




South East Asian Association for Institutional Research (SEAIR)

SEAIR Official Protocols for Papers and Proceeding Publications

I. Publication Information

1. The Annual SEAIR Proceeding is officially designated as the "***ANNUAL SEAIR CONFERENCE PROCEEDINGS***" with ISSN 2774-0773 (Online), with earlier Conferences having ISBN assigned by the host country's national libraries.
2. The ***ANNUAL SEAIR CONFERENCE PROCEEDINGS*** is indexed in the EBSCO Academic Database.
3. The ***ANNUAL SEAIR CONFERENCE PROCEEDINGS*** have been available as open access since 2003, the Third Proceedings publication, and have subscribed to the open access licensing of ***Creative Commons Attribution 4.0 International license*** 
4. The SEAIR Abstracts and Full Papers review and acceptance subscribe to the Ethical protocols and practices of the ***COPE Committee on Publication Ethics*** at <https://publicationethics.org/>.

II. Types of SEAIR Conference Papers

1. Accepted Full paper presentation and publication in the ***ANNUAL SEAIR CONFERENCE PROCEEDINGS***.
2. Papers accepted only for presentation and not published in ***ANNUAL SEAIR CONFERENCE PROCEEDINGS*** but recognized in the Official SEAIR Conference Programs with the abstract only.
3. Poster Presentation.

III. General PROCEDURE for Call for and Acceptance of Papers

Step 1 – Abstract Stage

1. Upon the Call-for-Paper notification, correspondence authors may submit the abstract for the double-blind review. The abstract is to be completed according to the format described in Abstract Submission Protocols as attached.
2. The abstract submitted will be reviewed through a double-blind review system to initially assess its conformance to the Institutional Research and Education theme and sub-themes, research methodology, potential findings, and English usage.
3. The submission of the abstract should be performed only through the <https://conference.seairweb.info/>, the SEAAIR Conference Management System. The instructions for the format of the submission of the abstract and paper are available on the SEAAIR website, www.seairweb.info, and the hosting university's conference website for download.

In the identification of full paper submission, please use the filename:

`<your name only one word>.seair<conference year>.paper<n where n is either 1 or 2>.doc`

e.g. `viet.seairYEAR XXXX.paper1.doc`

It means that the paper is by an author whose surname is 'Viet', who is submitting it for the YEAR XXXX SEAAIR Conference, and it is his or her first paper (s) submitted for the Conference.

It is recognized that in some cultures, surnames are either not used or do not exist. Therefore, it is strongly recommended that the filename and the name of the first author displayed on the paper be used.

4. Normally, the Chair of the Technical Committee will inform the author(s) of the abstract's status of acceptance or rejection within 5 working days.
5. Should any changes be needed to the abstract, the author(s) should incorporate recommendations for changes or modifications provided by the reviewers in the full papers and submit the full papers using the same system and procedures as above.
6. Abstracts or full papers that are not accepted for publication can be accepted for presentation only with recognition in the Official SEAAIR Conference Program Booklet.

Step 2 – Full Paper Stage

1. Upon the acceptance of the abstract, correspondence author(s) may submit a full paper for review. The full paper is to be completed according to the format described in Abstract Submission Protocols as attached.
2. The full paper submitted will be reviewed through a double-blind review system to initially assess the full paper conformation of the standard and rigor of a conference paper with research aims, research methodology, data analysis, potential findings discussions, and conclusion, as well as the usage of English.
 - Suppose the initial review proves the language to be inadequate. In that case, the paper will be returned to the author not reviewed for improvements and request for proper English proof editing before re-submission.
 - If the language is acceptable for a conference paper, the reviewers will scrutinize the contents and then make comments and recommendations for improvements.
3. The submission of the full paper should be performed only through the **SEAAIR Conference Management System**. The instructions for the format of the submission of the abstract and paper are available on the SEAAIR website, www.seairweb.info, and the hosting university's conference website for download.
4. Normally, the Chair of the Technical Committee will inform the author(s) of the status of acceptance or rejection of the full paper within 15 working days. There are two types of acceptance as follows:
 - i. **Accepted without changes:** The author(s) do not need to do anything to the paper. Authors will be advised about the Conference, presentations, registration, and other obligations. However, their paper will only be included in the Conference after they have registered and paid for the Conference.
 - ii. **Accepted with required changes:** The author(s) need to amend the papers according to recommendations and then re-submit the revised paper through the Easychair system. In this case, the revised paper filename be amended to:

e.g. **revised.viet.seairYEARXXXX.paper2.doc**

Following a review of the revised paper, it will automatically be included in the conference subject to the authors' registration received by the due date if the reviewers so recommend. Otherwise, the paper will be rejected, and the authors will be so advised.

5. Official acceptance letters will be emailed to authors upon the acceptance of the full papers.

General instructions on special requests for extension

1. All correspondence author(s) shall adhere strictly to the submission deadlines for the abstracts and full papers. No submission in any form of correspondence is allowed after the published deadline.
2. Should the correspondence author(s) require an extension of submission under certain unforeseen, specific circumstances, he/she will have to write to the Chair of the Technical Committee to request an extension of submission. The approval is dependent on the Chair's discretion upon review and discussion with the SEAAIR Executive Committee.
3. If the extension of submission No. 3 is approved, the maximum delay in submission is three days after the stipulated deadline. Any submission after the deadline will not be accepted.

IV. General PROCEDURE for Call for and Acceptance of Posters Presentation

Step 1 – Poster Presentation Proposal

1. The author will prepare a 500-word proposal detailing the aims, methodology, and findings of the potential poster to be presented.
2. The author(s) will identify the intention of the poster presentation after the title of the proposal, the name of the author(s), and the affiliated institution.
3. The poster presentation submitted will be reviewed through a double-blind review system to initially assess the proposal's conformance to the institutional research theme and sub-themes, research methodology, potential findings, and English usage.
4. Poster presentations should be submitted only through the easy chair system. Instructions for the format of the submission are available for download on the SEAAIR website (www.seairweb.info) and the hosting university's conference website.

5. Normally, the Chair of the SEAAIR papers Committee will inform the author(s) of the status of acceptance or rejection of the proposal for poster presentation within 10 working days.

Step 2 – Poster Presentation Stage

1. Upon the acceptance of the proposal for poster presentation, correspondence author(s) may submit a full poster presentation for review. The full poster presentation is to be completed according to the format described in the Poster Presentation Submission Protocols as attached.
2. The full poster presentation submitted will be reviewed through a double-blind review system to initially assess the poster presentation form and format of its research and findings, as well as the usage of English.
3. The submission of the full paper should be performed only through the **SEAAIR Conference Management System**. The instructions for the format of the submission of the abstract and paper are available on the SEAAIR website, www.seairweb.info, and the hosting university's conference website for download.
4. Normally, the Chair of the SEAAIR papers Committee will inform the author(s) of the status of acceptance or rejection of the full poster presentation within 15 working days.

V. SEAAIR Important Notice

Deadlines

1. All abstracts or full paper submissions must be made within the deadlines published on the conference website (24.00 hours ICT time).
2. Queries should be directed to the SEAAIR Secretariat (seair.info@gmail.com) and shall be considered by the Chair of the Technical Committee.
3. All decisions pertaining to papers and publications made by the Chair of the Technical Committee in conjunction with the SEC are deemed final.

VI. Number of papers accepted for presentation by the same author

1. SEAAIR normally accepts only a maximum of two papers by the same main author. These are treated as two separate registrations of papers and presentations but paid once. A third paper by the same author with(out) co-authors will need a full registration with full payment.
2. All other co-authors (s) who attend the Conference will need to register as non-presenting participants, which is subject to reduced registration fees.
3. An author with 3 papers can appeal to the SEC to request special permission to accept the third paper. A main author with 3 papers accepted by SEAAIR will need to ask the second main co-author to make the presentation of the paper for the 3rd paper, which needs to pay for the full registration fees in the Conference, failing which the paper will be taken out of the SEAAIR Proceeding.
4. To comply with the international indexing requirements, for a single Proceedings publication, a participant can have his/her name as an author, second or third author, all together in a maximum of 3 papers, preferably one paper. For papers in which an author appears more than 3 times in a single issue of proceedings, SEAAIR will request the participant to remove that name from a paper of choice, with SEAAIR reserving the right to remove such unilaterally.

VII. Acceptance of papers for publication in the Proceedings

1. Presentation at the Conference and Publication in the Proceeding is based on full acceptance of paper that has undergone the process of a double-blind review for Abstract and Full Paper and full payment of registration fees.
2. Accepted papers will be published in the ISSN Proceedings. The Conference intends to print directly from authors' submissions, so authors must ensure that their final submissions are print-ready.
3. By submitting an abstract and the successful paper, the author(s) automatically authorize SEAAIR to print and reprint their papers and abstracts in the ***ANNUAL SEAAIR CONFERENCE PROCEEDINGS*** or elsewhere and in whatever forms.

VIII. Acceptance of papers for publication in the Proceedings

1. The authorship for each paper is restricted to a maximum of THREE, including both author and co-authors. This ensures a fair and balanced distribution of authorship while maintaining the quality and integrity of the papers.
2. Issuance of certificates will be contingent upon the verification of registration fee payment corresponding to the aforementioned authorship limit.

3. Papers featuring more than three contributors may be evaluated for acceptance on an individual basis, provided there is a valid justifications and subsequent approval from the Chair of Technical Committee.
4. Corresponding author must write to the Chair of Technical Committee at seair.info@gmail.com to provide justifications of contributions of additional members and request the approval of the additional members in the article.

Approved on 15th June 2021 by the SEAIR Executive Committee (SEC)

Updated on 15th July 2024 by the SEAIR Executive Committee (SEC)