

Full Paper Structure of MICEB 2021

Full paper should be divided into headed sections (Introduction, Review of Literature, Research Methodology, Results and Discussion and Conclusions) but should not be numbered. The left-hand side margin for the full paper should be 4cm. The full paper should be formatted in one column format with double line spacing throughout. The text and references should be checked thoroughly for errors before submission. It is the responsibility of the author to ensure that the typescript is correct in style, syntax and spelling. The text should be in Times New Roman font size 12. The length of the full paper should be between 5,000 to 8,000 words, with tables, illustrations and references

Full paper Submission of MICEB 2021

Full paper should contain the following elements: Title Page File: This page should contain the full title of your paper (not more than 15 words in Times New Roman font size 24) with name(s) of all the authors, institutions, and e-mail address. The corresponding author must be highlighted for editorial correspondence.

Anonymous File: An anonymous file must exclude author identifying information. It must consist of the title of the full paper, abstract of not more than 250 words and full paper including references. Keywords must also be provided on this page (Not more than six keywords in alphabetical order)

Plagiarism

Plagiarism in any form constitutes a serious violation of the most basic principles of scholarship and cannot be tolerated. Examples of plagiarism include:

1. Word-for-word copying of portions of another's writing without enclosing the copied passage in quotation marks and acknowledging the source in the appropriate scholarly convention.
2. The use of a particularly unique term or concept that one has come across in reading without acknowledging the author or source.

3. The paraphrasing or abbreviated restatement of someone else's ideas without acknowledging that another person's text has been the basis for the paraphrasing.
4. False citation: material should not be attributed to a source from which it has not been obtained.
5. False data: data that has been fabricated or altered in a laboratory or experiment; although not literally plagiarism, this is clearly a form of academic fraud.
6. Unacknowledged multiple submission of an article for several purposes without prior approval from the parties involved.
7. Unacknowledged multiple authors or collaboration: the contributions of each author or collaborator should be made clear.
8. Self-plagiarism/double submission: the submission of the same or a very similar article to two or more publications at the same time.

Language (usage and editing services)

Full paper should be written in good English (American or British usage is accepted, but not a mixture of these). The use of editing services is highly recommended to eliminate possible grammatical or spelling errors.

Abbreviations

Any words to be abbreviated should be written in full when first mentioned followed by the abbreviation in parentheses.

Illustrations

All figures and tables should **ONLY** be in black and white. They should be numbered and headed with short titles (centered). They should not be inserted in the full paper but supplied after the main body of text. In the text, the position of the figures and tables should be shown by typing on a separate line the words, "Insert Table/Figure X here".

Equations and Formulae

These must be set up clearly and should be typed double spaced. Use the Equation Editor or MathType for equations. If you use Microsoft Word 2007, do not create the equations with the default equation editor but use the Microsoft Equation Editor or Mathtype. Numbers identifying equations should be in brackets and placed on the right margin of the text.

Acknowledgements

Acknowledgements should appear at the end of the text before references.

Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Do not include footnotes in the Reference list. As for table footnotes, indicate each footnote with a superscript lowercase letter.

References

References should appear after any appendices, listed in alphabetical order by name(s) of author(s). Full papers should follow the Harvard or APA or any referencing style, consistently (see sample article for Harvard style). Separate each reference by single spacing. Literature citations in the text should be made by name (s) of author (s) and year. For references with more than two authors, the name of the first author followed by 'et al.' should be used

In-text citation	(Drew, 2006) using the first named author's name or (Drew and Amy, 2006) citing both names of two, and (Drew <i>et al.</i> , 2006), when there are three or more authors.
For books	Surname, Initials (year), <i>Title of Book</i> , Publisher, Place of publication. E.g. Matto, R. (2001), <i>Trade in Services</i> , Simon & Schuster, New York, NY.
For book chapters	Surname, Initials (year), "Chapter title", Editor's Surname, Initials, <i>Title of Book</i> , Publisher, Place of publication, pages. E.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), <i>Creating the Discipline of Knowledge Management</i> , Elsevier, New York, NY, pp. 15-20.
For journals	Surname, Initials (year), "Title of article", <i>Journal Name</i> , volume, number, pages. E.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", <i>Journal of Consumer Marketing</i> , Vol. 22 No. 2, pp. 72-80.
For published conference proceedings	Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), <i>Title of published proceeding which may include place and date(s) held</i> , Publisher, Place of publication, Page numbers. E.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in <i>Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007</i> , Springer-Verlag, Vienna, pp. 12-32.
For unpublished conference proceedings	Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date). E.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf (accessed 20 February 2007).
For working papers	Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date. E.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.
For encyclopedia entries (with no author or editor)	<i>Title of Encyclopedia</i> (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages. E.g. <i>Encyclopaedia Britannica</i> (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71. (For authored entries please refer to book chapter guidelines above)

For newspaper articles (authored)	<p>Surname, Initials (year), "Article title", <i>Newspaper</i>, date, pages.</p> <p>E.g. Smith, A. (2008), "Money for old rope", <i>Daily News</i>, 21 January, pp. 1, 3-4.</p>
For newspaper articles (non-authored)	<p><i>Newspaper</i> (year), "Article title", date, pages.</p> <p>E.g. <i>Daily News</i> (2008), "Small change", 2 February, p. 7.</p>
For electronic sources	<p>If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.</p> <p>E.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: http://www-128.ibm.com/developerworks/library/ws-wsrp/ (accessed 12 November 2007).</p> <p>Stand-alone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).</p>