TITLE OF ARTICLE

(The title should be short, however, reflective to the paper contents and objectives. Titles need not be too descriptive nor be very specific.)
FIRST AUTHOR
University / Company, Department Name, Country
E-mail Address

SECOND AUTHOR
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E-mail Address

**Topic:** according to CIEM 2025.

**Key words:** List four to six keywords which characterise the article.

Introduction and Purpose

A paragraph introducing the topic, and highlighting its importance. The introduction may summarize the previous research or related experience (Literature search). The introduction should end with a clear statement of the objective or research question of the paper or presentation. A statement such as “In this paper/presentation we introduce a model for …”, or “In this paper we report on our experience in …”, etc.

All contributions must be submitted in Word format. No PDF contributions will be accepted as all contributions must be in a uniform format to be included in the final proceedings.

All contributions are to be in British (UK) or American (US) English. Please use either or in a consistent manner (for example, do not use *summarise* and *summarize* interchangeably). Authors are encouraged to have the grammar of their contributions checked before submission. Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

Quotations are to be in double inverted commas, example: Smith (1999) claims that “any man can plant a seed, but not every man can grow a seed”.

The length of the abstract should not exceed 2 pages (Maximum of 3000 characters).

Margins, Top: 2.75 cm, Left, Right and Bottom: 2.54 cm.

Methodology

A paragraph describing the approach/methodology used to achieve the paper objectives. This may include, model, analysis, survey, experience, interviews, etc.

Table 1: CIEM 2025 Style Chart

| **Headings / Body of Text** | **Font** | **Font Size** | **Paragraph** | **Style Name** |
| --- | --- | --- | --- | --- |
| **Article Heading** | Calibri, Capital, Bold | 12 | Before 0ptAfter 10pt | Article Heading |
| **Author Name** | Calibri, Capital | 11 | Before 0ptAfter 10pt | Author Name |
| **Author Details** | Calibri | 10 | Before 0ptAfter 10pt | Author Details |
| **Main Headings** | Calibri, Capital, Bold | 11 | Before 10ptAfter 10pt | Main Headings |
| **Body Text** | Calibri | 11 | Before 0ptAfter 6pt | Body Text IAMOT 2015 |
| **Table** | Calibri, Italic | 11 | Before 0ptAfter 4pt | Table |
| **Figure** | Calibri, Italic | 11 | Before 4ptAfter 10pt | Figure |
| **Appendix Heading** | Calibri, Capital, Italic | 11 | Before 10ptAfter 10pt | Appendix |
| **References** | Calibri | 11 | Before 0ptAfter 4pt | References |

Try to ensure that tables fill the page proportionally. All tables must be numbered, example Table 1, Table 2, etc.



Figure 1: CIEM Logo, Source:

Figures (illustrations and photographs) must be named, example Figure 1, Figure 2, etc. Figures must be centred and must not contain any borders. Figures may be in black and white or colour. Please ensure that the quality of the figures is of a high standard.

Findings

A paragraph summarizing the findings resulting from applying the methodology or approach. Statements such as “We achieve xx% reduction in …” is suitable.

Closing

A paragraph or statement stating the relevance, contribution and benefits of the paper or presentation to the conference theme, related subthemes (Topics) and conference attendees. Recommended actions, extensions, expansions of the study, etc. may be included in this paragraph.

REFERENCES

A complete list of references cited, arranged in alphabetical order according to the surname of the first author, should be provided. References by the same author will follow chronological sequence, i.e., (Loren *et al*., 1983) precedes (Loren *et al*., 1999). Article titles and journal names should be state in full.

*Book*

Brown, S.D., and Lent, R.W., (eds.) (2000), Handbook of Counselling Psychology. New York: Wiley.

*Book Chapter*

Coleman, P.C., (1999), Identity management in later life. In Psychological Problems of Ageing: Assessment, Treatment and Care, RT Woods (ed.), pp. 49–72. New York: Wiley.

*Book in a Series*

Loren, R., Li, J., and Benson, D.B., (1999), Deterministic flow-chart interpretations. In Introduction to String Field Theory, Advanced Series in Mathematical Physics, Vol. 3, pp. 401–413. New York: Springer-Verlag.

*Journal Article*

Boey, K.M., (1998), Social network and the subjective well-being of the elderly in Hong Kong. Asia Pacific Journal of Social Work, 8(2), 5–15.

*Online Journal Article*

Tang, T.C., (2003), Are imports and exports of the five ASEAN economies co-integrated? An empirical study. International Journal of Management, 20(1), 88–92. ABI/Inform database [27 August 2003].

*Thesis*

Mehta, K., (1995), The dynamics of adjustment of the very old in Singapore. Unpublished doctoral dissertation, National University of Singapore, Dept of Social Work & Psychology.

*Proceedings*

Loren, R., Li, J., and Benson, D.B., (1983), Deterministic flow-chart interpretations. In Proc. 3rd Int. Conf. Entity-Relationship Approach, CG Davis and RT Yeh (eds.), pp. 421–439. Amsterdam: North-Holland.