Conference Paper Template and Instructions

**Paper Title Centred (It should reflect focus of paper in 10–15 words, use sentence case (capitalize only first letter of first word and proper nouns)**

**A. B. First-author1, \*C. D. second-author2, and E. F. Nth-authorn**

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ABSTRACT

*Your paper must contain an abstract of about 100 to 250 words in one paragraph. The abstract should be a precise summary of the background and objective of the study/research. It should contain a brief description of the methods or approaches used in the research, the Results/key findings and a brief conclusion or significance of the results, the contribution to knowledge and recommendations for further work as appropriate. The font size for your abstract is 11 point while the rest of the document should be 12 point. References should not be cited in your abstract and the use of footnote is strongly discouraged. The abstract should be followed by a maximum of 5-6 keywords paraphrased in alphabetic order.*

Keywords: Climate Change Mitigation, Energy Conservation, Erosion Control, Sustainable Agriculture, Flood Control and Water Table.

1. INTRODUCTION

**Instruction:** Here should contain a brief introduction of the subject area. Then it should clearly explain the nature of the problem, previous work, the gaps, purpose, and contribution of the paper. Use Times New Roman font throughout, font size 12 point. Provide a clear introduction to the research question/issue or topic being addressed. Present a brief overview of relevant studies or initiatives.

Clearly define the problem or research gap your paper addresses. Avoid generalizations; focus on specific issues. Clearly state the main research objectives or goals of the paper. Ensure that these objectives align with the broader scope of the conference theme.

Explain why the topic is relevant in the context of procurement, environmental or social issues. State the significance of addressing the problem. End with a brief description of what each section of the paper will cover (optional).

Please note the following **formatting guidelines**:

* Font: Times New Roman, 12 pt
* Title: Bold, centered, 14 pt
* Sub-Headings: Bold, 12 pt
* Margins for all pages: 1-inch on all sides
* Line Spacing: 1 spacing. (Single spacing)
* Spacing before paragraph 0 point
* Spacing after paragraph 6 points
* Figures/Tables: Numbered and captioned appropriately. All figures and tables should be referenced in the text. Figure. 1, 2, 3, etc, Table 1. Table 2,
* Paper Length: 4,000–6,000 words (including references). Not more than 8 pages in total.

**Remember to put Acknowledgement of your sponsor if relevant as a footer on the first page of the Paper.**

1. RELATED LITERATURE

 **Instruction:** Provide a comprehensive review of existing research and studies related to your topic. Focus on studies that provide background for your research question and identify gaps that your study seeks to fill. Highlight the key findings of previous work but avoid simply summarizing them. Compare and contrast different approaches or methodologies.

 Structure the literature review thematically or chronologically, as appropriate.

Be sure to properly cite all sources using the required referencing style (APA).

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1. materials and method OR METHODOLOGY

**3.1 Materials**

 **Instruction:** Describe all the Materials and equipment or instruments used for research or study.

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**3.2 Method**

 **Instruction:** Provide a description of the study area, including geographic location, climate, soil type, or relevant environmental conditions for EVS topic. Include a map if necessary. Explain how data was collected. For example, describe fieldwork procedures, lab experiments, or surveys. Provide a detailed explanation of the methods and tools used in your research. Specify any equipment, software, or statistical methods.

 Be clear about the procedures used, including the timeline, controls, and variables. If using standard methods, cite the sources; if using novel techniques, explain in more detail. Explain whether the study uses batch or continuous processes, or any other relevant configurations.

 Ensure that this section contains enough detail so that others can replicate your study based on the information provided.

Number equations consecutively. Ensure that the symbols in your equation have been defined before or immediately following the equation numbers, flush all equations to the right, as in Equation (1).

*A + B = C (1)*

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**3.3 Figures and Tables**

 Instruction: All figures and tables must have titles and must be referenced from within the paragraphs. Number them consecutively as they appear in the text and place them close as possible to the point in which they are referenced. Use references like Table 1, Table 2, Figure 1, Figure 2, not Table 3.2, Figure 4.3, etc. Do not use phrases like “the table below” or “above” to refer to them. Table captions should always be positioned above the tables.

Figure captions should be below the figures. Insert figures and tables after they are cited in the text. Use the abbreviation “Figure 1, Figure 2, etc

Table1: Example of Table caption.

| Table Head | Table Column Head |
| --- | --- |
| Table column subhead | Subhead | Subhead |
|  |  |  |  |



Figure 1: Example of a figure caption.

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**4. RESULTS AND DISCUSSION**

 **Instruction:** Clearly present the key findings of your study. Use tables, figures, and graphs to display data where appropriate. Label all figures and tables with descriptive captions (e.g., "Table 1. Water Quality Measurements").

**Discussion:** Interpret the results in relation to the objectives of the study. Discuss any unexpected findings or trends.

 Compare your results with those from other studies mentioned in the literature review. Discuss the implications of the findings for Procurement, environmental or Social policy, or future research.

If applicable, consider the limitations of the study and any potential improvements.

1. CONCLUSIONS and Recomendations

**Instructions:** Summarize the main findings and conclusions of the study in a concise manner. Emphasize the implications of research for policy or practice.

Provide clear recommendations based on your results. These could be recommendations for policymakers, practitioners, or further research.

Avoid introducing new information in this section.

1. References

**Instructions:** List all references cited in the paper, using APA citation style i.e. author(s), title, journal/book, volume, page numbers, year of publication, and publisher (url if applicable).

Ensure that all in-text citations match the reference list and are correctly formatted. Find examples below:

1. **Single Author:**

**Author's Last Name, First Initial. (Year).** Title of the article. *Title of the Journal*, volume number (issue number), page range. Online reference where applicable https://doi.org/xxx

**Example:** Smith, J. A. (2023). Understanding Cognitive Behavior. *Journal of Psychology*, 12(4), 23-35. <https://doi.org/10.1037/abc1234>

1. **Two Authors:**

Author's Last Name, First Initial., & Second Author's Last Name, First Initial. (Year). Title of the article. *Title of the Journal*, volume number (issue number), page range. url where applicable https://doi.org/xxx

**Example:** Johnson, R. B., & Lee, T. (2022). The Impact of Social Networks on Learning. *Educational Research*, 8(2), 100-115. https://doi.org/10.1016/j.edu.2022.07.003

1. **More Than Two Authors:**

First Author's Last Name, First Initial., Second Author's Last Name, First Initial., & Third Author's Last Name, First Initial. (Year). Title of the article. *Title of the Journal*, volume number (issue number), page range. https://doi.org/xxx

**Example:** Garcia, M. L., Jones, A., & Patel, S. (2021). Virtual collaboration in the workplace. *Journal of Management*, 18(3), 200-210. https://doi.org/10.1016/j.mgmt.2021.05.004

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