



**Specifications for Submitting
Final Papers for Forum Proceedings
(Refereed Papers)
*International Multidisciplinary Conference
6th and 7th 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 manuscripts must be the original work not yet submitted to any other journals or publications prior to the Forum. Following the Forum, authors are free to submit the manuscript for publication in any journals.

C. The Forum proceedings will be professionally reproduced on USB with an appropriate ISBN number. Final copies of all manuscript prepared based on the following specifications must be submitted **on or before 6th October, 2017 (by 5:00 pm GMT +3.00 time)**. **Papers submitted after this date will be presented at the Forum but will not appear in the proceedings.**

D. Page Limitations:

Authors are allowed to submit a **final paper of up to 10 single spaced pages, inclusive of everything (e.g., any tables, figures, references and appendices)** for inclusion in the Forum Proceedings.

E. 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, or conferencegretsauniversity@gmail.com). Please use your **paper number** as the **file name**, e.g.: if the paper number is GU001, save the file as **GU001.doc**.

F. 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 **30th 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.

G. In addition to payment of full Forum registration fees, all paper presenters are responsible for expenses incurred for travel and lodging accommodations.

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**.
- All manuscripts must be accompanied by a short **abstract of about 250 words** and a list of no more than **five key words**, which define the subject matter of the manuscript.
- **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.
- Please **do NOT use footnotes** and **do NOT list references as footnotes** at the end of each page. Use APA (latest edition) referencing style **ONLY**.
- If the paper does not follow these specifications, it will be returned!