



1st ICoSS-2023

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### AUTHORS' GUIDELINES FOR ABSTRACT SUBMISSION

#### Basic Format for Abstract

- An abstract is a comprehensive description of the body of a research study, including its background, objectives, methods, findings, and conclusions.
- The abstract should not be more than 150–250-word limit and should be written in one paragraph.
- Keywords should not exceed 05 words, should be separated with commas, and should be written in lowercase (not applicable to names etc.).
- Subheadings, bullets, lists and header/footer are not allowed to be added in abstract.
- The title of the abstract should be brief, describing/indicating key points of the research work.
- Do not use abbreviations in the title.
- Acronyms should be written in full form first time, then followed by the abbreviation in parentheses.
- There is no need to add citations or references in the abstract specifically. If it is necessary to cite references, then please provide the sources in brackets.

#### FONT

- **Title:** Times New Roman, 12 points, Upper case, Centered text in bold.
- **Body:** Times New Roman, 11 points, Line spacing: 1, one column of text

#### REFERENCING STYLE:

- APA Style of Referencing

#### FORMAT OF DOCUMENT

- The abstract should be submitted in MS Word format (.doc or .docx) document.

#### AFFILIATIONS

- Add affiliations below the title.
- Affiliations should be denoted with superscript Arabic numbers appearing at the end of surname/family name.
- A superscript asterisk should be used for the corresponding author only.
- Names of affiliations should be given, containing the country.

- If there is more than one name and address, they should be related by superscript numbers.

Surname INITIALS 1, Surname INITIALS 1\* and Surname INITIALS 2

1 Department, Faculty, University, Country

2 Department, Faculty, University, Country

\*author@gmail.com (\*Email address of the corresponding author)

### **Instructions for Authors**

- Abstract should be the original work.
- Abstract should be informative and critical.
- Abstract should be written in English.
- Please mention most relevant themes for your abstract from conference tracks/themes.
- Please follow the guidelines, if abstracts do not conform with the guidelines, will be asked to be revised.
- Documents received after the given deadline, due to any reason will not be accepted unless the deadline is extended.

### **PEER REVIEW PROCESS**

1. The abstracts will go through a double-blind peer review by the Review Committee, within two weeks of its submission.
2. Peer reviewers will evaluate each manuscript according to its originality, technical and/or research content and depth, topic of interest, conference relevance, contributions, and readability.
3. Authors will be notified through email about acceptance/rejection of the abstract and given due time to revise.
4. The reviewers' suggestions will be incorporated by the authors of accepted articles, after that final manuscripts will be submitted in the given time.
5. In a double-blind peer review process, each submitted manuscript will receive an independent review from at least 2 reviewers in their relevant subject areas.
6. The full paper, including the Abstract, Introduction, Objectives, Literature Review, Methodology, Result, Discussion, and Conclusion, as well as the required references, will be considered when evaluating submitted manuscripts.
7. The decision for acceptance, revision, or rejection is determined by the reviewers and is based on their remarks and recommendations. This decision will be considered final.
8. Authors are suggested to answer every report sent by the reviewers and make the corrections in the manuscript by keeping in view the deadlines.
9. If revisions are required as per the reviewer's comments, the revised abstract must be sent back within a week.
10. Author/s will receive an invitation to register for the Conference if the abstract is accepted.

## FULL ARTICLE SUBMISSION GUIDELINES

The original and unpublished manuscripts describing conceptual, constructive, experimental, and theoretical results will be accepted, from the mentioned areas.

### Paper Structure

- ✓ Abstract
- ✓ Introduction
- ✓ Purpose/Objectives
- ✓ Review of Related Literature
- ✓ Methodology/Approach
- ✓ Findings/Results
- ✓ Discussion
- ✓ Conclusion/Implications/Recommendations
- ✓ Acknowledgements (when appropriate)
- ✓ References (APA Style of Referencing)
- ✓ Appendices (when appropriate)

### Presentation

Camera Ready Presentation will be required with Full paper submission.

### File format

MS Word-compatible file

### Language

The text must be written in English; either American or British use is acceptable, but not both.

### Article Formatting & Length Limit Instructions:

- **Paper length (Full paper):** within 12 pages, including all text, references, tables/charts, and keywords.
- **Title (Font):** Times New Roman, 12 points, Upper case, Centered text in bold.
- **Body (Font):** Times New Roman, 11 points
- **Abstract length:** 200-250 words
- **Key words:** 3-5 words
- **Paragraph:** Single-spaced, fully justified text
- **Layout:**
  - Columns: One-column Portrait
  - Size: A4
  - Margins: Top: 1 cm, Bottom: 1 cm; Left: 1 cm, Right: 1 cm
- **Page numbers:** Bottom-centered
- **Word Count Limit:**
  - Maximum-5000
  - Minimum-2000
- **Headings:** Only three levels of heading and use the numbering standard:

- 1 Heading 1
- 1.1 Heading 2
- 1.1.1 Heading 3
- Only initial capital letters should be used for all headings, with the exception of acronyms.
- **Figures & Tables Labels:**
  - Use 8-point Times New Roman for labels.
  - When writing the labels for the axes in Figure, use words rather than symbols or abbreviations.

## REGISTRATION PROCESS

- Participants can register via google form link given on website: <https://www.numl.edu.pk/icoss/>
- The author should mention the accepted abstract number on registration form at the time of full paper submission.
- The registration fee must be paid by each participant of the conference.
- At least one author from each paper is required to register and attend the conference.
- Authors are required to follow the deadlines for abstract, full-length paper, camera ready presentation and fee submission.
- Deadlines are mentioned on website: <https://www.numl.edu.pk/icoss/>
- If you have any queries, you can contact the Organizing Committee at [icoss@numl.edu.pk](mailto:icoss@numl.edu.pk)

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