Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission file is in Microsoft Word format based on **Proceedings Template Format**. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines. ***Failure to comply will result in immediate rejection***.

- *The submission has not been previously published, nor is it before another journal/proceedings, or similar, for consideration. Need to **upload the Ethical Agreement Form during the submission process**. **Failure to upload the Ethical Agreement Form will result in immediate rejection***.

- *All **contributing** authors' names, affiliations, and countries must be added during the submission process. **Failure to add during submission may result immediate rejection or omission from the accepted paper (if accepted)***.

- ***Manuscripts must be** submitted by one of the manuscript's authors and should not be submitted by anyone on their behalf based on the proceedings template. The submitting author takes responsibility for the article during submission and peer review.*

- *The **submitting author** is required to **complete, sign and upload the Ethical Agreement form***.

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- *The Main manuscript should be submitted **(MSWord *.docx format)***.

- *Other files such as the **Ethical Agreement form** should be submitted along with the manuscript.*

- *REFERENCE: All references must be numbered consecutively, in square brackets, in the order in which they are cited in the text, followed by any in tables or legends. New Times Roman, font size 11. Each reference must have an individual reference number. Please avoid excessive referencing. If automatic numbering systems are used, the reference numbers must be finalized and the bibliography must be fully formatted before submission.*

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