

**GUIDELINES TO AUTHORS  
FOR  
PREPARING FULL AND CAMERA-READY PAPERS**  
*(Centre, 16)*

A.B. Chan<sup>1</sup> and C.D. Lee<sup>2</sup> *(Left, 14)*

<sup>1</sup> Position, Organization, Address, Country *(Left, 12)*

<sup>2</sup> Position, Organization, Address, Country *(Left, 12)*

**Abstract** *(Left, 14)*

This document outlines the instructions for typing your paper. Each paper shall begin with the title which is to be typed in capitals, followed by the name(s) of author(s), position(s) and the respective organization(s) or institution(s) and address(es). This abstract should not exceed 200 words and must be followed by at most 5 keywords. The information given in italics within the brackets is for text alignment (*Left, Centre, Justify*) and the font size of characters (*12, 14, 16*). Authors are kindly requested to observe these instructions as the final manuscript will be directly reproduced without any editing. *(Justify, 12)*

**Keywords** *(14)*: Maximum of 5 keywords. *(Justify, 12)*

**1. Introduction** *(Left, 14)*

The manuscript shall be typed using a word processor, preferably Microsoft Word. Times New Roman typeface is to be used throughout the manuscript, with a 12-point font size for the main text. Laser printers are recommended for printing the manuscript. *(Justify, 12)*

**2. General information**

The length of the manuscript can be around **6 to 10 pages** of A4 size papers, inclusive of figures, tables, and photographs. Page numbers shall be included at the bottom of the pages and positioned at the centre. Omit headings and footnotes. Units must be those of the International System (SI).

**3. Typing the paper**

The manuscript shall be typed on only one side of white A4 size papers (210 mm x 297 mm) in a one-column format. For each page, the left, right, top and bottom margins shall be 30 mm, 25 mm, 25 mm and 25 mm, respectively. The text must be typed in single spacing throughout the paper. A blank line should be maintained between paragraphs. All headings shall be left-aligned and typed in bold print. First-order headings (1., 2., etc.)

shall be 14-point boldface and all sub-headings (1.1, 1.2, 1.1.1, 2.3.1.2, etc.) shall be 12-point boldface. Place two blank lines and one blank line before and after headings, respectively. Use the widow/orphan control [Format → Paragraph → Line and Page Breaks (Tab) → Widow/Orphan control] to ensure that no single line appears at the top or bottom of a page.

Equations shall be typed at one tab space from the left and consecutively numbered on the right side in brackets, and referred to in the same manner, for example, Equation (1). One blank line before and after the equation is required. For example,

$$A = B^2 + C \qquad \text{Equation (1)}$$

An example of a second-order heading is shown below:

### **3.1 Second-order heading** (*Left, 12*)

An example of a third-order heading is shown below:

#### **3.1.1 Third-order heading** (*Left, 12*)

(Place two blank lines and one blank line before and after all headings.)

## **4. Figures and photographs**

Figures as well as tables and photographs shall be embedded where necessary in the text, as close as possible to the first place of their mention. They are to be referred to in the text as “Figure 1: Caption”, “Table 1: Caption”. Figures must be drawn in black ink or laser-printed, lettering size and line thickness should be large enough for legibility and printing. Photographs should be submitted as black-and-white or grayscale glossy prints of good quality and mounted in place with appropriate captions in camera-ready papers.

## **5. Conclusion**

Original typed manuscript together with the original figures, tables and photographs must be submitted.

## **References**

References should be cited using the American Physiological Association system.

---