

Manuscript Submission Guidelines

Instructions to authors

Authors are invited to submit full text research manuscript. The manuscript should include an introduction (a description of the research), Materials and methods, results, tables, figures, a discussion or an analysis, conclusion, acknowledgements (if any) and references. Papers must be prepared in MS Word format according to the paper submission guidelines given below and sent via email provided. We highly appreciate the efforts you have made in completing your research manuscript. However, it is essential that your manuscript be submitted in accordance with the guidelines. Following these guidelines ensures that your work aligns with the required standards and facilitates a smooth review and publication process.

Formatting outline

When formatting, your paper must follow the official style guidelines of the Conference which are described below in this document. Each paper will be subject to both peer review and editorial evaluation to ensure quality and compliance with the Conference publication standards.

(Use Microsoft Word 2010 or latest version)

Paper Size: A4

Page limit: 12 pages

Paper title - Times New Roman, 12 points

Text: Font & size: Text – Font & size: Times New Roman 12-point, Indent 1cm first line only, Justified. Spacing 1.15.

- **Format** - MS Word document, space 1.15-spaced, Times New Roman
- **Quotations** longer than four lines should appear as blocked quotations, singled-spaced, italicized and indented six spaces from the left-hand margin.
- **Equation Format**- Equations must be numbered. Use Arabic numbers in parentheses.

E.g. – (1)

- **Sub-headings** - bold and placed at the left-hand margin, Font size 11, and one double- space below the previous section.

- **Tables and charts** - MS Excel compatible format, and may be inserted into the text document, numbered consecutively and captioned.

Paper capacity – less than 700KB

- **Electronic images** - 300 dpi resolutions if they are to be included at full size

- **Acknowledgments** - Acknowledgments (if any) should be included at the very end of the paper before the reference list and may include supporting grants, presentations, and so forth.
- **References** – Use APA style - must appear at the **end** of the paper. Please note that in-text citations and the references list should follow the same reference style.
- **Artificial Intelligence Tools** - If you use any AI tool in the preparation, writing, analysis, or presentation of your paper, it is mandatory to clearly state this within your paper.
- **Appendices** – If there are any appendixes include them after the References
- **Endnotes** - Font size 10, single-spaced, with one double space between each note
- **Page limit** - 12 pages (maximum) including endnotes, figures, tables, References and appendixes

Sample Manuscript Layout

Write the Title/ Topic of Your Paper (in English) here – The title must be brief and meaningful. Heading 1-Times New Roman 12 points, Bold and Centered.

Authors' Names: First Author's name¹; Second Author's Name²; Third Author Name (Times New Roman (TNR)12 points and Centered (Style1)).

¹*First Author's position, place of work /employment/ affiliation: Associate Professor, Department, Faculty, University/Institute, City, Country (In English - TNR 11 points centered, single line spaced (Style 2))*

²*Second Author's position, place of work /employment/ affiliation: Lecturer, Faculty, University/ Institute, City, Country (In English - TNR 11 points centered, single line spaced (Style 2))*

³*Third Author's position, place of work /employment/ affiliation: Student, Faculty, University/ Institute, City, Country (In English - TNR 11 points centered, single line spaced (Style 2))*

Abstract

Place the abstract of your paper here. This template provides formatting specifications. Please follow this template to prepare your paper. Authors are kindly invite to submit their full research papers in the MS Word format (doc. or docx.). Since your Abstract will be published in Canada, ensure you use Canadian English standards (that is neighbour not neighbor, colour not color, centre not center, labour not labor). You must send your Full text papers in MS Word document format to the email provided in the conference website. Maximum page limit is 12 (Letter size) including References list and Appendix. Before sending your paper, proofread carefully to ensure clarity, consistency, and accuracy. Papers submitted must not be under consideration for publication elsewhere. Papers will undergo peer review process before publishing. All 'other people's work' you have included in your paper must incorporate in-text citation and listed in the reference list. Papers must be original and must include unpublished research results. Please note that only the papers presented at the conference will be reviewed and published.

The abstract should be a summary of your research. Format your abstract using Font & size: Times New Roman font, size 11, Italicized, Indent first line only 1cm, spacing 1.15 Justified (Style 3).

Keywords: three to five key words or phrases separated by commas in TNR font size 11, Italicized, Aligned left (Style4).

1. Introduction (Heading 2 - TNR 12 point, bold, aligned left)

Give a brief introduction about your research and explain its significance. Then clearly state the objectives of the study or the research question you aim to address. Provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Text – Font & size: TNR 12-point (Style5), Indent 1cm first line only, Justified. Spacing 1.15. Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15(Style5).

2. Body and Length of the Paper

The length of your paper must be 12 Letter size pages. That is, maximum page limit is 12 Letter size pages.

The structure of the paper must be organized according to your research; however, may include Introduction, Methods, Results, and Conclusion. Make sure to cite all other people's work in the Text (in text citation) and then add to the Reference List. Use the APA style (American Psychological Association, 2024) for in text citation and for the reference list. More details about APA style are given in the Reference section of this template.

Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15. Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15 (Style5).

2.1 Quotations

Quotations less than 4 lines must appear in the sentence *italicized*, with quotation marks followed by the citation in parenthesis. Quotations that are longer than 4 lines must appear as blocked quotations, singled spaced, *italicized*, and indented 4cm (tabs) from the left-hand margin.

Begin or introduce the quotation with a colon:

“Quotations must not longer than 4 – 10 lines and must appear as blocked quotations, singled-spaced, italicized, and indented 4 tabs from the left-hand margin (Style6). Quotations must not longer than 4 – 10 lines and must appear as blocked quotations, singled-spaced, italicized, and indented 4 tabs from the left-hand margin. Quotations must not longer than 4 – 10 lines and must appear as blocked quotations, singled-spaced, italicized, and indented 4 tabs from the left-hand margin.” (Reference or cite the source)

2.2 Abbreviations and Acronyms

You must define when Abbreviations and Acronyms when you use them for the first time in the text. Avoid using abbreviations in the title of your paper unless they are recognized without define them.

2.3 Foreign Language

All foreign words and phrases must be italicized and incorporated with quotation marks followed by the English translation in parenthesis. For example: “*Namaste*” (“I bow to you”)

3. Method and Materials

Provide sufficient details about the methodology or approach you used in this study/research to reach the conclusion. You may include details about data collection, analysis techniques, experimental design, etc. in this section. Materials already published should be cited in APA Style¹ and indicated in the reference list: only relevant modifications should be described.

4. Subtitles (Subtitle1- TNR 12 point)

Subtitles can be second level or third level.

4.1 Subtitle second level (Subtitle 2 - TNR 12 point) –

4.1.1 or you may use Roman numerals (i), (ii) Subtitle third level. (Subtitle 2 - TNR 12 point)

Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15 (Style5). Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15. Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15.

5. Results and Discussion

Results should be clear and concise. This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Provide relevant data or evidence to support your claims/statements. Avoid extensive citations and discussion of published literature.

5.1 Tables: - Tables must be numbered and their references must show immediately after the Table (TNR 11 point)

Table 1 - Description of the Table

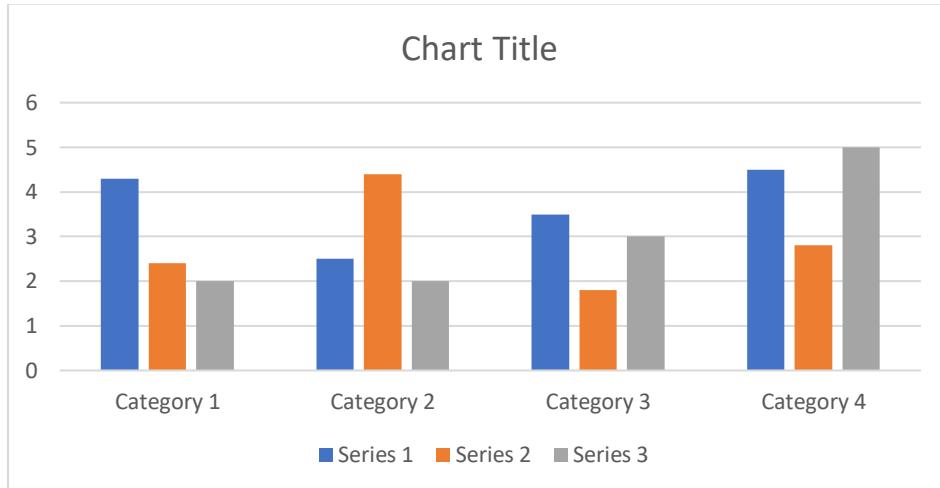
| TNR 11 point, bold |
|---------------------------|---------------------------|---------------------------|---------------------------|
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¹ American Psychological Association Reference Style 7th edition

Source: MS Word Template (TNR 10 point, Italicized)

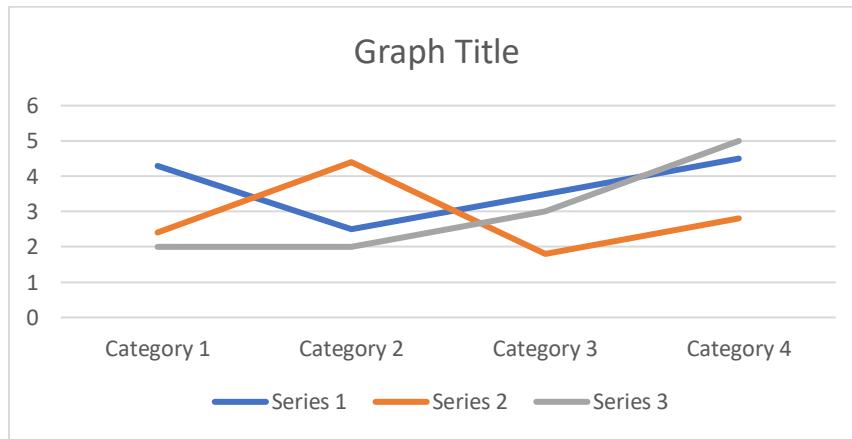
5.2 Charts and Graphs: - The graphs must be numbered, and their references must show immediately after the Table (TNR 10 point)

Figure 1: Description of the Graph / Figure (TNR 11 point)



Source: MS Word Template (TNR 10 point, Italicized)

Figure 2: Description of the Graph / Figure (TNR 11 point)



Source: MS Word Template (TNR 10 point, Italicized)

5.3 Images: - Images must be described and numbered (TNR 11 point).

Maximum Resolution - 72dpi
Pixel dimensions 144 × 1911200 × 1500

Image 1: Description of the Image (TNR 11 point)



Source: MS Word Icons (TNR 10 point, Italicized)

Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15. Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15. Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15. Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15

6. Conclusion

The main conclusion of the study must be presented here. The conclusion must be an evaluation of the results of your research and must be precise. If your research has any recommendation, place them in a difference section. The conclusion may stand alone and must be different from the Discussion of the Results. However, you may discuss the implications of your findings and their significance in relation to the broader field of study. There may be more than one conclusion depending on your research.

Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15 (Style5). Text – Font & size: TNR 12-point, Indent 1cm first line only, Justified. Spacing 1.15 (Style5).

7. Recommendations (Optional)

If your research has any recommendation, place them in here. Recommendations are not mandatory. If there are any future research suggestions or proposal consequence to your research, you can mention them under recommendations.

8. Acknowledgments (Optional)

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

9. Endnotes and Footnotes

Please avoid using endnotes and footnotes unless they are absolutely necessary. Instead, you may incorporate the footnote information into the text. If using², they should be numbered and superscripted clearly (Go to References – insert - footnote) and place them at the bottom of the page³ where it has been cited. Use TNR, Font size 10. Do not include items in the references list as Endnotes.

10. References/ Reference List

The Reference list must be in a new page. The authors are responsible for the accuracy of the citations. Please include references to all materials you have cited in your paper using the **American Psychological Association Reference Style (APA style)**. Please note that in-text citations and the reference list should follow the same reference style. The **References** must appear at the end of your paper, but before Appendix. References should be listed in alphabetical order and all lines other than the first line should be indented (hanging indent). You can use MS Word Template or any citation machine to build your reference list.

Artificial Intelligence Tools - It is mandatory to clearly state that you use any **AI tool** in the preparation, writing, analysis, or presentation of your paper within your manuscript. The use of artificial intelligence tools must be transparently disclosed to ensure academic integrity and to inform reviewers and readers of the methods involved in your research process. Please include an explicit statement detailing which AI tools were employed and for what purpose within the appropriate section of your paper.

In-text citations: All in-text citations must follow the APA Reference Style. **E.g.:** (American Psychological Association, 2024)

Examples: Reference list. The below reference list was prepared using the MS Word template.

² Footnotes: Font TNR size 10

³ Bottom of the page where it is cited.

References

American Psychological Association. (2024, March 13). Retrieved March 13, 2024, from APA Style: <https://apastyle.apa.org/>

APA references examples. (2023, November). Retrieved from APA Style: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

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Paper Submission Guidelines. (2024). Retrieved from 8th Canadian International Conference on Education, Teaching and Technology 2024: <https://educationconference.info/wp-content/uploads/2023/01/Paper-Submission-format-.pdf>

University of Alberta Library . (2024, February 9). Retrieved from University of Alberta: <https://guides.library.ualberta.ca/apa-citation-style>

Writing Tips. (2024, 02 12). Retrieved from Government of Canada: <https://www.noslangues-ourlanguages.gc.ca/en/writing-tips-plus/index-eng>

Declaration

I, (corresponding author) do hereby declare that the paper titled "(Title of the Paper)" is original, and the research results have not been previously published in the same form in any other publication. Furthermore, I affirm that this paper will not be submitted elsewhere for publication.

Additionally, I confirm that all contributors, including co-authors (list names or roles), have provided written consent for the publication of this paper as stated.

I acknowledge that Unique Conferences Canada will publish this paper as part of the conference publications, provided that all submission guidelines and ethical standards outlined by Unique Conferences Canada and International Multidisciplinary Research Journal are met.

Corresponding Author's Signature

(Your Full Name) (Date)