Guidelines for Full Papers - RUICHSS 2023

- Full papers must contain the title of the paper, name(s) and affiliation(s) of the author(s), abstract and keywords (3-5 keywords organized alphabetically).

- The main text of the paper must include the introduction, statement of the research problem, objectives of the study, scope and significance of the study, review of the relevant literature, research methodology, results and discussion, and conclusions.

- Full paper must consist of a maximum of 3500 words with an abstract of less than 250 words (excluding references).

- The paper must be typed in Microsoft Word: Times New Roman; font size 12; double-spaced.

- Titles and headings should be brief and clear, and made bold.

- Longer quotations should be indented and single-spaced without quotation marks.

- Non-English terms should be in italics, e.g. *kurakkan* or *sine qua non*.

- Date format used in text should be as 6 April 2023.

- In text, use either 'percent' or % consistently.

- Use letters for numbers from one to ten and numerals from 11 onwards; but use numerals or letters consistently in range or series of numbers, e.g. 5 to 10. Use British (labour) spelling consistently.

- The titles of figures or tables should make bold, and the titles of figures and tables should be placed on the top. The notes and sources should be mentioned below each figure or table. The figures and tables should be numbered consecutively and separately.

- Column headings should clearly define the data presented.

- Table borders should be ¾ point and simple.

- Figures or photos should be incorporated into the text in jpg files with concise information about titles, notes and sources.

- Use either footnotes or endnotes; these should be in a standard MS Word format.

- All quoted and paraphrased intellectual property of other authors as well as other work of the contributing author(s) must be properly cited.

- The work cited in the text should be indicated as follows: (Ratnayake, 2005:12) or (Richards & Carol, 1990: 10-15) i.e. author(s), year of publication: page number(s).

- To distinguish citations of different work published in the same year by a same author, use letters, i.e. (Muller, 2005a; 2005b).

- All work cited in the text, including sources for tables and figures must be listed alphabetically under References.

- Use the APA 7th edition style for references and citations.