



## **Author Guidelines for Submitting Final Papers for Research Conference Proceedings**

*International Multidisciplinary Conference  
6<sup>th</sup> and 7<sup>th</sup> November, 2017. Gretsa University, Kenya*

### **I. General Text Requirements:**

- A. All manuscripts must be prepared in English and **free of grammatical, spelling and/or punctuation errors**. Please make sure your paper is thoroughly edited and proof read before submission.
- B. All the presentations will be published in the conference proceedings in **Gretsa University Journal of Contemporary Research and Innovations (GUJCRI)**.
- C. Page Limitations: Authors are allowed to submit **a final paper of up to 12 single spaced pages, inclusive of everything (e.g., any tables, figures, references and appendices)** for inclusion in the Forum Proceedings.
- D. Prepare your paper using **Microsoft Word software (latest version 2010) on PC only**. Submit your paper to the Forum Secretariat by email ([conference@gretsauniversity.ac.ke](mailto:conference@gretsauniversity.ac.ke), or [conferencegretsauniversity@gmail.com](mailto:conferencegretsauniversity@gmail.com)). Please use your paper acceptance number given by the Conference Secretariat as the file name of your paper.
- E. The paper author (or at least one of the co-authors in case of multiple authors) is required to register for the Forum with full payment of fees on or before **30<sup>th</sup> October, 2017** in order for papers to be included in Forum Proceedings as well as in the Forum Program. Papers submitted by authors not registered for the Forum will be deleted from both Forum Proceedings and Forum Presentation agenda.
- F. In addition to payment of full Forum registration fees, all paper presenters are responsible for expenses incurred for travel and lodging accommodations. Please note that the University will provide Tea, snacks, lunch, water and writing materials during the conference.

## **II. Paper Format. The paper should follow the following format:**

- Up to **12 single-sided pages** inclusive of all tables, figures, references, appendices and so on. **Single spaced within each paragraph** but **double spaced between paragraphs**. Do not number the pages but make sure the pages are in correct order. Pages will be numbered by the editor.
- Font Type: **Times New Roman** and font size **12 point**.
- The paper must be formatted for **A4 size** (210mm x 297mm).
- Leave **1-inch margin** on all four sides.
- Do not indent the first sentence of each paragraph and align text **justify**.
- **Consistency in presentation** must be maintained throughout the paper.
- Use tables and simple diagrams which are clearly presented. Table and figures (including diagrams, charts, graphs, screen captures, appendices and photos) should not be larger than **6 inch x 9 inch**. The use of **color graphics** is highly discouraged.
- Use American Psychological Association (APA, latest edition) referencing style **ONLY**. Put references in the last page of your paper.
- If the paper does not follow these specifications, it will be returned!