



جامعة حمدان بن محمد الذكية
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Innovation Arabia 12 Conference Submission Guidelines

Useful comprehensive style guidelines on abstract, extended abstracts, full paper, project, success stories submissions and e-poster presentations to guarantee submission acceptance.

TABLE OF CONTENTS

Introduction	3
Abstract Guidelines.....	3
Extended Abstract Guidelines	4
Full Paper Submission Guidelines	6
Length	6
Settings.....	6
Paper Title.....	6
Abstract	7
Keywords.....	7
Sub-headings within the Text.....	7
Figures and Tables.....	7
Page Numbering	7
Ethical Guide	7
References.....	8
Books	8
Edited Books.....	8
Chapter in Edited Book.....	9
Journal Articles	9
Conference Papers.....	9
Dissertations.....	9
Electronic Books	9
Articles in e-Journals.....	9
Online Documents	10
E-Poster Presentation Guidelines	11
Project Proposal Presentation Guidelines	13
Success Story Presentation Guidelines	14

Introduction

Innovation Arabia 12 is a highly scientific refereed event where leading academicians, research scholars, and industry professionals from around the world will have the opportunity to meet, network and share their experience and research results in the fields of quality and business management, health and environmental, learning.

Innovation Arabia will be the place for thought leaders, academics, and the professional community searching to exchange ideas, discuss trends, solutions and challenges in the development of sustainable economies and societies in the Arab World through innovation.

We welcome scholars, students, and practitioners from all disciplinary backgrounds to submit papers, and posters for presentation at the conference sessions.

Procedure

Whether you plan to submit a paper, an e-poster, project or a success story kindly submit an abstract of your work following the below guidelines of abstract submission.

Abstract Guidelines:

Abstract content must meet the following guidelines:

- The outline must have an Introduction, Objectives, Materials and Methods, Results and Conclusions.
- The abstract must not be less than 300 and not exceed 500 words and must be based on an original work.
- Brief introduction about the topic
- Statement defining the purpose of the paper/ presentation
- Description of the research method or ways of overcoming a challenge in case of success story

- Main findings of the study or main expected implications
- Where applicable, the abstract should also include research limitations, practical implications and main recommendations.
- Five or six key words relating to the topic should be supplied along with the abstract.
- Innovation Arabia 12 organizing committee will evaluate the content of each abstract and make the final selection of the abstracts.
- Abstract will be rated on a scale of 1 to 5, 5 being the highest.
- The organizer will inform submitter about result of his/her submitted work.
- For Oral presentation, abstracts rated between 3 to 5 will receive the acceptance email.
- Deadline for Abstract Submission is **15th November 2018**, no abstracts will be accepted after the deadline.
- For any withdrawals, the presenter should notify the organizer in writing at least 20 days prior to the event.
- Once your submission is approved at Stage 1, it will be promoted to Stage 2 – Full Submission
- In Stage 2, you are required to upload full submission in word format for final acceptance before **1st December 2018**.
- Upon final acceptance, an email notification will be sent to you with a link to register to the conference.
- After registration your presentation will be added into the conference schedule and information will be sent to you. Deadline for registration is **5th January 2019**.
- The presentation must cover the same material as the abstract.
- If selected, oral presenters will be given a 15-minute speaking slot at the conference as per their confirmed registration status.

Extended Abstract Guidelines:

All authors are required to follow the guidelines g below:

An extended abstract is a research article in which a conference paper is presented in a concise

way. It may include figures, tables and up to 5 references extracted from the respective full paper.

- ❖ Abstract length should be at least 500 words, including up to five references, but excluding Tables.
- ❖ The extended abstract should include the following:
 - Brief introduction about the topic
 - Statement defining the purpose of the paper/ presentation
 - Description of the research method
 - Main findings of the study
 - Where applicable, the abstract should also include research limitations, practical implications and main recommendations.
 - Five or six key words relating to the topic should be supplied along with the abstract.

Full Paper Submission Guidelines

Submissions to IA12 conference should follow internationally-recognized academic standards and include an abstract, introduction, literature review, research methodology, findings, implications for future research and references. Please use the following guide to prepare your research papers.

Length

Full papers making strong contributions to the theme of the conference should be about 5,000 words and those making narrower contributions about 4,000 words. Word count includes abstract, text, tables, diagrams, references and appendices.

Settings

All manuscripts should be single-spaced. Margins should be 2.5cm at the top, bottom, and sides of the page. Please use Times New Roman in 12-point size and set tab settings to 0.25.

Paper Title

The title of the paper should not have more than 20 words and two levels of headings. The title should be printed in upper and lower case letters in bold with 18 point size, and touch the left margin. The author(s) and affiliation(s) should be single-spaced written in 14-point size. Please do not use titles such as 'Dr.' 'Professor' or 'Engineer' and write only your institution's name and country.

Abstract

All papers must have an abstract of not more than 300-500 words. The abstract should define the purpose of the paper and description of the research method. It should highlight the main findings of the study. The abstract should be single-spaced and written in italics. Please use a 10 point-size to write the abstract.

Keywords

Please include up to five keywords that describe your paper for web searches in your manuscript.

Sub-headings within the Text

Please make sure, first level sub-headings are left-justified, have boldface, in upper and lower case, and are written in 14-point size. Second level sub-headings should be left-justified, written in upper and lower case in bold italics, and be in 12-point size. Third level sub-headings should be indented and written in bold italics with the first word being in upper case.

Figures and Tables

Please make sure, figures and tables appear within the text of the paper and are numbered consecutively. The figure or table number and description should appear left-justified in 12-point size at the top. Legends should be short and define any acronyms, abbreviations or symbols used.

Page Numbering

Please do not print any page number.

Ethical Guide

The manuscript must be original and:

- must not have been previously published in full or in part;
- must not have been accepted for publication anywhere else;
- must not be under review for publication anywhere else, and
- must report new results that have not been published previously.

Authors are advised to check their submissions for possible breaches of copyright rules. They must obtain permission, if needed, from other publications for quotations, diagrams, tables and artwork.

References

Authors must follow the Harvard style for citations. References within the manuscript should only show author's last name and year of publication as follows: (Smith, 2008). Full references should be provided at the end of the manuscript in alphabetical order.

Full citations should be as follows in the examples below

Books

Allen, M. 2006. The Varieties of Capitalism Paradigm: Explaining Germany's Comparative Advantage, Palgrave Macmillan, New York.

Edited Books

Maher, B. A. (Ed.) 1964. Progress in Experimental Personality Research (6 vols.). New York: Academic Press.

Chapter in Edited Book

Brewster, C., Wood, G. and Brooks, M. 2006. Varieties of Capitalism and Varieties of Firm, in Wood, G. and James, P. (Ed.), Institutions, Production and Working Life, Oxford University Press, Oxford, pp.210-26.

Journal Articles

Jarillo, J. C. 1988. 'On Strategic Networks', *Strategic Management Journal*, Vol 9 No 1, pp. 31-41

Conference Papers

Borgman, C. L., Bower, J., & Krieger, D. 1989. From Hands-on Science to Hands-on Information Retrieval in Katzer, J. & Newby, G.B. (Eds.), *Proceedings of the 52nd ASIS Annual Meeting: Vol. 26. Managing Information and Technology* (pp. 96-100). Medford, NJ: Learned Information.

Dissertations

Siu, X. 1997. The Direction of Foreign Direct Investment in China. Unpublished Ph.D. Dissertation, Harvard Business School, Cambridge, MA.

Electronic Books

Caves, R. E.1982. *Multinational Enterprise and Economic Analysis*. [Electronic Version]. New York: Cambridge University Press.

Articles in e-Journals

Korda, L. 2001. 'The Making of a Translator', *Translation Journal*, Vol.5 No1, pp 51-60. Retrieved August 21, 2001, from <http://accurapid.com/journal/17prof.htm2001>

Online Documents

ARAB-NET 2002. UAE Health. Retrieved January 1, 2001 from www.arab.net/uae/govt/ue-health.html

E-Poster Presentation Guidelines

A poster is a visual presentation comprising whatever the contributor wishes to display on the poster board. A display uses text, graphs, tables, charts, and pictures to present the highlights of a subject.

As always in a scientific presentation, the e-poster should include:

- Statement of the problem
- Significance of the problem
- Description of the research method
- Presentation of results or expected results
- Summary of the work and conclusions

A poster is very different from a paper or a talk, and so, different techniques need to be used in its preparation. You will be required to submit a 300-500 word abstract upon submission via the website.

- Posters should be designed to: Catch the viewer's attention, quickly acquaint the viewer with the basics of your subject, and make the viewer want to learn more.
- An **E-poster** is a **digital** version of a poster presentation. The e-poster may include text, figures, charts, tables, images, and artwork but does not include any audio, video, web links or animation.
- As an e-poster presenter you are asked to prepare a **single PDF page**, using that will be displayed at IA12 on a wide screen monitor.
- The e-poster PDF file should be submitted with pixels width 1080px and height 1920px.

- **Font size:** The font size should be 20pt or bigger.

- **Images and tables:**

- You are welcome to use images and tables in your presentation.
- Avoid overlapping, animated objects or serial animations.
- All graphs and tables must be embedded in your file and have titles
- Avoid animated GIF files and be mindful to copyrights and personal anonymity with your images or photos.
- Do not insert or embed any videos in your presentation.
- Use squares, rectangles, circles, etc., to group similar ideas. Avoid cluttering your poster with too much text. Label different elements as I, II, III or 1, 2, 3 or A, B, C, making it easier for the viewers to follow your display.

- **Restrictions:**

- Please do not include audio in your presentation.
- Do not include hyperlinks as there will be no internet access on the e-poster screens.

Project Proposal Presentation Guidelines

A project proposal submission should be a brief description of an idea for a project; it should include a project description, objectives, scope, impact budget and timeline.

Project Details should include:

- Title
- Lead Applicant/PI
- A 300-500 abstract
- Funding Opportunity (potential funders)
- Proposal Deadline

The abstract should include and describe:

- A project description
- The purpose of the project
- The significance of the project
- The impact of the project
- Project plan
- Project Budget
- Project timeline

Success Story Presentation Guidelines

A success story presentation is designed to showcase a successfully implemented project. Professionals can present cases from their organizations. The stories should be relevant to challenges, actors, solutions, and outcomes, and they should describe one compelling project or an interesting series of projects. Stories can describe the potential impact of the organization system, that is, stories can be lessons learnt.

Success story submissions should include:

1. Title
2. Abstract of 300-500 words which includes:
 - Project description (a practice, project, policy, investments, etc. put in place as a solution to a certain issue)
 - Project outcome and impact on stakeholders (Key result, insight, interesting and/or facts stemming from the story)