

PAPER SUBMISSION GUIDELINES

A) FORMAT AND SIZE

1. All papers should be in Microsoft Word Version, Font Arial, font size 10, page size 18 cm x 24 cm (margin - 2 cm top & bottom and 1 cm on left & right).
2. Size of the paper - between 2500 to 3500 words.
3. Header & Footer Font size 8.

B) TITLE

1. The main title of your paper must not exceed 50 characters. This includes letters, spaces and punctuation.
2. The title should be capitalized and centered at the top of the first page of your paper.
3. If you choose to have a subtitle, it should be capitalized and centered directly below the main title.

C) HEADINGS

1. Headings and subheadings must be capitalized and left justified.
2. Use double space after the headings, before starting the next paragraph.
3. Font size of the main heading should be 16 and sub heading of 12.

D) ILLUSTRATION GUIDELINES

1. Illustrations such as photographs, charts, graphs, drawings, and diagrams should be labeled, so that they correspond with their mention in the text (e.g. Table-1, Figure-2, Diagram-3).
2. Use only black & white glossy prints and do not attach photos to your paper.
3. Indicate on the back of each photograph your name and where the photo should be inserted in the text.
4. Soft copy of commercial charting and graphing materials in back & white are acceptable.
5. Computer generated charts, sharp, diagrams, and maps are acceptable as long as they are printed on a printer that produces clear, sharp image (e.g. laser printers.)
6. If you are drawing your charts, graphs, maps drawing, or diagrams by hand, please use only black ink.

E) PHOTOGRAPH & CV:

1. All papers must be accompanied by one passport size color photograph together with a full CV & a brief CV (not exceeding 50 words).

F) AUTHORITY ASSIGNMENT:

1. Your paper should mark "WCEM" on top left hand side in token that author has assigned all publication rights to the World Congress on Environment Management Organising Committee.

G) PRESENTATION

1. All speakers are allowed 10 minutes for presentation of their paper. The time for answering questions is additional.
2. Power point projector system with laptop would be available for presentation. Any additional aid required, may please be intimated in advance.

H) PAPER SUBMISSION CHECKLIST:

1. Full text of your paper in Microsoft Word Version
2. Two CVs - one full length and one within 50 words.
3. One passport size color photograph.