**Title of Manuscript (Capitalise Each Word; Font type: Times New Roman; Font size: 14; Center Aligned), One 12pt Single Space Below the Title**

Author Full Name1, Author Full Name2, Author Full Name3

(All Authors names must be written in a FULL NAME; Font type: Times New Roman; Font size: 12; Paragraph: Center Aligned), One 12pt Single Space below the names

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**ABSTRACT (IN TIMES ROMAN 12PT, BOLD UPPER CASE, CENTER ALIGNED)**

The first section of the paper should be a single-paragraph abstract outlining the aims, methodology, highlights of the findings and conclusion of the paper. Authors should aim for an abstract length of about 250 to 300 words. Please use Times Roman 12-point font, justified alignment and single spacing. Suggest minimum 3 keywords (separated by commas) for indexing purposes.

**Keywords**: First Keyword, Second Keyword, Third Keyword, Fourth Keyword, Fifth Keyword

(In Times Roman 12pt, lower case with the first letter of each word capitalized). Two 12pt Single Space below the keywords

**Section Heading in Times New Roman, 12 Points, Bold and Lower Case, Capitalise Each Word**

Congratulations! Your paper is being reviewed and considered for journal publication. Please follow the steps outlined below when submitting your initial and final drafts to the Annual SEAAIR Conference Proceedings Editor. These guidelines include complete descriptions of thworke fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them, and if you have any questions, direct them to the Annual SEAAIR Conference Proceedings Editor at seaair.info@gmail.com

The main body of the full paper may have Sections and Sub-sections. If possible, please do not go beyond sub-sections. All text should be in Times Roman 12 points and center adjusted. For emphasis, use italics. All new paragraphs start on a new line with one line spacing from the previous paragraph and start from the left-hand margin. There should not be any indentation.

There is no need to indent the first line of the paragraph. The paragraphs are to be presented in the “Justified” alignment 🗏.

***Sub-section Headings in Times Roman 12 point, bold and italics***

Sub-section headings are printed in bold and italics with Times Roman 12-point font, as shown above. Use upper- and lower-case letters. There is one blank line above a sub-heading and one blank line between the sub-heading and the first line of the text.

**Page Layout**

The preset margin for the document is 2.54 cm (1 inch) from each side of the border. There will be no boarder for the document, and the page number is located at the center bottom of the page. Do not include any headers and footers in the document.

**Equations**

Ideally, Equations are to be presented using the Equation Editor (Insert – Equation) function. Leave one blank line above and below any equation. Equations are to be centered, and the equation reference right justified. Equation references should be referred to in the text in the form Equation (1).

|  |  |
| --- | --- |
| $$x+y^{2}=z$$ | (1) |

Alternatively, the equation can be presented using an invisible table as presented in Equation (1), which ensures the alignments of both the equation and the equation label. Equations should be typed, and all symbols should be explained within the text of your manuscript. You may include a separate section detailing all nomenclature.

**Inserting Tables in the Manuscript**

There is a degree of flexibility concerning tables. You may choose how you wish to format the rows and columns. However, please be consistent throughout your manuscript. The table heading should appear above the table, as shown in Table 1. Use 12pt upper and lower case letters for the title. Tables are to be centered on the page. Leave one blank line before the table heading and one blank line after the table (unless followed by a main section heading). Do not use colour in the table. These should be located exactly where the authors would like them and should not be submitted separately from the paper.

Table 1: Title of Table centered, and the source must be included as an in-text citation in APA Referencing System (Author, 2024).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male | Female | Total |
| Elementary | 40 | 60 | 100 |
| Junior High | 60 | 40 | 100 |
| High School | 70 | 30 | 100 |

**Illustrations**

Illustrations are to be centered, with the heading, reference, and caption printed below the figure. All illustrations are to be referred to as figures and must be quoted in the text. For instance, see Figure 1 for the example logo of the South East Association for Institutional Research. Please provide a source if it is adapted or produced from other papers. All tables, illustrations, graphics and figures must be displayed "as is" at the place and position the author wants it to be displayed in the content of the body of the paper itself. SEAAIR does not accept these to be displayed at the end of the paper.



Figure 1: The logo of South East Association of Institutional Research (SEAAIR, 2024). (In Times Roman 12pt, center aligned)

If photographs or images are included, high-quality originals should be submitted with your manuscript.

**References and Citations**

The Annual SEAAIR Conference Proceedings adopts the APA Referencing system. See <https://apastyle.apa.org/> for the full official citations and referencing. The APA guidelines are also available at the SEAAIR Conference information site at <http://www.seaairweb.info/Conference/index.aspx>.

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