TITLE OF ARTICLE

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ABSTRACT

The abstract should summarise the context, contents and conclusion of the paper in no more than 500 words. It should not contain references or display equations, figures, or tables.

**Key words:** List four to six keywords which characterise the article.

INTRODUCTION

All contributions must be submitted in Word format. No PDF contributions will be accepted as all contributions must be in a uniform format to be included in the final proceedings.

All contributions are to be in British (UK) or American (US) English. Please use either or in a consistent manner (for example, do not use *summarise* and *summarize* interchangeably). Authors are encouraged to have the grammar of their contributions checked before submission. Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

Quotations are to be in double inverted commas, example: Smith (1999) claims that “any man can plant a seed, but not every man can grow a seed”.

The length of the papers should not exceed 20 pages.

Margins, Top: 2.75 cm, Left, Right and Bottom: 2.54 cm.

MAIN HEADINGS

Please divide the main body of text under sensible, clear headings.

For convenience the quick styles have been set up in this template, however, a summary of the styles used is available in the table below.

Table 1: IAMOT 2015 Style Chart

| Headings / Body of Text | Font | Font Size | Paragraph | Style Name |
| --- | --- | --- | --- | --- |
| Article Heading  | Calibri, Capital, Bold  | 12 | Before 0pt After 10pt  | Article Heading  |
| Author Name  | Calibri, Capital  | 11 | Before 0pt After 10pt | Author Name  |
| Author Details  | Calibri | 10 | Before 0pt After 10pt  | Author Details  |
| Main Headings  | Calibri, Capital, Bold  | 11 | Before 10pt After 10pt  | Main Headings  |
| Sub-Headings  | Calibri, Bold | 11 | Before 10pt After 10pt | Sub-Headings  |
| Sub-Subheadings  | Calibri, Italic  | 11 | Before 10pt After 10pt | Sub-Subheadings  |
| Body Text  | Calibri | 11 | Before 0pt After 6pt  | Body Text IAMOT 2015 |
| Table  | Calibri, Italic | 11 | Before 0ptAfter 4pt  | Table  |
| Figure  | Calibri, Italic | 11 | Before 4pt After 10pt  | Figure  |
| Appendix Heading  | Calibri, Capital, Italic | 11 | Before 10pt After 10pt  | Appendix  |
| References  | Calibri | 11 | Before 0ptAfter 4pt | References  |

Try to ensure that tables fill the page proportionally. All tables must be numbered, example Table 1, Table 2, etc.



Figure 1: IAMOT Logo, Source: www.iamot2015.com

Figures (illustrations and photographs) must be named, example Figure 1, Figure 2, etc. Figures must be centred and must not contain any borders. Figures may be in black and white or colour. Please ensure that the quality of the figures is of a high standard.

Sub-headings

A graph within a graph is an “inset,” not an “insert”. The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem”.

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment”, “discreet” and “discrete”, “principal” (for example, “principal investigator”) and “principle” (for example, “principle of measurement”). Do not confuse “imply” and “infer”.

Prefixes such as “non”, “sub”, “micro”, “multi”, and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicised). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicised).

Sub-subheadings

List of items should be laid out in lowercase Roman numerals:

1. Item one
2. Item two
3. Lists within lists should be numbered in lowercase Roman letters
4. Second item

Footnotes should be numbered sequentially in superscript lowercase Roman letters, typed in font type Calibri at the bottom of the page.

CONCLUSION

Conclusions should avoid ending with a rephrased statements which holds no substantive changes; introducing a new idea; focusing on a minor point in the article; and attempting to make up for an incomplete structure.

acknowledgements

Acknowledgements should come before the references. .” Use the singular heading even if you have many acknowledgements. Avoid expressions such as “One of us (J.Q.A.) would like to thank ...”. Instead, write “J. Q. Author thanks ...”. Funding information may also be included here.

Appendix a

Appendices should be used only when absolutely necessary. They should come before the references and after the acknowledgements/conclusion. If there is more than one appendix, number them alphabetically.

REFERENCES

A complete list of references cited, arranged in alphabetical order according to the surname of the first author, should be provided. References by the same author will follow chronological sequence, i.e., (Loren *et al*., 1983) precedes (Loren *et al*., 1999). Article titles and journal names should be state in full.

*Book*

Brown, S.D., and Lent, R.W., (eds.) (2000), Handbook of Counselling Psychology. New York: Wiley.

*Book Chapter*

Coleman, P.C., (1999), Identity management in later life. In Psychological Problems of Ageing: Assessment, Treatment and Care, RT Woods (ed.), pp. 49–72. New York: Wiley.

*Book in a Series*

Loren, R., Li, J., and Benson, D.B., (1999), Deterministic flow-chart interpretations. In Introduction to String Field Theory, Advanced Series in Mathematical Physics, Vol. 3, pp. 401–413. New York: Springer-Verlag.

*Journal Article*

Boey, K.M., (1998), Social network and the subjective well-being of the elderly in Hong Kong. Asia Pacific Journal of Social Work, 8(2), 5–15.

*Online Journal Article*

Tang, T.C., (2003), Are imports and exports of the five ASEAN economies co-integrated? An empirical study. International Journal of Management, 20(1), 88–92. ABI/Inform database [27 August 2003].

*Thesis*

Mehta, K., (1995), The dynamics of adjustment of the very old in Singapore. Unpublished doctoral dissertation, National University of Singapore, Dept of Social Work & Psychology.

*Proceedings*

Loren, R., Li, J., and Benson, D.B., (1983), Deterministic flow-chart interpretations. In Proc. 3rd Int. Conf. Entity-Relationship Approach, CG Davis and RT Yeh (eds.), pp. 421–439. Amsterdam: North-Holland.