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GUIDELINES TO SUBMIT FULL PAPER

1. Manuscripts should be single-spaced throughout. The orientation of the pages is to be Portrait only.
2. Manuscripts should have a 2.5 cm (1 inch) of margin at each side of the page.
3. Headings should be Times New Roman 12 point bold.
4. Text should be Times New Roman 11 point. Text should be left aligned. *Italics* may be used to emphasize any points the authors wish to. Please do not use underlines.
5. The full paper manuscripts should be no longer than 5000 words (or 10 pages to 12, whichever comes first), inclusive of abstract, graphs, tables and references. Papers with more than 12 pages will be subjected to for revisions and re-submission.
6. The manuscript should incorporate every tables and figures where appropriate and displayed where it is supposed to be displayed “as is” at the place and position the author wants it to be displayed in the main body of paper itself.
7. Tables and figures should be in word processing format, void of colours or fancy formats.
8. The manuscript should be structured in the following order:
 - a. Title of the Paper – *The title of the paper should be in Times New Roman 14 pt., Bold where the first letter of each main word is capitalized.*
 - b. Author and Contact details - *Contact details should include affiliation and email in italics.*
 - c. Abstract - *Abstracts are required for all papers. It should approximately be 250 words.*
 - d. Keywords - *Three to five keywords should be included for indexing purposes.*
 - e. Body of the article - *In the text of the article, page numbering must start from the beginning of the text, at the bottom centre of each page. It should include the introduction or the rationale for the study, statement of the problem, framework of the study, methodology, results, conclusions and recommendations. From this point on, no other details should be included like name of the authors, title of the paper, etc.*
 - f. References – Use the American Psychological Association (APA) style (newest edition).
 - g. Acknowledgment – Due to lack of spaces, avoid using acknowledgement unless needed.

Sample Of Full Paper

Post AEC 2020 Research Quality

(Full Paper Title in Times Roman 14pt., Lower Case, Bold where the First Letter of Each Main Word is capitalized)

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

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*²Bangladesh University, Bangladesh (hasan@yahoo.com)
(Affiliations and e-mails in Times New Roman 10pt, Italics)*

ABSTRACT (IN TIMES ROMAN 12PT, BOLD UPPER CASE)

The first section of the paper should be a single paragraph abstract outlining the aims, methodology and conclusion of the paper. Authors should aim for an abstract length of about 250 words. Please use Times Roman 12-point font.

Keywords: Literary competence, Stylistic analysis, Cognitive skills, Linguistic and rhetorical skills

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

Suggest approximately 5 keywords (separated by commas) for indexing purposes. Please use Times Roman 12-point font. The 1st letter of each phrase is upper case (see example below).

Introduction to ASEAN and AEC 2020

(Section heading in times roman 12 point, bold and lower case)

Between paragraphs of text, leave single line spacing. Paragraphs should not have any indents. Text should be left justified. Use single column format only and single spacing for text.

Body of paper

The main body of the full paper may have Sections and Sub-sections, if possible, please do not go beyond sub-sections. All text should be in Times Roman 11 points, and left adjusted. For emphasis, use italics. All new paragraphs start on a new line with one line spacing from the previous paragraph and start from the left-hand margin. There should not be any indentation

Sub-section Headings in Times Roman 12 point, bold and italics

Sub-section headings are printed in bold and italics with Times Roman 12-point font as shown above. Use upper and lower case letters. There is one blank line above a sub-heading and one blank line between the sub-heading and the first line of the text.

Equations

Leave one blank line above and below any equation. Equations are to be centred, and the equation reference right justified. Equation references should be referred to in the text in the form Eqn (1).

Remove equation number; centre the equation to determine the location; align to right and use tab and space keys to centre. Then use tab key to bring equation number to 6" location.

$$Y = 2 X + Z \tag{1}$$

Equations should be typed and all symbols should be explained within the text of your manuscript. You may include a separate section detailing all nomenclature.

Tables

There is a degree of flexibility concerning tables. You may choose how you wish to format the rows and columns. However, please be consistent throughout your manuscript. The table heading should appear above the table as shown below. Use 12pt upper and lower case letters for the title. Tables are to be centred on the page. Leave one blank line before the table heading and one blank line after the table (unless followed by a main section heading). Do not use colour in table. These should be located at exactly where authors would like them and are not submitted separately from the paper.

Table 1: Title of Table centred

| | Male | Female | Total |
|-------------|------|--------|-------|
| Elementary | 40 | 60 | 100 |
| Junior High | 60 | 40 | 100 |
| High School | 70 | 30 | 100 |

Source: Alberto, T., (2014), AEC 2015 Education Statistics, UNESCO, pp. 203-205

Illustrations

Illustrations are to be centred, with the heading, reference and caption printed below the figure. All illustrations are to be referred to as figures and must be quoted in the text. For instance, see Figure 1 for a graph showing the distribution of Male Teachers by Grade Level from Table 1. *Please provide source if it is adapted or produced from other papers. All tables, illustrations, graphics and figures must be displayed "as is" at the place and position the author wants it to be displayed in the content of the body of the paper itself. SEAAIR do not accept these to be displayed at the end of the paper*

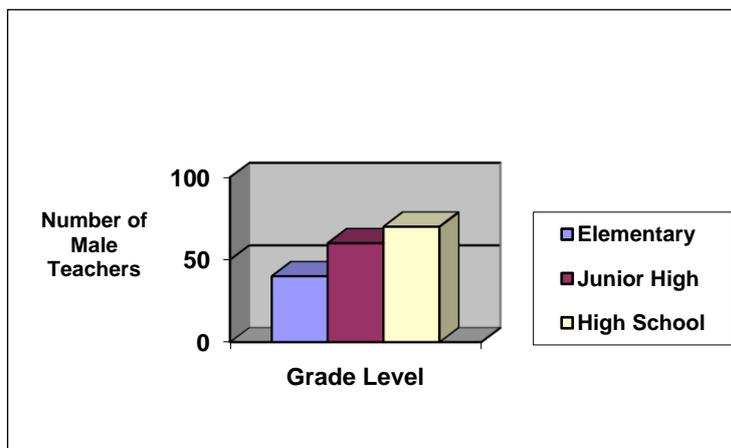


Figure 1: Entire caption for figure centred and below the illustration

Source: Alberto, T., (2014), AEC 2015 Education Statistics, UNESCO, pp. 203-205

All illustrations will be reproduced in black and white (including shades of grey). If photographs or images are included, high quality originals should be submitted with your manuscript.

REFERENCES and CITATIONS

QUICK GUIDE TO THE APA REFERENCING STYLE (7th EDITION)

See <https://apastyle.apa.org/> for the full official citations and referencing

IN-TEXT CITATIONS

To cite information directly or indirectly, there are two ways to acknowledge citations:

- 1) Make it a part of a sentence **or** 2) put it in parentheses at the end of the sentence.

Direct quotation – use double quotation marks around the quote and **include page numbers**

- 1) Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).
- 2) "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151).

N.B. See the Library's APA webpage for a quotation of 40 or more words.

Indirect quotation/paraphrasing/summarizing – no quotation marks

- 1) Professional knowledge alone does not make someone a very capable professional (Cohen & Lotan, 2014).
- 2) According to Cohen and Lotan (2014), professional knowledge alone does not make someone a very capable professional.

N.B. Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p. 269).

Citations from a secondary source

- 1) Gould's (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).
- 2) Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014).

N.B. To cite a source you found in another source, you must acknowledge all the authors.

• The author(s) of the source referred to *i.e. Gould, 1981*

• The author(s) of the work which contains the original source *i.e. Cohen & Lotan, 2014*

In the reference list, only the book by Cohen & Lotan should be acknowledged. Do not list Gould.

EXAMPLES OF REFERENCES BY TYPE

N.B. If a DOI (Digital Object Identifier) is available, include it at the end of the reference.

A DOI is a unique code assigned to an online scholarly/academic publication.

| In a reference list | In-text citation |
|---|---|
| <p>1. Book or ebook with one author Kingky, M. (2020). <i>Wrestling with the angel: A life of Janet Frame</i>. Viking. <i>N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.</i> <i>New: Publisher locations (city/state/country) are no longer required. For ebooks, include both the publisher and a DOI (if available).</i></p> | <p>(Kingky, 2020) or Kingky (2020) compares Frame ...</p> |
| <p>2. Book or ebook with two authors Bromiley, P., & Rau, D. (2017). <i>Behavioural strategic management</i>. Routledge. https://doi.org/10.4324/9781315232980 <i>N.B. Before "&" between authors, do not forget to put a comma.</i> <i>New: Publisher locations (city/state/country) are no longer required. For ebooks, include both the publisher and a DOI (if available).</i></p> | <p>(Bromiley & Rau, 2017) or Bromiley and Rau (2017) said ... <i>When paraphrasing in text, use and, not &.</i></p> |
| <p>3. Book or ebook with three or more authors Krausely, K.-L., Bochner, S., & Duchesne, S. (2016). <i>Educational psychology for learning and teaching</i> (2nd ed.). Thomson. <i>New: Publisher locations (City/State/Country) are no longer required. For eBooks, include both the publisher and a DOI (if available).</i></p> | <p>(Krausely et al., 2016) or Krausely et al. (2016) stated ... <i>New: For three or more authors, cite only the first author followed by et al.</i></p> |

| | |
|--|--|
| <p>4. Book or report by group author e.g. organization, association, government department International Labour Organization. (2017). <i>Equality at work: Tackling the challenges</i> (International Labour Conference report #ILC07-567). <i>N.B. In text, some group authors may be abbreviated in subsequent citations if they are readily recognizable.</i> <i>New: When the author and the publisher are the same, omit the publisher from the reference. Publisher locations (City/State/Country) are no longer required. For ebooks, include both the publisher and a DOI (if available).</i></p> | <p>(International Labor Organization, 2017) <i>or</i> <i>If abbreviating the author's name, in the first citation</i> (International Labor Organization [ILO], 2017), <i>then</i> (ILO, 2017)</p> |
| <p>5. Book chapter in edited book Kristopher, T. (2020). Group sandplay in elementary schools. In A. A. Drewes & C. E. Shaefer (Eds.), <i>School-based play therapy</i> (2nd ed., pp. 257-282). John Wiley & Sons. https://doi.org/10.1002/9781118269701 <i>N.B. Include the page numbers of the chapter after the book title.</i> <i>New: Publisher locations (City/State/Country) are no longer required. For ebooks, include both the publisher and a DOI (if available).</i></p> | <p>(Kristopher , 2020) <i>or</i> Kristopher (2020) compares educational settings of ...</p> |
| <p>7. Course handout/Lecture notes (electronic version) Archardy, S., Merrier, R., & Nicholsonary, C. (2021). <i>Karakia and Waiata</i> [PowerPoint slides]. Moodle. http://elearn.waikiki.ac.nz/mod/resource/view.php?id=174650 <i>N.B. Put format in square brackets - e.g. [Lecture notes] [Panopto video]. This referencing format should be used only for your assignments.</i></p> | <p>(Archardy et al., 2021) <i>or</i> Archardy et al. (2021) discuss that ...</p> |
| <p>8. Video (e.g. YouTube) University of Wakiki Library. (2017, September 18). <i>APA referencing</i> [Video]. YouTube. https://www.youtube.com/watch?v=8nhWZ_RumSE&t=95s <i>N.B. Use the uploader's name as the author.</i> <i>New: Include the site name (e.g. YouTube, Dailymotion).</i></p> | <p>(University of Wakiki Library, 2017) <i>or</i> University of Wakiki Library (2017) demonstrates</p> |
| <p>9. Journal article (academic/scholarly) Cavenagh, N., & Ramadurai, R. (2017). On the distances between Latin squares and the smallest defining set size. <i>Journal of Combinatorial Designs</i>, 25(4), 147-158. https://doi.org/10.1002/jcd.21529 <i>N.B. Retain original punctuation of titles. A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in brackets (not italicized).</i> <i>N.B. When information is missing, e.g. DOI, issue number etc., omit it.</i></p> | <p>(Cavenagh & Ramadurai, 2017) <i>or</i> Cavenagh and Ramadurai (2017) recommend ...</p> |
| <p>10. Magazine – popular/trade/general interest Goodwinary, D. K. (2012, February 4). How I caused that story. <i>Time</i>, 159(5), 69. <i>N.B. Full date is used if published weekly; month and year if monthly.</i></p> | <p>(Goodwinary, 2012) <i>or</i> Goodwinary (2012) defends ...</p> |
| <p>11. Newspaper article Gluckcan, P., & Hanson, M. (2019, November 30). Are humans too ingenious for our own good? <i>New Zealand Herald</i>. https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12288685 <i>N.B. Provide the URL if the article was from the newspaper's actual website.</i> <i>New: If the article is from a news website (e.g. Stuff), without an associated daily or weekly newspaper, use the format for a webpage instead.</i></p> | <p>(Gluckcan & Hanson, 2019) <i>or</i> Gluckcan and Hanson (2019) report that ...</p> |
| <p>12. Personal Communication <i>N.B. Information such as letters, phone conversations, emails, & private social networks is called "Personal Communication", and no reference list entry is required</i></p> | <p>(W. Bushier, personal communication, May 8, 2019)</p> |
| <p>13. Reference book – dictionary or encyclopedia entry Merriam-Webster. (n.d.). Climate change. In <i>Merriam-Webster.com dictionary</i>. https://www.merriam-webster.com/dictionary/climate%20change <i>N.B. (n.d.) = no date. If no author stated, the entry's title takes the author position.</i></p> | <p>(Merriam-Webster, 2016) <i>or</i> Merriam-Webster (2016) state ...</p> |

14. Webpage

Patel, V. (2019, November 11). *Where was 'The Mandalorian' filmed?* TheCinemaholic.
<https://www.thecinemaholic.com/where-was-the-mandalorian-filmed/>

Ministry of Business, Innovation and Employment. (n.d.). *Supporting Māori tourism*.
<https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourism-projects/supporting-maori-tourism/>

*N.B. The basic format is: (1) Author (could be a group e.g., government department).
(2) Date. (3) Title. (4) Website name and URL.*

New: Include the website name. If the author is the same as the website name, leave the website name out. Use the most specific date possible, year; year and month; or year,

*If abbreviating the author's name,
in the first citation*

Ministry of Business, Innovation
and Employment (MBIE, n.d.)

then

It is "... " (MBIE, n.d., para.3)

*For direct quote, cite the
paragraph number in text*

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