

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

<b>File Format</b>	Microsoft Word
<b>Title</b>	Not more than 16 words
<b>Language</b>	The full paper should be free of any spelling or grammatical errors.
<b>Abstract</b>	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]
<b>Fonts</b>	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
<b>Paragraph</b>	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
<b>Margins</b>	Margins must be 1.5 cm for all four sides (A4)
<b>Tables &amp; Figures</b>	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
<b>Formulas</b>	All formulas must be typed, numbered and referred in the text. Please do not insert pictures
<b>References</b>	All references must be complete, prompt and written based on APA Style, if not the paper will be rejected. <a href="https://apastyle.apa.org/style-grammar-guidelines/references/examples">https://apastyle.apa.org/style-grammar-guidelines/references/examples</a> 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 <b>do not write references manually</b> . 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
<b>Acknowledgement</b>	Include after the references if any in brief
<b>Conflict of Interest</b>	Include after Acknowledgements in a brief