AGHT CONFERENCE FULL PAPER FORMAT GUIDELINE

This guideline for a **full paper** explains the format that you should follow when preparing your ***cover page, abstract page***, and ***manuscript*** including references 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 and on letter-sized paper (8.5″ x 11″) with 1″ margins on all sides. You should write in English. The length of all full paper submissions should be limited to a maximum of 10,000 words and should be no longer than twenty pages, excluding the cover page and the abstract page. Use Times New Roman font, after you finish writing and editing, please save your manuscript with your first and last name. Please use APA format for all other instances. 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 (full paper), the title of the paper, the authors’ names, their institutional affiliations, and the full postal and e-mail address of each author.

**2) *Abstract page***

 Write the title of the paper 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 length of the abstract should be 200 words maximum and no longer than **one page**. Include a maximum of five keywords from the paper underneath the abstract.

**3) *Manuscript***

All levels of headings should be numbered. First level headings (i.e., Introduction, Literature review, Methods, and Results/Discussion/Implication) should be in bold. Subheadings should be in italics and not in bold. First level heading numbers should be in Arabic numerals, for example, “1.” and subheading numbers should be written in the tenth decimal place, for example, “1.1.” The body text should begin immediately after the heading and should be single-spaced. All paragraphs should be indented.

 **Reference**

 Start the reference list on a new page, center the title “References,” and alphabetize the entries. Please refer to APA style for the reference list and in-text citations.