The Asia Pacific Institute for Events Management Conferences

Guidelines for Authors

Introduction

Thank you for submitting a paper for an APIEM conference. Our conferences have been designed to enable us to contribute to the body of knowledge in events and MICE management - your paper will be an important part of this.

Please follow the information in this document in order to submit your conference paper for review.

The Target Audience

The target audience for the APIEM conferences comprise:

- Academic researchers and faculty/lecturers who research and teach in the fields of events management, MICE, leisure, tourism and hospitality with an interest in the Asia Pacific events management/MICE industry
- Events management/MICE professionals who work for public and private sector organisations that are involved with the management and development of the events management/MICE industry
- Undergraduate, postgraduate and PhD scholars who are studying programs in events management/MICE

Contacting the APIEM Conferences Scientific Review Committee

For all questions about your abstract and the submission of your conference paper please write to apiem.ems@gmail.com

Abstract and Paper Submission

Please submit your abstract and your paper to apiem.ems@gmail.com

Preparing a Paper for Review – Author Guidelines

To ensure that your paper conforms to APIEM conferences writing protocols please read carefully and follow the requirements that are specified below.

APIEM Conference Paper Template

PAPER TITLE (all caps, 10 pt, bold, centred at most 12 words)
(one blank single space line, 10 pt)

First Author[1], Second Author[2], and Third Author[3], or more (10 pt, bold, centred)
(one blank single space line, 10 point font)

[1]Department, Faculty, University, Address, City, Zip Code, Country (10 pt)
[2]Research Group, Institution, Address, City, Zip Code, Country (10 pt)
(one blank single space line, 10 point font)

E-mail: author@address.com (10 pt)
(one blank single space line, 10 point font)

(one blank single space line, 10 point font)

The abstract is written with Times New Roman font size 10, and single spacing. The abstract should summarize the content of the paper, including the aim of the research, research method, and the results, and the conclusions of the paper. It should not contain any references or displayed equations. The abstract should be no more than 200 words.
(one blank single space line, 10 point font)

Keywords: *up to 5 keywords in English* (9 pt, italics)
(two blank single space line, 10 pt)

1. Introduction (10 pt, bold)
(one blank single space line, 10 pt)

These instructions give you guidelines for preparing papers for **APIEM Conferences**. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. Please use this document as a "template" to prepare your manuscript.

The manuscript is written no more than 8 sheets with Times New Roman font size 10, single-spaced, left and right alligned, on one-sided pages and on A4 paper (210 mm x 297 mm) with the upper margin of 3 cm, lower margin 3 cm, left and right 3 and 3 cm based on odd and even pages. The manuscript including the graphic contents and tables should be between 4 to 8 pages. The **standard English grammar** must be observed. The title of the paper should be brief and informative and it should not exceed 20 words. The keywords are written after the abstract.

The first letter of headings is capitalized and headings are numbered in Arabic numerals. The organization of the manuscript includes Introduction, Methodology, Results and Analysis, Conclusion and References. Acknowledgement (if any) is written after Conclusion and before References and not numbered. The use of subheadings is discouraged.

The use of abbreviation is permitted, but the abbreviation must be written in full and complete when it is mentioned for the first time and it should be written between parentheses. Terms/foreign words or regional words should be written in italics. Notations should be brief and clear and written according to the standardized writing style. Symbols/signs should be clear and distinguishable, such as the use of number 1 and letter l (also number 0 and leter O). This manuscript doesn't allow the use of bullet points or numbering. At the end of this paper both of the colomns should be in balance. You also have to activate widow or orphan control in order to ensure that there are no single line of sentences at the end of the column section.
(one blank single space line, 10 pt)

2. Tables (10 pt, bold)
(one blank single space line, 10 pt)

Tables are written with Times New Roman font size 8. The title of the table is written with font size 8 above the table without blank space. The table is numbered in Arabic numerals. There is one single space line between the table and the paragraph. The table is placed immediately after it is referred to in the text. The frame of the table uses 1 font-size line. If the title in each table column is long and complex, the columns are numbered and the notes are given

below the table.
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TABLE I
UNITS FOR MAGNETIC PROPERTIES

Symbol	Quantity	Conversion from Gaussian and CGS EMU to SI [a]
Φ	magnetic flux	1 Mx $\to 10^{-8}$ Wb = 10^{-8} V·s
B	Magnetic flux density, magnetic induction	1 G $\to 10^{-4}$ T = 10^{-4} Wb/m^2
H	magnetic field strength	1 Oe $\to 10^{3}/(4\pi)$ A/m
M	magnetic moment	1 erg/G = 1 emu $\to 10^{-3}$ A·m^2 = 10^{-3} J/T
M	magnetization	1 erg/(G·cm^3) = 1 emu/cm^3 $\to 10^{3}$ A/m
J	magnetic dipole moment	1 erg/G = 1 emu $\to 4\pi \times 10^{-10}$ Wb·m
J	magnetic polarization	1 erg/(G·cm^3) = 1 emu/cm^3 $\to 4\pi \times 10^{-4}$ T
χ, κ	susceptibility	1 $\to 4\pi$
χ_ρ	mass susceptibility	1 cm^3/g $\to 4\pi \times 10^{-3}$ m^3/kg
μ	permeability	1 $\to 4\pi \times 10^{-7}$ H/m = $4\pi \times 10^{-7}$ Wb/(A·m)
μ_r	relative permeability	$\mu \to \mu_r$
w, W	energy density	1 erg/cm^3 $\to 10^{-1}$ J/m^3

No vertical lines in table. Statements that serve as captions for the entire table do not need footnote letters.
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3.   Graphics Content (10 pt, bold)
(one blank single space line, 10 pt)

Graphic contents are placed symmetrically on the page and there is one blank single space line between the graphic content and the paragpraphs. A graphic content is placed immediately after it is referred to in the body of the text and is numbered in Arabic numerals. Caption for the graphic content is written below it and there is one blank single space line between it and the graphic content. The caption is written in font size 8, and placed as in the example. Between the graphic content with the body of the text there is one blank single space lines. If is more than one line, numbers should be written on the last line. Letters used as mathematical symbols in the text should be written in italics such as x. Equations in the text should be referred to as abbreviations, for example equation(1) or equation(2). Make sure the equation is made with equation function (in M.S. Word) or using LaTex equation form (definitely we do not accept equation put as a picture).
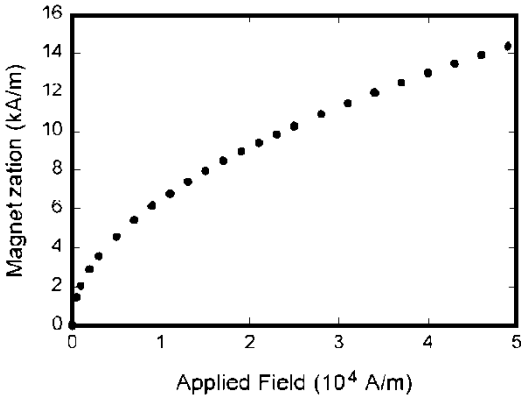
(one blank single space line, 10 pt)
$$A = \pi r^2 \tag{1}$$

The graphic content will be referred to in the paragraph in brackets, please use no capital word, for example (figure 2).

All tables and figures will be processed as images. However, we cannot extract the tables and figures embedded in your document. (The figures and tables you insert in your document are only to help you gauge the size of your paper, for the convenience of the referees, and to make it easy for you to distribute preprints.) Therefore, submit, on separate sheets of paper, enlarged versions of the tables and figures that appear in your document. These are the images that we will scan and publish with your paper.
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Fig. 1. Magnetization as a function of applied field. Note that "Fig." is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption.
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4.   Mathematical Equation (10 pt, bold)
(one blank single space line, 10 pt)

The reaction or mathematical equation should be positioned symmetrically on the column, marked by sequential numbers written on the right corner within brackets. If the writting of equation takes m

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5.   Programming Code (10 pt, bold)
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Programming code must be made in the text box and referenced as an image. Programming code contents are placed symmetrically on the page and there is one blank single space line between the paragraphs. Code program in the text box is written by using Consolas 10 pt in single space. A programming code content is placed immediately

after it is referred to in the body of the text. Caption for the code program content is written below it and there is one blank single space line between it and the code program. The caption is written in font size 8, and placed as in the example. Between the code program with the body of the text there are one blank single space lines.

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```
#include "systemc.h"
```

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6.   Citation (10 pt, bold)
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Citation in the text should be written using APA format.

Reference
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References should be written following the order they appear in the text, using APA Format.

APA Format Guidelines:
https://owl.english.purdue.edu/owl/resource/560/01/
http://www.apastyle.org/

Additional Guidelines for Authors

A good conference paper is just based on one or two main ideas – if you have more than two main ideas then write two papers. Ensure that the paper you write is based on a coherent, logical series of sections that provide a coherent story for the reader.

Your paper for an APIEM conference should be no more than 8 pages in length. Write in the "third" person, do not use "I" or "we". Ensure that your writing style is grammatically correct, with appropriate sentence and paragraph structures, and no spelling or punctuation errors.

Avoid the following:

Title

- Overly clever or titles that are a pun
- Titles that are too short to be descriptive or too long to be read
- Jargon, acronyms in the title

Abstract

- Using the first paragraph of the introduction as an abstract
- Citations in the abstract
- If acronyms are used, spell them out
- Use of the first person
- Use of words such as "new" or "novel"

Citations (references)

- Superfluous citations – citations that are not needed, especially as an opening statement in your paper
- Biased citations – references added or omitted for reasons other than meeting the objectives of the research

- Excessive self-citations

Literature Review

- Just describing the academic literature and the theoretical models you use – be critical of all sources you use, what are their strengths and what are their weaknesses

Method

- Including results in the method section
- Including extraneous details

Research results and discussion

- Presenting research results that are never discussed
- Presenting discussion that does not relate to any of the research results
- Drawing conclusions from research results without logical arguments to back them up
- Making generalisations from the results that cannot be justified given the population sampling of the research

Conclusions

- Don`t repeat background information from the Introduction
- Don`t introduce new evidence or new arguments not found in the results and discussion
- Ensure all the research questions that are set out in the Introduction are addressed