**Full Paper Title**

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***Abstract*:** *In this paper, the formatting requirements for the 4th International Halal Management Conference (IHMC) are described. Please review this document to learn about the formatting of text, table captions, references, and the method to include the indexing information. The conference proceedings will be published in an electronic format. The full paper in MS Word file shall be written in compliance with these instructions. An abstract summarizes, usually in one paragraph of 300 words or less, the major aspects of the entire paper in a prescribed sequence that includes the overall purpose of the study and the research problem, the basic design of the study, major findings as a result of the authors analysis; and, a brief summary of conclusions and recommendations. (12 font size, justified and single line spacing)*

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# Introduction

It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors should be performed. A minimum of 10 pages is required for the length of the paper.

Papers should clearly describe the background of the subject, the authors work, including the methods used, results and concluding discussion on the importance of the work. Please briefly explain the aim and scope of the study, the materials and methods, and the main findings and brief analysis of the study. Papers should be written in MS Word format in single-spaced in 12-point Times New Roman.

# Paper Format

The uniform appearance will assist the reader to read paper of the proceedings. It is therefore suggested to authors to use the example of this file to construct their papers. All text paragraphs should be single spaced.

Single spacing should only be used before headings and subheadings as shown in this example. Position and style of headings and subheadings should follow this example. No spaces should be placed between paragraphs.

## Header, Footer and Page Numbering

Authors are asked to replace the page number (when the paper was accepted) on the header of the first page and on the footer of other pages in order to set a unique page number in the Proceedings.

## Fonts

Papers should use 12-point Times New Roman font. The styles available are bold, italic and underlined. It is recommended that text in figures should not smaller than 10-point font size.

## Table and Figures

Figure captions and table headings should be sufficient to explain the figure or table without needing to refer to the text. Figures and tables not cited in the text should not be presented. The following is an example for Table 1.

Table 1. Title of the Table

|  |  |  |
| --- | --- | --- |
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| Example 3 | 52 | 113 |

Figures and tables must be numbered. Figures and tables captions must be centered in 12-point Times New Roman with small capital. Captions with figure numbers must be placed after their associated figures. Table headings should be centred above the tables. Figure captions should be centred below the figures as shown in Figure 1.

Figure 1. Title of the Figure

## Equations

Each equation should be presented on a separate line from the text with a blank space above and below. Equations should be clear and expressions used should be explained in the text. The equations should be numbered consecutively at the outer right margin, as shown in Equation (1) - (2) below. Here is one example.

(1)

(2)

# Discussion and Conclusion

The discussion and conclusions should state concisely the most important propositions of the paper as well as the author’s views of the practical implications of the results.

# Acknowledgments

A short acknowledgement section can be written between the conclusion and the references. Sponsorship and financial support acknowledgments should be included here. Acknowledging the contributions of other colleagues who are not included in the authorship of this paper is also added in this section. If no acknowledgement is necessary, this section should not appear in the paper.

# References

References should be listed in alphabetical order and presented in a format according to the American Psychological Association (APA) 7th Edition format.

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