**GENERAL GUIDELINES**

Extended abstracts should be written according to the following format with these headings: **abstract and keywords, introduction, methods, findings and discussion, conclusion and benefits for higher education.** There is flexibility in the naming of the sections. Sub-headings can be used where necessary.

The extended abstract must be in Microsoft Word, typed using Arial font size 10, single paced, and can contain figures, tables and/or images. Margins should be 2.5cm at the top, bottom and sides of the page. **The length of the extended abstract should be around 3-4 pages including references**. Pages need not be numbered.

**TITLE**

*(ARIAL, FONT SIZE 12, BOLD, ALL CAPS, CENTERED)*

Author’s Name and Surname1, Author’s Name and Surname2 (font size 11)

*1Affiliation*

*E-mail for corresponding author*

***Abstract:*** Abstract should not exceed 200 words, typed in Arial font size 10, justified, single-spaced. **Objectives, methods** and **findings** are summarized in this section.

***Keywords*:** List three to five keywords that are typed in Arial font size 10 and separated with commas.

**INTRODUCTION (Heading Arial, font size 10, bold)**

The introduction section should (1) present the scope and objectives of the paper and state the problem, (2) briefly review pertinent literature, (3) describe the methods, and (4) provide an overview of the main results of the work.

**METHODS**

The methodology must be clearly stated and described in sufficient detail or with sufficient references.

**FINDINGS AND DISCUSSION**

The findings and discussion of the work should be explicitly described and illustrated. Supporting figures, tables and images of the results (no more than two figures and two tables) may be included in the extended abstract.

All the tables, images and figures should be centered. Figures and images should be numbered (see Figure 1 for example) and figure legend should be placed under the figure or image. The tables should also be numbered (see Table 1 for example) and the table header should be placed at the top of the table. The sources (if any) of the tables, figures and images should be presented under the tables, figures and images in the form of author surname and publication date.

Figure 1. Legend/Caption

Table 1. Legend

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*Source: author surname and publication date*

**CONCLUSION**

The conclusion should include (1) the principles and generalisations inferred from the results, (2) any exceptions to, or problems with these principles and generalisations, (3) theoretical and/or practical implications of the work, and (5) conclusions drawn and benefits for teaching and learning.

**BENEFITS FOR HIGHER EDUCATION**

Benefits of the work for higher education should be presented in this section.

**REFERENCES**

References should be cited in the text, e.g., (Smith, 1987), and listed in alphabetical order in the reference section. The following format should be used:

**References from Journals:**

Smith, J. 1987. Calibration tests of industrial and scientific CCD cameras. Photogrammetria, 42(1): 47-56.

**References from Books:**

Smith, J. 1989. Trapaceae, In: V.H. Heywood (ed.), Flowering Plants of the World. Mayflower Books, New York. pp. 156-158.

**References from Other Literature:**

Smith, J. 1987. Economic printing of color photos. Report KRL-3, Kennedy Laboratories, Arlington, VA-USA.

**References from websites:**

Smith, J. 2010. Optimizing Remote Sensing for Disaster Monitoring, Retrieved May 13, 2005, from <http://www.remotesening.net/index.htm>.