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HOW TO PREPARE PAPERS FOR THE SECOND CONFERENCE ON PLANNING & DEVELOPMENT OF EDUCATION & SCIENTIFIC RESEARCH

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ABSTRACT. Abstracts should be no more than 150 words long, and should mention the objectives of the research, its main findings and principle conclusions. It should be typed single-spaced and right and left justified within a centered width of 12 cm. It is expected that authors will use "Times" font type and the following font sizes: (a) 14 point bold for the title, (b) 12 point bold for headings and authors names, (c) 10 points normal for the abstract, affiliations, and reference list, (d) 12 point normal for the text and all other items.

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1. INTRODUCTION

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Final draft of accepted research paper must be sent, by email erpssc@kfupm.edu.sa as MS-WORD attachment, to the chairman of the scientific committee. The manuscript should not exceed 12 pages (A4 size paper) or 6000 words. The manuscript must be right and left justified alignment with 2.5 cm margins on all four sides. Title, authors, and email address and abstract must be on the first page.

A single column format in single spacing should be followed. Leave double spacing between paragraphs and between sections. Leave two spaces between sentences. Do not frame the manuscripts. Frames included in this sample paper are only given to demonstrate the margins size.

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The text may be divided into sections with suitable headings such as introduction, literature review, methodology, analysis, results, discussions, and conclusions. Text headings may have three levels. The font size should be 12 point bold for the headings and 12 point normal for the text.

4. FIGURES, TABLES PAGINATION AND REFERENCES

All figures should be numbered with consecutive Arabic numerals, have

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descriptive captions at the bottom as shown in Fig. 1. Figures must be referred to in the text. Tables should also be numbered consecutively with Arabic numerals, and have short descriptive caption at the top as illustrated in Table 1. Capitalize the first letter of the first word in figure and table captions. Figures and tables should preferably be integrated within the text. Number the pages of your paper consecutively. References must be numbered in the text in order of first citation and listed in numerical order in the reference list. Use the format shown in the reference list below. Note the difference between format for papers and books.

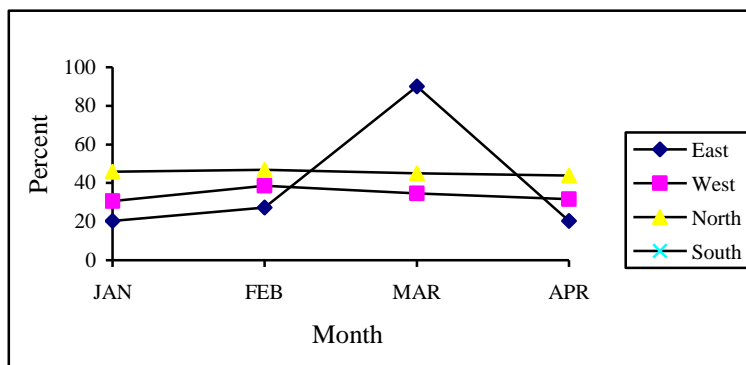


Figure 1: Water Consumption

Table 1: Supply and demand

Month	Difference	Demand	Supply
Jan	1000	4000	5000
Feb	1500	4500	6000
Mar	500	6000	6500
Apr	0	7000	7000

5. CONCLUSION

This Sample paper shows the style that should be followed in writing the manuscripts. Papers not following this prescribed style may be rejected.

6. REFERENCES

- [1] Al-Issa, A. and Sulieman, H., "Student evaluations of teaching: perceptions and biasing factors." *Quality Assurance in Education*, Vol. 15, No. 3, 302-317, 2007.
- [2] Miller, A.H., Imrie, B. W and Cox, K., *Student Assessment in Higher Education*. Kogan Page, London, U.K., 1998.

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