**Titles Must Be Written Using This Format, in Title Case, and Under Fifteen Words Long**

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**Abstract**

Your abstract must be written in a single paragraph. It should be between 250 – 300 words long and should highlight each major part of the full paper. It should NOT be an excerpt of the full paper. Among other things, it should contain (1) the purpose of the research/problem statement/research objectives; (2) methods used – scope, population and sampling procedures, sample size, duration of the study; (3) major findings; (4) conclusion/implication. The abstract should stand on its own without references to outside sources or to the main paper. Please ensure that the abstract has been proofread and does not contain any spelling, grammatical or more importantly, scientific errors. Keywords should be written in the format shown below.

*Keywords:* IJLLCE, Submission Format, Style Guide, (not more than seven keywords allowed)

**Introduction**

You can use this template as a starting point to write your paper by copying and then pasting your own text into this document. If you are using MS Word, make sure you match the destination formatting when pasting.

**Title**

Type the title in bold type, single-spaced, and centred across the top of the first page, in 14 point Times New Roman, as illustrated above. Use APA-approved title case and try not to exceed 15 words.

**Authors**

The author(s), affiliation(s), mailing address(es), and e-mail addresses should be single spaced and centred on the line below the title, in 12-point Times New Roman, as illustrated above. One line space should be used to separate author(s) from the paper title. Please do not include honorifics or rank such as Sir, Dr, Professor, etc. If authors are from separate institutions, link each individual to his/her respective institution using superscripts as shown above. The corresponding author’s name should be linked to his/her email using a superscripted asterisk.

**Content of Writing**

Your writing should be organized in the following manner; introduction, purpose of the study, objectives/research questions, theoretical framework, methodology (which includes your respondents and how the research was carried out), literature review, findings, discussion, limitations, recommendation and conclusion. Figure 1 below illustrates the suggested outline of the paper.



*Figure 1.* This is a diagram showing the suggested structure and how first-level and second-level headings should be written.

**Headings**

First-level headings should be centred, boldface and title case in 12-point Times New Roman as illustrated above. At least two lines space should separate headings from the body text.

**Second-Level Headings**

Second-level headings should be left-aligned, boldface and title case. At least one line space should separate headings from the body text.

**Third-level headings.** The third-level headings should be indented, boldface, sentence case with a period. Text follows immediately after the period.

***Fourth-level headings.*** The fourth-level headings should be indented, italicized, sentence case with a period. Text follows immediately after the period.

**Main Text, Tables and Figures**

All paragraph bodies should be indented (about five characters), justified, single-spaced, and use 12 point Times New Roman throughout. Figures and tables should be placed as near as possible to the paragraph in which they are being cited. All tables and figures should be embedded into the file and sized appropriately. All photographs should be sampled at 300 dpi (dots per inch). Keep in mind that web graphics are typically sampled at 72 dpi. Photographs must be properly sized and positioned in the body of the paper.

Please refer APA Format for the labelling of tables and figures. Tables are normally used to present data gained from the research. For example:

Table 1

*Percentage Distribution*

|  |  |  |  |
| --- | --- | --- | --- |
| Profile Factors | Particulars | f | % |
| Sex | MaleFemale | 1145 | 19.6480.36 |
| Civil status | SingleMarried | 254 | 3.5796.43 |
| Age | 21-30 years31-40 years41-50 years | 143012 | 25.0053.5721.43 |
| Length of Teaching Experience | 1-5 years6-10 years11-15 years16 years and above | 311933 | 5.3619.6416.0758.93 |

Table 2

*Teachers’ Average Performance*

|  |  |  |  |
| --- | --- | --- | --- |
| Ratings | 1991-92 | 1992-93 | 1993-94 |
| Very Satisfactory | 15 | 16 | 16 |
| Satisfactory | 41 | 40 | 40 |
| Weighted Mean | 2.73(S) | 2.71(S) | 2.71(S) |

Non-tabular data **gained** from **the research, must be labelled as figures. For example:**

|  |  |  |
| --- | --- | --- |
| **Phases** | **Activities** | **Weeks (1-15)** |
| **I** | The students were informed....... | 1 |
| **II** | The students in the control..... | 2 – 3 |

*Figure 2.* The Experimental Process

**Paper Size**

The paper size should be A4 (i.e. 21.0 centimetres [8.27 inches] by 29.69 centimetres [11.69 inches]) and the margins should be set to MS Word's default: top and bottom 2.54 centimetres (1.00 inches), right and left 3.17 centimetres (1.25 inches). Papers that deviate from these instructions may not be published.

**Length Limit**

Papers should not exceed 15 pages long. There will be a charge of US35.00 for every additional page. For authors who choose to submit only an abstract instead of a full paper, a limit of 300 words will be imposed to the abstract.

**Citation**

Please avoid over-generalizing. The journal/proceedings follows the referencing format from the American Psychology Association. Most notably, the use of footnotes and endnotes are discouraged.

**Conclusion**

Please submit the paper within the stipulated time. Presenters may opt to NOT to publish their papers in the conference proceedings. In this case, please inform the secretariat early and clearly of your intentions to avoid any issues after the publication of the proceedings.

**References**

Hung, T. W., A Data Mining Case Study in the Underwear Industry for CRM Applications, *Proceedings of the 2006 International Conference on Business and Information*, CD-Format, Singapore, July 12-14, 2006.

Lo, S. K., Wang, C. C. and Fang, W. 2005. Physical Interpersonal Relationships and Social Anxiety among Online Game Players”, *CyberPsychology and Behavior*, 8 (1), 15-20.

Schierholz, R., Glissmann, S., Kolbe, L. M., and Brenner, W. 2006. Don’t call us, we’ll call you – Performance Measurement in Multi-Channel Environments, *Journal of Information Science and Technology*, 3 (2), 44-61.

Yu, C. S. and Lin, Y. W., Differentiating Strategy of online banking Service Quality, *Proceedings of the 7th Annual Global Information Technology Management Association World Conference*, CD-Format, Orlando, Florida, USA, June 11-13 2006.

**Appendix**

Appendices should immediately come after the references, if any.