

TITLE OF EXTENDED ABSTRACT

[UPPER CASE LETTERS]

First name Last name^{1*}, First name Last name², First name Last name³[Author Name]

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Introduction [This is formatted as Heading 1]

It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors should be performed. The extended abstract should clearly describe the subject's background and the authors' contribution, including the methods used, results, and a concluding discussion on the importance of the work from both scholarly and educational perspectives. The corresponding author should be responsible for checking the final proof. When necessary, he/she should be readily available to streamline communication during the publication process [Paragraph]

The extended abstract must be written in English or Tamil within 12 pt Times New Roman and/or Bamini. The text should be justified. The extended abstract should have a regular article layout, including an introduction, methodology, results, discussion, conclusions, and Acknowledgments with references. Moreover, a full Paper, including figures, tables, and references, must have a minimum length of 1500 words and cannot exceed 2000 words.

All accepted extended abstracts will be published in the conference proceedings. IRCE aims to produce professional and consistent conference proceedings and appreciates you carefully following the instructions outlined in this guide.

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A uniform appearance will assist the reader in reading the paper of the proceedings. It is, therefore, suggested that authors use the example of this file to construct their papers.

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When writing the paper, please remember to use either British or US, spelling but not a mix of the two, i.e., if you choose British spelling, it would be colour not color; behaviour (behavioural) not behavior; [school] programme not program; [he] practises not practices; centre not center; organization not organisation; analyse not analyze, etc.

Page Numbers

Please **don't** add any page numbers, as they will be added.

Acronyms

All acronyms should be spelled out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. 'The work for the Organization of United Nations (OUN)...'. Subsequently, 'The OUN studies on...', in a reference ... (Organization of United Nations [OUN] 1989).

Bullet list

- Using bullets [Bullet list]

Numbering

1. Accept; [Number]
2. Revise;
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Equations, tables and figures

Equations must be written preferably with the same word processor used for the rest of the text, without hand written symbols in order to aid legibility. Equations must be numbered sequentially with their numbers in parenthesis and right justified.

Tables and figures must be embedded in the paper text, close to the location of their first appearance. All tables and figures must be referred to in text as follows: Figure 1, Table 1, i.e. 'As seen in Table [or Figure] 1 ...' (not tab., fig. or Fig). All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). Please ensure that tables do not split over the page.

Titles of tables and figures

Each table should have a descriptive title (using the current style) and each column an appropriate heading. Each table and/or figure must have a title that explains its purpose without reference to the text. Do not type the caption to a figure on that figure; the legends to any illustrations must be typed separately following the main text and should be grouped together. Table legends must be placed above the table; diagram or figure legends below the diagram or figure.

Tables should be formatted as Table 1 (below): left justified text for first column and centred columns thereafter, if possible. Only horizontal table grid lines should be used. Add one empty paragraph of the [Paragraph] style following a table.

Table 1 Table layout. Captions for Tables are placed above. [Table title].

Table Rows [Table content]	Cell one	Cell two
Second Row	1	2
Third Row	2	3
Fourth Row	4	5

Short quotations within the text should be marked with double quotation marks: Lawson also has a broad understanding of design when he mentions: “Professional designers such as architects, fashion designers and engineers” (Lawson, 2004, p.5). Longer quotations of more than one line should be formatted as below, again within double quotation marks:

“More of the goods and services produced for consumer across a range of sectors can be conceived of as ‘cultural’ goods, in that way they are deliberately inscribed with to generate desire for then amongst the end uses sold to consumers in terms of particular clusters of meaning indicates the increased importance of ‘culture’ to production circulation of a multitude of goods and services.” (du Gay, et al, 1997, p.24) [Long quotation]

Use of Visual Material

Where possible please make images:

- Large enough to see clearly;
- Of good resolution (200dpi);
- Optimised to be less than 350Kb;
- Cropped appropriately.

If you are using diagrams, infographics, or other schematics, please ensure that:

- You present information clearly;
- You use the Times New Roman font/Bamini;
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Figure 1 Captions are placed under the pictures. Ensure that your caption adequately describes what you want your reader to see in the picture, highlighting any areas that they should focus on or relationships that you might want them to see. [Caption].

Citations

The whole citation should follow the Harvard style, enclosed within parentheses (author surname, year) if not a natural part of the surrounding sentence; the year should be enclosed within parentheses if the names do form a natural part of the surrounding sentence. Citations of works by two authors should have ‘and’ (not an ampersand) between the names. Citations of works by three or more authors should have the first author followed by et al in italics with no trailing stop.

In-text lists of references should be listed in chronological order (e.g. author1, 2002, author2, 2004, author3, 2008). Publications by the same author(s) in the same year should be identified with a, b, c (e.g. 2008a, 2008b) closed up to the year.

When a cited work has three or more authors in the text, the form (main author *et al.* year) is used (Don't forget to italicize *et al.*).

In accurate referencing authors encouraged to use citation management systems like Mendely and Endnote with occupy Harvard style.

A reference list should appear at the end of the extended abstract under the heading "References". All the references should be arranged in alphabetical order. Please follow the examples below (cf. References).

Acknowledgements

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript but before the list of references.

References [please choose reference list (Harvard referencing style)]

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