<u>Guidelines for the Preparation of the Full Paper</u>

1. Use B5-sized paper (6.93" x 9.84").

2. Margins must be 1 inch on all sides

3. Use Arial and font size 10 throughout the paper.

4. Title: Capitalised, centred, and bold.

5. Author(s) and affiliation details should be provided. Use an asterisk to indicate the corresponding author and provide contact details (affiliation, email address, & mobile phone number).

6. Include an **abstract of 150-200 words** that summarizes the contents of the paper.

7. Section headings: Use appropriate section headings such as Introduction/Background/ Context, Reflection of learning and teaching experience, Concern/Research Focus, Research Objective(s) or Research Question(s), Planning and implementation of Action, Research Method, Reflection, References, and Appendixes.

8. References: Limit works cited to **no more than 20**. Use APA citation style.

9. Word limit: Do not exceed the **4500-word limit** (inclusive of title, tables, figures, and references).

10. Line Spacing: Single-spaced throughout the paper. Leave a line below section headings and between paragraphs.

11. Do NOT insert page numbers, header & footer.

12. Send the paper in MS-Word format as an e-mail attachment to Mdm. Chuah Kim Hwa at icare1@ipbl.edu.my

13. Presenters should be prepared to do a 20-minute presentation, with emphasis on the process or the action(s) taken during the Action Research study.

14. Accepted papers will be published in the online conference proceedings (with ISBN).

15. Please include an author(s)'s **biodata of 70-100 words** in a separate file.

16. The committee reserves the right to reject any paper that does not comply with:
    - the length and formatting requirements,
    - has not been edited for errors,
    - has been published or presented elsewhere, or
    - is received after the deadline.

Click this link to download the submission guideline for paper.

Editorial Committee:
Dr. Mary Wong Siew Lian (Head)
Mdm. Chuah Kim Hwa
Dr. Chua Lee Chuan
Dr. Siti Zohara binti Yassin