**This guideline is the general instruction for authors in ASIST2019. A different instruction for authors may be set based on specific instruction of the journal that accept selected papers.**

**Full Paper Preparation Guidelines**

Prospective authors are invited to submit full text papers including abstract, keywords, introduction, methodology, result and discussion, conclusion, tables, figures and references. Authors are recommended to follow the Guidelines in preparing full paper accordingly. A single word document containing all required information should be uploaded in a **single** file (Word Document-doc or docx).

**Language**

The full paper must be submitted in English. It is the author’s responsibility to pay attention to the grammar and spelling.

**Title Page**

**Author names, Affiliations and ORCID**– All accredited authors’ names must be correctly spelled and written. Names are to be written in the format of last name first, followed by the first and middle names initials. i.e. New, C.Y.  Present the authors’ affiliation addresses accordingly below the names of the authors. Provide full postal address without any abbreviations. Indicate all affiliations with number superscripts, placed in front of the last name and the similar number superscript must be indicated in front of the addresses. Provide each respective authors their ORCID.
**Corresponding author**

Clearly indicate who with (\*) in front of the author’s name and only the e-mail address of the corresponding author is allowed.

**Manuscript Style**

Double-spaced, typed using 11-point Calibri with a margin of 1 inch on all four sides. Provide continuous line numbers in the manuscript.
Headings of the sections are to be bold and appear on its own separate line. Subheadings/subsections should be given a brief heading, italicize and appear on its own separate line. Authors are advised to minimize subsections. Please number the headings and subheadings accordingly. i.e.
1. Heading
1.1 Subheading
1.1.1 Sub Subheading

The manuscript should be divided into the following sections:

a) **Abstract**

Executive summary of the manuscript which includes the specific aims, brief description of method, main results and conclusions in a single paragraph. No references should be included in the abstract. Non-standard or uncommon abbreviations should be avoided but if essential they must be defined at their first mention in the abstract itself. Please provide an abstract of 150 to 250 words.

b) **Keywords**

A minimum of 3 keywords and maximum of only 6 words allowed indicating the essentials of the research work. Separate the keywords with comma.

c) **Introduction**

Provides the aim of the investigation and a brief statement of previous relevant work with references.

d) **Materials and Methods**

Only new techniques need to be described in detail for reproducibility. Known or published methods must have adequate reference. Relevant modifications should be described.

e) **Results**

Clear and concise. Presentation of results with tables and figures may improve its clarity.

f) **Discussion**

Explains the significance of the results.

**Note**: Results and Discussion can be separated or combined.

g) **Conclusion**

Summary of results interpretation with suggested recommendations. The conclusion should not merely repeat points made in the preceding sections.

h) **Acknowledgement**

Should be kept to the absolute minimum

Headings of the sections are to be bold and not underlined. They should appear clearly on its own. Any subsections should be given a brief heading, italicize and it should also appear clearly on its own separate line. Authors are advised to minimize subsections.

**Tables, Graphs, Figures and Photographs**

Tables, graphs and figures should be displayed in the full paper. Tables and figures should be numbered consecutively in accordance with their appearance in the text. Tables are captioned on top of the table body and place any table notes below the table body with proper indications to the contents in the table body (if needed). Figures are captioned at the bottom of the figures. Scanned or digital photographs should be in high resolution, minimum 300 dpi in the PC format

**Footnotes**

Footnotes should be kept to a minimum; in most cases, it will be possible to incorporate the information in the text. If footnotes are used, they should be numbered in the text indicated by superscript numbers and kept as brief as possible.

**References**

***Citation in text***

References should be cited in the text by the author. All references in the text must be listed at the end of the paper, with the names of authors arranged alphabetically, and titles of papers given.

***Reference style***

It is the authors’ responsibility to provide the accurate details of the bibliographic citations. Please ensure that all references cited within the text must also be present in the reference list (and vice versa).

1. **Single author**: the author’s name (without initials) and the year of publication.
2. **Two authors**: both authors’ name and the year of publication. E.g. (Duan and Su, 2005).
3. **Three or more authors**: first author’s name followed by ‘*et al.*’ and the year of publication. Citation may be made directly (or parenthetically). Group of references should be listed chronologically according to the year of publication. E.g. “as demonstrated (Saleh *et al.,*2014; New *et al.,*2016). Malcolm *et al.*(2015) have recently studied...”
4. **Same group of authors with the same first author** that has multiple publications within the same year should be indicated with an alphabet after the year of publication to indicate differently.  E.g. Son, Tang, and Premarathne (2015a); Son, Tang and Premarathne (2015b)
5. **Different group of authors, but by the same first author** that has multiple publications within the same year is cited as such: E.g. Son, Tang, Premarathne *et al.* (2015) [more than 3 authors]; Son, Premarathne and Aimi (2015) [3 authors]

*Citation in text:*

All references in the text must be listed in the references section with the names of authors, arranged alphabetically. It is the duty of the author to ensure all references cited to be listed, **COMPLETE**and **ACCURATE**without **ANY LOSS**of information required by the Journal. Please ensure all references cited within the text must also be present in the reference list (and vice versa).

***Reference List***

All references should be arranged **alphabetically** by authors’ name, listing all authors, year of publication, the full title of articles and journals, publisher and the necessary information (Examples given). Journal names are not to be abbreviated, typed in full, capitalized. Please cross-check the references in text and in the list to ensure similarity.

**Examples:**

**Journal**
Kudra, T., Raghavan, G.S.V., Akyel, C., Bosisio, R. and van de Voort, F.R. (1992). Electromagnetic properties of milk and its constituents at 2.45 MHz. *International Microwave Power Institute Journal*, 27(4), 199-204.
**Book**
Evans, A.S. and Brachman, P.S. (1998). Bacterial Infections of Humans: Epidemiology and Control. 3rd ed. New York: Kluwer Academic.
**Chapter in Book**
Holt, J.G., Krieg, N.R. and Sneath, P.H.A. (1994). Genus Salmonella. In Holt, J.G. and Krieg, N.R. (Eds). Bergeys Manual of Determinative Bacteriology, p. 186-187. Baltimore, MD: Williams and Wilkins.
**Proceedings/Seminars/Conferences Papers**
Cloyd, A.M. (2014). Surveying students: A look at citation habits of college students, presented at EasyBib Info Lit Conference, New York City, 2014. New York, NY: Easy Bib Publishing
**Internet**
United States Department of Agriculture (USDA) Food Safety and Inspection Service (FSIS). (2006). Food Safety Information: Microwave Ovens and Food Safety. Retrieved on August 24, 2014 from FSIS Website: www.fsis.usda.gov/shared/PDF/Microwave\_Ovens\_and\_Food\_Safety.pdf Report
Turnitin. (2003). What’s wrong with Wikipedia?: Evaluating the sources by students. Oakland, CA: iParadigms, LLC.
**Thesis**
Knight, K.A. (2011). Media epidemics: Viral structures in literature and new media. Michigan: Michigan University, PhD Dissertation.
**Patent**
Bell, A.G. (1876). U.S. Patent No. 174, 465. Washington, DC: U.S. Patent and Trademark Office.
**Standards**
International Organization for Standardization. (2016). Occupational health and safety management systems-Requirements with guidance for use (ISO/DIS Standard No. 45001). Retrieved from http://www.iso.org/iso/catalogue\_detail?csnumber=63787
**Newspapers**
Bowman, L. (1990). Bills Target Lake Erie Mussels. Pittsburgh Press, p. A4.

**Tables**

The tables should be numbered consecutively in accordance with their appearance in the text. All tables must be supplied with a caption, placed on top of the table body and any table notes must be placed below the table body with proper indicators to the contents in the table body (if needed).
Captions are written in the format of: **Table 1. Demographic of the respondents.**

**Figures**
Figures should be numbered consecutively in accordance with their appearance in the text. Scanned or digital photographs should be in high resolution, minimum 300. Caption every figure at the bottom of the figures followed by the figure notes.
Caption are written in the format of: **Figure 1. PCR Amplification of *Salmonella*.**

**Footnotes**
Footnotes should be kept to a minimum. They should be numbered in the text indicated by superscript numbers and kept as brief as possible.

**FULL PAPER TEMPLATE**

**[There is no need to change the font and font size]**

**Title (Please write your title here)**

Authors’ names (Last name, initials of the first and middle name) [i.e. 1,\*Author No. 1, 2Author No. 2]

*1 Address*

*2 Address*

Note: Please use the same number superscript for authors that are from the same institution. If all authors are from the same institution, there is no need for number superscript.

\*Corresponding author: Email address of the corresponding author

Author No.1: ORCID

Author No. 2: ORCID

**Abstract**

Executive summary of the manuscript which includes the specific aims, brief description of method, main results and conclusions in a single paragraph**. No references should be included in the abstract.** Non-standard or uncommon abbreviations should be avoided but if essential they must be defined at their first mention in the abstract itself.

**Keywords:** Keyword 1, keyword 2, keyword 3, …, keyword 6 (minimum 3 keywords; maximum 6 keywords)

1. **Introduction**

A brief literature review and previous relevant work with references.

Include the objectives of the research work at the last paragraph clearly.

1. **Materials and Methods**

*2.1 Subheading*

*2.2 Subheading*

 *2.2.1 Sub subheading*

1. **Results and Discussion/Results**
2. **Discussion (Please omit if you are combining results and discussion)**
3. **Conclusion -**

**Conflict of Interest - Disclose any potential conflict of interest appropriately.**

Authors declare no conflict of interest.

**Acknowledgments**

Indicate any source of funding or other contributors to the work in a single paragraph and kept at the minimum

**References**

Please refer to **Author Guidelines** for Examples