

Emerging Trends in Management and Employee Education
The 5th International Conference of IHRA-UOC 2024 (IC5-IHRAUOC)
18th December 2024
Full Paper Submission Guideline

File Format	Microsoft Word
Title	Not more than 16 words
Language	The full paper should be free of any spelling or grammatical errors.
Abstract	Include objectives, methodology, and findings [Indentation: before and after text: 0.75, Special: First line by 0.5, Line spacing: before 12 after 0 single]
Fonts	Title: 20 Times New Roman (Bold)
	Body text: 12 Times New Roman
	Headings: 13 Times New Roman (Bold)
	Sub-headings: 13 Times New Roman (<i>Italics</i>)
	Tables and Figures: 12 Times New Roman
Paragraph	General; Justified, Body text, Left to right/ Indentation: before and after text: 0, Special: First line by 0.5 cm, Spacing: before 12 after 0 single
Margins	Margins must be 1.5 cm for all four sides (A4)
Tables & Figures	All tables and figures must be properly formatted. They can be placed within the text or at the end of the manuscript. The table caption should be set above the table and the figure caption should be set below the figure. All tables and figures have to be referred to in the text with their relevant numbers
Formulas	All formulas must be typed, numbered and referred in the text. Please do not insert pictures
References	All references must be complete, prompt and written based on APA Style, if not the paper will be rejected. https://apastyle.apa.org/style-grammar-guidelines/references/examples The bibliography section of the references menu is required in Microsoft Office Word or any other reference management software such as Mendeley, Endnote, and ...). Please do not write references manually . Paragraph: General; Justified, Body text, Left to right/ Indentation: before and after text: 0, Special: Hanging line by 1 cm, Spacing: before 12 after 0 single
Acknowledgement	Include after the references if any in brief
Conflict of Interest	Include after Acknowledgements in a brief