



## GUIDELINES FOR AUTHORS

### 1. MANUSCRIPT FORMAT

#### A. Social Science and Humanities

Each Research Article is not to exceed 6000 words, and the Review Article, not to exceed 8000 words (excluding the abstract, references, tables, and/or figures), a maximum of 80 references, and an abstract of fewer than 250 words.

#### B. Science and Technology

Each manuscript Research Article and Review Article is not to exceed 6000 words (excluding the abstract, references, tables, and/or figures), a maximum of 80 references, and an abstract of fewer than 250 words.

### 2. ORAL PRESENTATION

Each presenter will be given a time slot of 15 minutes in total, which is distributed as 10 minutes of presentation and 5 minutes of a Q&A session. As the schedule of presentation sessions is tight, it is of the utmost importance that all presenters are ready and on time for their presentations. The introduction of each presenter will be kept brief when introduced by the moderator.

### 3. POSTER PRESENTATION

The poster should be A1 (594 mm x 841 mm) in size, with 594 mm width and 841 mm height. The title should be on the top of the poster, whereas the author's information should be included at the bottom of the poster.

Four (4) components of research should be presented in the poster, i.e., Introduction, Methodology, Results, Reference, and Acknowledgement (if any). The poster should be printed in English or Malay.

Reminder: Please avoid the following:

- The use of small and shaded font sizes (shadow).
- The use of background colour is almost the same as the colour of the header or content.
- Use unclear product/research items and author images.
- Too many words – need to insert pictures related to research

#### **4. RECORDED VIDEO PRESENTATION**

The duration of the recorded video is 10 minutes, and 5 minutes will be allocated for a live Q&A session. Details for the recorded video presentation:

Video Size: around or under 750Mb

Platform for video uploading: To be announced

File format of recorded video: MP4

File name of recorded video: Icossh2023.presenter\_name.mp4

Presentation requirement (pick one of the options):

- i) Option 1 – Narrated presentation (PPT slides with both voice and webcam camera)
- ii) Option 2 – Narrated presentation (PPT slides with voice only; include the photo of the presenter on the first page and last page of PPT slides)

Reminder: Please upload your video presentation two (2) to three (3) days before the conference date for testing and feedback, if needed.