throughout the paper. That is, author(s) last name, First name(s) and year of publication, followed by the source and the publisher. References should be listed in alphabetical order and all lines other than the first line should be indented.

## Examples:

Bhagwati, Jagdish. 1998. *The Capital Myth: The Difference between Trade in Widgets and Dollars* "Foreign Affairs, vol. 77, no. 3, May-June, pp. 3-10.

Kindleberger, Charles. 1978. *Manias, Panics and Crashes: A History of Financial Crises*. New York: Basic Books.

## **2. Review Process**

All manuscripts are subject to review and are expected to meet standards of academic excellence. Manuscripts will be reviewed by peer-reviewers, whose identities will remain anonymous to the authors.

Based on the reviewer's comments, the organizing committee will take one of the following decisions:

- Accept without revisions
- Accept upon addressing the recommended modifications
- Reject the paper

## **3. Article Structure**

This structure is not mandatory, and you can incorporate your own structure depending on your research and method you have used. However, there should be an abstract, introduction, outcome of your research, and conclusion.

### **Abstract**

The manuscript should contain an abstract. The abstract should be self-contained and citation-free and should not exceed 225 words.

### **Introduction**

State the objectives of the work and provide an adequate background, avoiding a detailed literature review or a summary of the results.

### **Method and Materials**

Provide sufficient details about the method you used to reach the conclusion. Materials already published should be indicated by a reference: only relevant modifications should be described.

### **Results**

Results should be clear and concise.

## Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

## Conclusions

The main conclusions of the study must be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

## Acknowledgments

All acknowledgments (if any) should be included at the very end of the paper before the references and may include supporting grants, presentations, and so forth.

## Reference List

Should be prepared using Harvard-style according to the instructions mentioned in the 'Submission Format'.

## End Notes, Tables, Appendixes

Tables should be cited consecutively in the text. Every table must have a descriptive title and if numerical measurements are given, the units should be included in the column heading. Vertical rules should not be used.

## 5. Submission Process:

A separate cover sheet indicating authorship, academic or professional affiliation, and both a current mailing and e-mail address should be included. **Articles should NOT be under consideration by any other publication at the time of submission.** Time required for review will generally depend upon the article's topic; a general rule of thumb is 3-6 months, but more time may be required for submissions of an esoteric nature. All foreign words and phrases must be transliterated according to the Library of Congress system—diacritical marks will not be reproduced, and should not be included.

Submit your paper to [papers@tomedia.org](mailto:papers@tomedia.org)

### Sample Declaration:

#### Declaration

*I do hereby declare that the paper titled .....is original and the research results has not been published previously in the same form elsewhere. It will not be submitted anywhere else for publication.*

*Author's name*