



South East Asian Association for Institutional Research (SEAIR)

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GUIDELINES TO SUBMIT ABSTRACT

1. Maximum length of the abstract is 250 words with at most 5 keywords.
2. The following information are needed:
 - Title of the article/research
 - Author's names and affiliation
 - Sub-theme or track submitted
3. The abstract should contain a brief introduction to the research and include the research components as follows:
 - Problem statement(s) and research objective(s)
 - Research Methodology
 - Highlights of the findings
4. The file should be saved on an MS Word using Times New Roman 12 Fonts and single spacing. Please observe the format and fonts of the SAMPLE Abstract in the following section.
5. A key decision to accept or reject the abstract will be based on the relevance to Higher or Post-Secondary Education, Institutional Research theme and sub-themes and follows the rigors and requirements of good research papers or articles, all of which are under the jurisdiction of the Chair of the SEAIR Technical Committee.

Important Note: *English; it is recommended that authors ensure clarity, grammar, syntax and general expressions and if necessary pass through a word check for spelling and grammar before submitting the paper to the www.easychair.org Paper Submission System.*

Approved on 15th June 2021 by SEAIR Executive Committee (SEC)

Sample of Abstract

Post AEC 2021 Research Quality

(Abstract Title in Times Roman 14pt., Lower Case, with first letter of each word capitalized)

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(Authors in Times New Roman 12pt, with superscript to designate authors)

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(Affiliations and e-mails in Times New Roman 10pt, Italics)

Sub-Theme 1: Institutional Research Quality In AEC 2015

(In Times Roman 12pt, lower case with first letter of each word capitalized)

ABSTRACT

(In Times New Roman 12pt, Bold upper case, Centre aligned)

This should be a single paragraph abstract outlining the aims, methodology and conclusion of the paper. Author(s) should aim for an abstract length of about 250 words. Please use Times Roman 12 point font.

Keywords: Institutional Research, Quality, AEC 2015

(In Times Roman 12pt, lower case with first letter of each word capitalized)

Suggest maximum 5 keywords (separated by commas) for indexing purposes. Please use Times Roman 12-point font. The 1st letter of each phrase is upper case as in the example above.

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