Template for the Preparation of Full Papers for Submission to AUBEA Conferences (Insert Your Paper Title Here)

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**DO NOT** include any author identifiers here or anywhere in the paper until the final camera-ready submission.

Abstract

An abstract of up to 200 words is required for all manuscripts submitted. The abstract should put the research in context and include a statement of the purpose of the study, a brief outline of how the research was carried out, the main findings, and the most important implication of the research. The abstract should be a single paragraph and should not have any in-text citations.

Keywords

Up to 5 keywords should be provided in alphabetical order separated by commas.

# Introduction

The main body of the manuscript should begin with an introduction and end with conclusions. The introduction should explain the issue that is dealt with in the paper, why it is important, and an indication of the way that research into this question is usually carried out. Essentially this answers three questions: what is this about, why is it important and how is it carried out? Clear research aims and objectives to clarify the purpose of the investigation should be articulated towards the end of the introduction.

The introduction should not be a literature review and, therefore, critique is not a part of the introduction. Moreover, the introduction should not outline the structure/content of the paper, which is self-evident in the paper.

The paper structure, section headings, and subheadings, and the order of sections provided in this template are suggestions only. These are more applicable to empirically based research. AUBEA realise that not every conference paper can follow these suggestions as some papers may not be empirical but are systematic literature reviews, case studies, action research, among other types. Nonetheless, the authors must describe how the research was conducted to achieve the aim and objectives in an appropriate place and manner in the paper. This description should highlight the research design, data collection, and analysis methods conducted in the research.

# Literature Review

The manuscript should contain a critical review of the literature or theory relevant to the study. This will demonstrate how the work reported in the manuscript builds on the existing body of knowledge and thereby expanding it or challenging it. Explicit citations must be provided to the underpinning theory or body of literature that forms the basis for the research. The review should define the specific aspect of the research literature to which this manuscript contributes. Specific aspects of the literature are defined by their theoretical positions, whether implied or explicit.

The conclusion of the literature review is a conceptual framework or research hypotheses/questions. This will be the closing of the literature review or the beginning of the research design.

The Harvard referencing system is to be used for in-text citation. Authors can find a complete guide to the Harvard referencing system through Taylor & Francis at, <https://www.tandf.co.uk//journals/authors/style/reference/tf_X.pdf>.

Even though this section is called “Literature Review”, the actual heading of section 2 does not have to be “Literature Review”. It can be any heading that better represents the content of your literature review for the paper. For example, theoretical background, theories of learning, behavioural economics in risk management, etc.

## Nesting Sub-sections

Starting from section 2 (except for section 6 References), nesting subsections can be added whenever necessary to improve the readability of the paper by selecting Heading 2 or Heading 3 as appropriate.

To format the numbering, right-click on the subsection title, choose Bullets and Numbering, select customize and choose the appropriate level and start at as appropriate. Note that subsection groups should be a minimum of 2 if used; if you only have 1 subsection then you do not need a subsection.

### The Level of Sub-section Nesting

It is suggested that authors do not use more than three levels of subsection nesting. Using too many nesting levels may confuse the reader and reduce the readability of the paper.

# Research Methodology

The research methodology section should discuss the approach and/or the research design, data collection, and data analysis methods adopted in the research in such details that they can be replicated. More importantly, the suitability of the selected methodology over other alternatives must be justified academically.

When samples are used, the population should be defined; the method of selecting the sample and the response rate should be stated as should any attempt to establish if the sample or response is biased. All statistical or other quantitative analyses must be checked carefully for applicability and accuracy before submission.

Papers that do not use samples, academically robust research designs, and processes must be explained following the conventions of the type of paper/research undertaken. For example, if the paper is based on a systematic literature review, an established process and framework, such as PRISMA, should be adopted with justifications and explained well.

# Findings and Discussion

Findings that emerge from the investigation should be clearly presented followed by an analytical discussion. This may be done, for instance, by critically demonstrating how the findings relate to the conceptual model presented in the literature review section and the current body of relevant literature. It is also a good practice to explain who exactly are expected to benefit from the findings and any recommendations for improvements in practice.

For papers that report on systematic literature reviews, an analytical discussion of what has been synthesised from the literature should be presented in a structured manner. This may, for example, highlight the similarities and differences from a variety of literature sources on the issues being investigated and the contextual nature of the similarities/differences (such as geographical locations, culture, or many other factors that may influence the discussion in those different literature sources). These discussions should eventually lead to the mapping of the existing body of knowledge and the identification of knowledge gaps.

Tables, figures, and equations may be used in sections 2, 3, and 4 to better explain the findings. All tables, figures, and equations must be cited in the body of the discussion appropriately. An example is provided below.

As shown in Table 1, when a survey uses a 5-point Likert scale, a minimum sample size of 231 is required to achieve a 5% confidence level.

All tables should be left-aligned with the table caption numbered and placed above the table. One line spacing should be allowed after the table and before the next paragraph. Use Times New Roman 10-point or larger size font for contents in tables.

**Table 1.** The sample size for Likert scale based surveys

|  |  |
| --- | --- |
| **Number of Points in the Likert scale** | **Expected Confidence Level**  |
| **1%** | **2%** | **3%** | **4%** | **5%** | **10%** |
| **3** | 6403 | 1601 | 712 | 401 | 257 | 65 |
| **4** | 6003 | 1501 | 667 | 376 | 241 | 61 |
| **5** | 5763 | 1441 | 641 | 361 | 231 | 58 |
| **6** | 5603 | 1401 | 623 | 351 | 225 | 57 |
| **7** | 5488 | 1372 | 610 | 343 | 220 | 55 |

Source: Adapted from Park and Jung (2009).

All figures should be left-aligned with the caption numbered and placed under the figure. One line spacing should be allowed after the figure and before the next paragraph. Use Times New Roman 10-point or larger size for contents in tables. High-resolution figures, suitable for printing, should be provided.



**Figure 1.** Relationship between stress and individual differences

Source: Modified from Kamardeen and Sunindijo (2017)

Equations can be inserted using the formula editor either inline (e.g., $p^{2}-q^{2}=r^{2}$) or in separate lines with continuous numbering and left alignment. Legends should be provided right below the equations. An example is provided below.

Heat gain (HG’) and heat loss (HL’) via solar radiation and conduction are functions of window properties and the window size, and the equations are generally formulated as given in **Eq. (1)** and **Eq. (2)**, respectively:

$HG^{'}=SHGC∙ WA∙I$ (1)

$HL^{'}=U∙ WA∙∆T$ (2)

Where: *SHGC* is solar heat gain coefficient, *U* is applicable u-value, $WA$ is the total window area on each story, $I$ is the solar irradiance, and $∆T$ is the indoor and outdoor temperature difference.

# Conclusion

The conclusion section is not intended to be a summary of the research (That should be provided in the abstract).  They should offer new insights drawing from the research reported in the manuscript. The insights might be related to new theoretical contributions and how your research findings inform/challenge the existing theory. The conclusion may also explain the practical implications of your work/new findings. For systematic review papers, how the consolidation of the existing body of knowledge may contribute to the improvement of existing policies and practices may be discussed. These should be closely linked to the research rationale, aim, and objectives and present the main contributions of the paper.

The conclusion should be followed by a brief discussion of the limitations of the research and recommendations for further research. The limitations of the research are not intended as a criticism of your own work. In this context, the limitations are the limits of the applicability of the research, or the parameters within which you have undertaken the work. For example, temporal, topical, and geographical. Therefore, the recommendation for further research is an indication of how the next steps will extend the applicability of this research.

# Acknowledgement

Authors may be required to acknowledge any funding support provided for the research or any other form of support provided by organisations or individuals. Use this section for such purposes. If no acknowledgement is necessary, deleted this section from the paper.

# References

Harvard referencing style is to be used for in-text citations and for producing a list of references.

Authors may find a guide to the Harvard referencing system through Taylor & Francis at <https://www.tandf.co.uk//journals/authors/style/reference/tf_X.pdf>.

The list of references should be indented to have a hanging size of 0.6cm. **No** line spacing between two references to be provided. Font – Times New Roman, size 10

**Note: The full paper must be in TIMES NEW ROMAN only**