



## **CONFERENCE PROCEEDINGS GUIDELINES**

KESSA will publish the conference proceedings and post them on KESSA website. All presenters are therefore invited to submit their papers for publications using the following guidelines:

- Format with Times New Roman 12pt
- Format 1 inch margins
- Maximum 10 pages double spaced including references, tables and figures.
- Format First Page/ Title page (see below)
- Format Tables and Figures (see below)
- Do **NOT** use running headers
- Do **NOT** include appended materials
- Proof read all manuscript carefully for content, grammar and spelling. The publication coordinator is not responsible for editing papers
- Follow guidelines according to the *Publication of the American Psychological Association* (APA) for reference and quotes

### **FIRST PAGE/ TITLE PAGE**

Center your identification section as shown below:

TITLE OF PAPER (ALL CAPS)  
Author/s Name/s  
Title and Office  
Institutional Affiliation/s  
Email address

### **THE PAPER**

- Abstract
- Introduction
- The study
- Findings
- Discussion and conclusion
- References

### **TABLES AND FIGURES**

Include tables and figures as appropriate within the document text or the page immediately following their first reference. Tables and figures that do not meet the specifications will not be

included in the proceedings. They will be removed from the paper and replaced with a footnote indicating availability from author.

## **PAPER SUBMISSION METHODS**

All papers for the proceedings must be submitted on or before August 31<sup>st</sup>, 2014 by sending them as an attachment to the publication coordinator, Dr. Christine Mathenge, [mathengec@apsu.edu](mailto:mathengec@apsu.edu). Attachments must be word documents using Microsoft Word (or translatable) software, preferably in PC format. This will ease technical editing and allow for a uniform appearance for all published documents. **We will not accept paper copies.**

### **Disclaimer:**

Publication coordinator has the discretion to reject a paper based on subject, quality and **length**.