

Abstract submission guidelines

The following guidelines must be adhered to when submitting an abstract:

No abstract will be accepted without the Required Format.

1. Introduction

- a) Abstract should be written in English and should be submitted to the conference Chair via online **submission system** or electronically through the online system as e-mail attachment to info@cberuk.com
- b) The author(s) must prepare their file in MS Word format or any other equivalent format. PDF and another format will not be accepted.
- c) In the case of online submission through manuscript submission portal, the abstract must be submitted in ON document including the cover page.
- d) No inclusion of any institutional graphics or logos.
- e) Documents must be tidy and not show any history of tracked changes or comments.
- f) No changes in the title, authorship, and actual abstract can be made after the submission deadline.

2. Number and types of submission

- a) Author may submit more than one abstract, but maximum number of abstracts should be 3 (three).
- b) As a first author only one abstract can be accepted with you.
- c) The other abstract(s) should be submitted with you as co-author.
- d) As a first author only, you can make max. two presentations.
- e) Acceptance of an abstract implies that at least one of the authors must attend the conference and present the paper.
- f) All co-authors names will be published in the conference programme and conference proceedings exactly as you have indicated in your final submission and completed publication form. No changes can be made after the submission deadline.
- g) Abstract will be published only abstract proceedings and will not be included in online version.

3 Structure of the Abstract

3.1 Cover page: The cover page of the manuscript must be organised as follows:

1. **Title of the Article (Maximum 30 words)** –Paper title to be centred on the page, uppercase and lowercase letters, Font size 14, bold.
2. **Author (s) name (s):** Uppercase and lowercase letters, centred on the line following the title, font size 12, bold.

3. **Institutional affiliation:** Author(s) affiliation and contact details: (all author(s)' full names, current affiliations, correct email addresses, and postal addresses).
4. **Authors note:** Provide information about the author`s departmental affiliation, acknowledgment for any financial and non-financial assistance, mailing address for correspondence, email addresses for all co-authors.
5. **Key words:** Maximum 6 key words in alphabetical order.

3.2 Abstract: The abstract is self-contained summary of the most important elements of the paper. It intends to capture the interest of a potential reader of your paper.

An abstract should address the following:

- :: Purpose of the research
- :: Design/methodology
- :: Results/findings
- :: Practical implications and Conclusions

The following guidelines should be adhered:

- a) **Margin:** Set the paper size to A4 with 2.2cm on all sides (Top, bottom, left, right.).
- b) **Font size and type:** The fonts to be used are **Book** Antiqua in 12-point pitch. Please use **BOLD** for paper title.
- c) **Spacing and punctuation:** Space once after commas, colons and semicolons within sentences. The body of the abstract should be single spaced.
- d) **Pagination:** The abstract begins on a new page.
- e) **Heading:** Upper- and lower-case letters with 12 font size bold and align text to the left.
- f) **Length and format:** Maximum 300 words.
- g) **Footnotes/endnotes:** Please do not use any footnotes/endnotes.
- h) Nothing should be underlined and do not use any borders.

Do not include any citations, figures or tables in your abstract.

4. Main points to be considered during review process

- a) The topic of this research is relevant and within the scope of the conference & tracks
- b) The research methodology for the study is appropriate
- c) The structure of the abstract is according to the submission guidelines
- d) Quality of writing
- e) The conclusions are sound
- f) The abstract is free from grammatical and spelling errors
- g) The probability that research will stimulate debate at the conference