

Title of Conference Paper

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***Abstract:** These guidelines provide instructions to format your full paper to be presented at the twenty-fourth SCECSAL Conference in Windhoek, Namibia, 20-24 April 2020. Please review this document to learn about the formatting of text, table captions and references. Papers that do not adhere to the guidelines will be returned for editing. A brief but informative abstract of maximum 250 words should appear on the first page. It should state the objectives and scope of the paper along with research questions (if any), findings and results. Avoid quotation and citing references in your abstract. Use **10pt Times New Roman** font in italic face.*

***Keywords:** lower case only, minimum **three** and maximum **five** keywords, separated by a semicolon.*

Introduction

Authors are responsible for the quality of their paper and are kindly requested to observe these guidelines for the preparation and delivery of manuscripts. Please follow ***the layout of this document with regard to the format*** in which your paper should be produced. Completed papers must be e-mailed as Microsoft Word attachments to **wuutoni@unam.na** with copy to **scecsal2020@gmail.com** and **cmchombu@unam.na**.

Use English (UK) spell checker.

Paper style and format

Paper length is limited to a **maximum of 10 pages** (including all figures, tables, list of references and appendices), and should be formatted for A4 paper. Manuscripts longer than 10 pages will be returned for editing.

Paper style should follow the form: background and purpose of the paper or study should be stated first, followed by details of the methods, procedures, and instruments used. Findings, discussion conclusions, recommendations, and references should follow in that order. Appendices may be added where appropriate.

Times New Roman 12pt should be used for all text, including headings and subheadings; headings and subheadings should be **bolded**. The only exception is the **title of the paper**, which should be in **Times New Roman 14pt (bold)** and **centred**. **Sentence case** (capitalize the first letter of the first word in a heading – like you would in a sentence) should be used in the titles of all headings and subheadings. However, use **title case** (i.e. capitalize the first letter of each word in the title, except for certain small words, such as articles and short prepositions) for the title of the paper. **Names of authors** should be 12pt and 11pt for the author affiliation information.

The top, left, bottom and right margins should be 2.5 cm in A4 size portrait. Full justification (left and right) should be used.

Do not insert page numbering.

The final document is to be submitted by **30 September 2019** in Microsoft Word format. The Conference Programme is expected to be full and there is need to drop some papers. Therefore,

submissions not received by **30 September 2019** will not be considered for presentation at the conference. Papers not meeting the criteria indicated in this document will also be dropped.

Sections

Sections should not be numbered and a **maximum of three levels** of subheadings may be used. First level section headings should be in **12pt, bold face**, subsections in **11pt, bold face** and sub-subsection headings in **10pt** with *italic face*.

Tables and figures

Tables and figures should be incorporated in the text, numbered sequentially but separately (Table 1; Table 2; Figure 1; Figure 2, etc.) and placed close to the point where they are referred to within the text. Format a table or figure caption as in the following example (**bold**; Times New Roman 10; centred). Captions should appear above a table and below a figure.

Table 1. Table captions should be placed above the table

Table	Header 1	Header 2	Header 3
Item 1	Entry 1	Entry 1	Entry 1
Item 2	Entry 2	Entry 2	Entry 2
Item 3	Entry 3	Entry 3	Entry 3

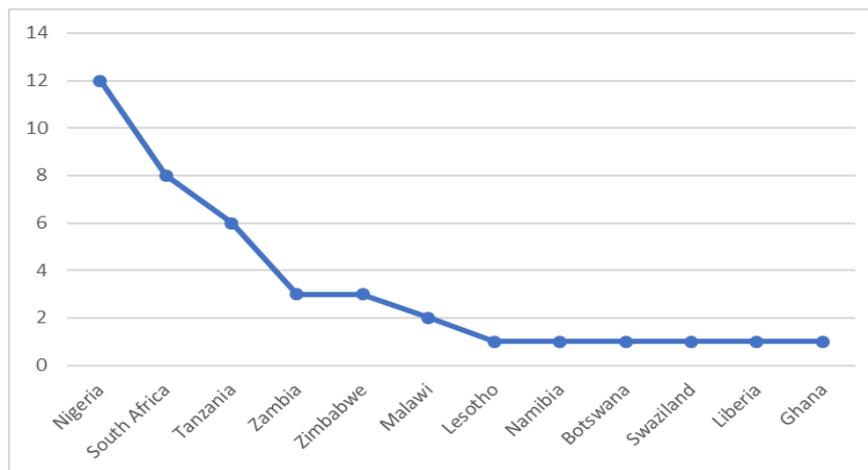


Figure 1: Captions for figures should be below the figure

Captions should be clear and simple, although enough information should be provided for the table or figure to be understood without further reference to the text.

Acronyms

All acronyms should be spelled out the first time they are introduced in text or references, i.e. Sustainable Development Goals (SDGs), United Nations (UN), University of Namibia (UNAM), Information Technology (IT), etc. Thereafter the acronym can be used if appropriate (i.e. SDGs, UN, UNAM, etc.).

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. The section could acknowledge sources and individuals whose support, information or work has contributed to the content, or assisted the development of the paper.

Reference style

For referencing within the text and compilation of the reference list (**notes and bibliography**), authors (**author-date**) must conform to the Chicago Manual of Style, 17th edition. Please, visit the following online resource for quick details:

Chicago-Style Citation Quick Guide

Website: http://www.chicagomanualofstyle.org/tools_citationguide.html

Notes and references should be presented at the end of the article and not as footnotes.