

## CEM 2021 VIRTUAL FORUM FULL-TEXT PAPER SUBMISSION CHECKLIST

**This is your personal checklist copy for correct paper submission – Do NOT submit with your paper.**

		✓ / ✗
<b>REFERENCES AND PLAGIARISM</b>		
1	Ensure your paper is free of plagiarism.	
2	All references listed in the reference section should be cited in the body-text of the paper.	
3	Cite at least five to 10 recently published research works in the reference section to support your work.	
4	Any tables and figures reproduced or adapted from previously published works must be referenced.	
<b>TITLE</b>		
5	Do not phrase the title as a question. Rephrase your title to answer or at least allude to the answer.	
6	Ensure the title is long enough that it identifies the topic, argument, and method of the essay.	
<b>ABSTRACT AND KEYWORDS</b>		
7	The abstract should include an introductory statement that outlines the background and significance of the study, the methodologies, as well as the major findings of the study.	
8	Do not cite any references, figures, equations, or tables in the abstract.	
9	At least four keywords or phrases should be given in alphabetical order.	
<b>FIGURES, TABLES, AND EQUATIONS</b>		
10	All figures should be captioned.	
11	Figures should use a high enough resolution to be easily readable at a glance.	
12	Text remarks in your figures should be in English.	
13	All tables should be captioned.	
14	All equations have to be written by Equation Editor.	
15	Please number all equations <b>orderly</b> .	
<b>GENERAL</b>		
16	The abstract, as well as the paper, <b>MUST NOT</b> be written in <b>first</b> person.	
17	Please proofread your paper for any grammatical mistakes, typos, spelling mistakes and missing punctuation.	
18	The affiliation section should appear at the bottom of the first page on the left and must include at least the corresponding author's e-mail.	
19	Full text papers should be at least four full pages after formatting according to the CEM 2021 VIRTUAL FORUM Template Paper.	
20	Prepare Blind and PDF versions of your paper for submission with .docx ( <a href="#">MS Word Users</a> )	

