



CONFERENCE ABSTRACT GUIDELINES

For Researchers & Practitioners

1. General Requirements

Item	Requirements
Language	- English (UK/US consistent)
Word Limit	- 250–300 words
Font	- Times New Roman
Font Size	- 12 pt
Spacing	- Single spacing
Alignment	- Justified
File Format	- MS Word (.doc/.docx)
Keywords	- 4–6 keywords
Referencing	- Not required in abstract

2. Abstract Structure (Mandatory Components)

2.1 Title

- Concise (maximum 20–25 words)
- Clear and informative
- Avoid abbreviations

2.2 Background / Introduction

- Brief context of the study
- Problem statement or research gap
- Importance of the topic

2.3 Objectives

- Clearly stated (1–3 objectives maximum)

2.4 Methodology

- Research design (qualitative / quantitative / mixed methods)
- Study setting / context
- Sample and sampling method

2.5 Key Findings / Results

- Summarize major findings only

2.6 Conclusion

- Clear and concise interpretation of findings

2.7 Keywords

- 4 to 6 keywords