AGHT CONFERENCE EXTENDED ABSRACT FORMAT GUIDELINE

This guideline of an **extended abstract** explains the format that you should follow when preparing your ***cover page*** and ***extended abstract*** for submission in the conference proceedings. The easiest way is to simply download the template file and write into the document. If you have further questions, please contact Chulmo Koo, Ph.D. at helmetgu@khu.ac.kr.

**General guidelines**

All documents should be typed in MS Word, using single space on letter-sized paper (8.5″ x 11″) with 1″ margins on all sides. You should write in English. The length of all extended abstract submissions should be limited to a maximum of 500 words and should be no longer than **one page**, excluding the cover page. Use Times New Roman font, after you finish writing and editing, please save your abstract with your first and last name. If you plan to submit more than one paper, please add a numeric number after your last name (e.g., JohnSmith2.doc refers to the second submission). Your cooperation will greatly save us time as we prepare the conference proceedings.

**1) *Cover page***

The cover page should include the paper category (extended abstract), the title of the paper, the authors’ names, their institutional affiliations, and the full postal and e-mail address of each author.

**2) *Extended abstract***

Write the title of the abstract in ALL CAPS, bold, and centered (12, Times New Roman). The authors’ names, affiliations, city, and country should also be centered and Times New Roman but in font size 10. The authors’ affiliation should not be repeated if multiple authors are from the same institution. Please include email addresses for request of references.

The headings (i.e., Introduction, Literature review, Methods, and Results/Implication) should be in bold. Please do not include numeric numbers in each heading. The body text should begin immediately after the heading and should be single-spaced. All paragraphs should be a quarter inches indented.

Method section is for the study design and its execution. It is important to describe what you have done or what you plan to do in case the study is not finished (study in progress). Please do not include tables, figures, or any other images in this abstract. In addition, please try to avoid using special characters or symbols in this abstract. Define abbreviations and acronyms wherever possible. Results/Implication section includes the summary of results and logical interpretation of the study’s findings and its implications. Again, please do not include tables, figures, or any other images in this abstract. At the end of the extended abstract, please include a maximum of **five keywords** from the abstract.

References should not be included in the abstract. Please include citations only in APA format in the text (Smith, 2014), but you may use “et al.” in the text for all citations with three or more authors (Smith et al., 2014). Be kind enough to respond to requests for references via email.