



## Full Paper Format Guide

1.	The full paper should not be more than fifteen pages.
2.	The first line should bear the title of the paper in bold capital letters, Centered, and in Times New Roman Font Size 12
3.	After the title of the paper, follows the name of the and author/s.
4.	After the names are the designation, department and organization or agency
5.	It shall be followed by the complete organization address.
6.	Next part is the abstract (not more than 250 words) in bold, italic font with not less 5 keywords
7.	The parts of the papers should be the following: <ul style="list-style-type: none"> <li>a. Introduction;</li> <li>b. Statement of the Problems/Objectives;</li> <li>c. Review of Literature</li> <li>c. Methodology;</li> <li>d. Findings;</li> <li>e. Conclusion;</li> <li>f. Recommendation;</li> <li>g. Short Acknowledgment; and,</li> <li>h. References.</li> </ul>
8.	Findings should include tables, graphs, discussed one by one and interpreted per discussion.
9.	Conclusions and Recommendations are separate but are both introduced by a short introductory paragraph and are both numbered or bulleted.