KnE Publishing

Style Guide for Authors
Conference Proceeding Collections

Contents

The following is intended to act as a style sheet to the conference papers published by KnE Publishing. Ideally, the authors should adhere as closely as possible to these rules, but there may be cases where this might not be possible, or the style guide might be silent on a given point; should this be the case, please try and maintain consistency.

Please proof-read all work prior to submission to ensure a good standard of written English and the accuracy of references.

Also, where URL links are included – either in the main text or the references – please check they are accurate and still active.

KnE Publishing adheres to the principles of the Committee on Publication Ethics (COPE).

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All content published by KnE Publishing is permanently archived in Portico, a not-for-profit organization with a mission and singular focus to provide a permanent archive of electronic scholarly content.

Basic Styling

Article Title	Casing: Title case and Bold **Graduates Perception towards Instructional Methods of Emergency Medicine: Affecting their Self-confidence in Emergency Departments**
Author	Placement: Below the article title Casing: Title case and Bold Example: **Mohamed Daffalla Awadalla** Separator: Comma between each author and 'and' before the final author Example: **Mohamed Daffalla Awadalla, Ahmed Abd Elrahman Abdalla and Sami Mahjoub Taha**
Abstract	Heading: Titled Style: One paragraph (150–250 words) Abbreviations: Any abbreviation defined in the Abstract needs to be redefined upon first mention in the text. Reference citation in abstract: Please refrain from citing references in the Abstract, whenever possible; however, if cited, put in the full reference details.
Keywords	A minimum of 3 keywords need to be provided (Mandatory) Separator: Comma Casing: Lower case; upper case only for proper nouns Example: **Keywords:** emergency medicine, instructional methods, perception, self-confidence, Sudan
Headings	All numbered First level: Title Case and Bold **1. Difference Between ABC and XYZ** Emergency medicine specialty... Second level: Sentence case and bold **1.1. Difference between ABC and XYZ** Emergency medicine specialty... Third level: Sentence case and Italic 1.1.1. *Difference between ABC and XYZ* Emergency medicine specialty...
Spellings	Use UK or US spelling (with 'ize' variant). This means that the words ending with 'ise', 'isation', etc. will be spelt with 'z' (e.g., 'recognize', 'organize', 'civilize', etc.).
Dictionary	For UK Spelling – follow Oxford Dictionary (https://en.oxforddictionaries.com) For US Spelling – follow Merriam Webster (https://www.merriam-webster.com)
Abbreviations	Abbreviations should be defined upon the first instance in the text; the abbreviated form can be used thereafter.

Emphasis	Single inverted commas
Hyphenation	As per the dictionary followed.
Dashes	En Dash: ranges, words of equal weight, parenthetical phrases (with space), theories and equations based on the names of two people, etc. Example: 10–12 kg, North–South border, Adams–Williamson equation Em Dash: for parenthetical phrases and for setting off a particular phrase.
Commas	Use a comma after e.g. and i.e. in parenthesis. However, in the main text, use 'that is' and 'for example', followed by a comma. Oxford/Serial Commas: NO serial commas; can be used only in long sentences if required for clarity. Thousandth separator: Yes (for 5 digits and above); Example: 1000 but 10,000
Quotation Marks	Single inverted commas need to be used, and double quotations only within single inverted commas. Double quotes if the quoted matter is a direct quote made by someone. Block quotes: Quotations with 45 words or more should be pulled out as a separate paragraph and indented. Please provide the source name for each block quote.
Italics	Used only for foreign words; for other terms, please follow the dictionary *P* value Names of journals, newspapers, books, etc. should always be in italics.
Date Style	For UK Spelling: 14 March 2018 For US Spelling: March 14, 2018 Period: 2016–2017 (do not truncate) Twentieth century, but 1980s. However, remember to hyphenate if referring to an object eg: nineteenth-century literature.
Numbers	Numbers 1–9: Spelled out (one, two, three… etc.) Numbers 10 and above: Numerals (10, 11, 12… etc.) For exact measurements, use only figures (34km, 4%) Fractions: Spelled out in full in text (half, three-quarters, one-third), but written in digits in tables.

Lists	First level: Second level: Third level:
	   i. a. (1)
	   ii. b. (2)
	   iii. c. (3)

Equations	Equations should be displayed on a separate line. <u>These must be submitted in an editable format.</u> If they are numbered, it should be in the format — (1), (2) $\rho \; \partial h/\partial \tau = -div(\vec{q}) + \omega$ (3)

Title

The title is your first chance to attract readers in internet searches, so it is important that it is clear and informative – but also engaging.

Avoid over-long titles where possible (remember you can always have additional information in a sub-title).

Check the English is accurate – a lot of potential readers will be deterred by poor quality English in the title.

Author details

All authors of a manuscript should include their full name and affiliation on the cover page of the manuscript. The names should be in bold and separated by commas. The affiliations should be listed below (please use superscripted numerals where there is more than one affiliation).

Example:
Emily Paterson[1], **Frederick Anthony,**[2] and **Emily Morgan**[2,3]

[1] The University of Bristol
[2] The University of Exeter
[3] British Association of Romantic Studies

The Corresponding Author should be indicated by an asterisk for a paper with more than one author and separated with a comma from the affiliation superscript. The Corresponding Author should use their institutional email address not personal where possible.

Example:
Emily Paterson[1,*], **Frederick Anthony,**[2] and **Emily Morgan**[2,3]

* Corresponding Author: Emily Paterson. Email: e.paterson@institution.com.

For papers with only one author, DO NOT indicate the corresponding author. Just include the email address along with the name.

Example:
Emily Paterson. Email: e.paterson@institution.com.

Where available, please also include ORCID iDs. This allows us to better promote this research to the international academic community by linking it with other research by the author(s). (Additional ORCID iDs can, of course, be supplied).

The ORCID iD is a durable digital identifier. This not only allows the scientific and academic communities to identify individual researchers, but also links the author with their works across multiple platforms. To create an ORCID iD, authors should visit: https://orcid.org/signin and create a unique identifier.

Abstract

Why the abstract is important

The abstract helps potential readers evaluate your research quickly, allowing them to ascertain the purpose of your article or paper, the wider field it relates to, and the special significance and value of this particular piece of research. The Abstract is therefore key to attracting readers and hopefully citations - and citations can greatly increase your credibility in your field.

Where possible, avoid using the Abstract as the first paragraph of the Introduction. It has a different function from the Introduction and should be structured differently. Moreover, readers will get bored of the repetition.

How it should be structured

Be concise. An abstract should be between 150 and 250 words.

Be clear. Remember – some people will only read your Abstract and nothing else, so it is important it contains all the relevant information for them to evaluate your research.

For scientific articles, the Abstract should include an introduction, methodology, research findings, the conclusions which can be drawn from these results, and why this research matters.

For non-scientific articles, the Abstract should provide an overview of the wider academic field, the gap in that field which the study fills (or error the study addresses), and the relevance of the research for the academic community.

Many scholars prefer to write the Abstract last, once they have completed their article. This helps ensure they have included all relevant information and accurately summarised the content, focus and value of the article.

KnE Publishing will edit the Abstracts to the highest standards of English, however, please do ensure that your wording is clear and concise to avoid potential confusion.

Keywords

The importance of keywords

It is important to select the right keywords for your article. They help to define your field of study, the subfield(s), topic(s), and specific issue(s) that are covered in the article.

They also allow other researchers find your work when they search for studies in this area, boosting the impact of the article and providing greater opportunities for citations.

Choosing keywords

When choosing your key words, be selective. You only have 3-6 keywords, so you need to make them count.

Focus on the main topic(s) of your research and any unique identifiers – such as geography, methodological approach, scientific techniques, literary theory, or specific chemical reaction.

But remember – a keyword does not have to be a single word. You could have phrase such as 'Upas Tree', 'inconsistent triad', or 'radioactive waste decay'.

Avoid reusing the same keywords in the title and abstract – this is a chance to get extra words included to help your content appear in search engines (both online and library / archive).

It can be helpful to perform a keyword search using your chosen terms before you submit your paper. Do other articles in your field appear? Is this the group you wish your research to be included in? If not, you might want to consider adjusting some of your keywords.

Acknowledgements, Funding & Ethics Policies

The authors must use this section to thank people who helped them with the completion of studies or preparation of the paper. This can include anyone who provided technical assistance to the author or someone who had a helpful discussion with the him/her, etc.

This goes before the References section. It can be merged with or preceded by the Funding Notice.

The Funding Notice can be used by the author to acknowledge the funding agency, if any, which supported this research. If multiple agencies gave grants, list them separated by commas.

Ethical policies include the conflict of interest statements, informed consent and ethical committee approval. Requirements can vary by discipline. If you are unclear about the requirements for your study, check with your colleagues and advisors, and also the Conference Organiser(s).

Referencing

KnE Publishing uses a combination of styles for referencing, with the Vancouver numerical system for in-text citation, and APA for the endnote references.

All the sources of information that you use in your own research, both ideas and direct quotations, need to be acknowledged in the text. This acknowledgement is called a citation. Each citation requires a reference containing all the details of the source, which is included in a separate list.

Why is referencing important

Referencing in an accurate, recognisable academic format is extremely important.

It gives authority and authenticity to your work, allowing you to display your academic skills and avoid accusations of plagiarism.

Referencing lets you show your awareness of previous research in this field and also highlights where your study is new and original.

By crediting the scholars whose work you are engaging with and building on, you allow your research to form part of the ongoing debates and discussions within the academic community.

Proper referencing helps others to find your research, when they check recent citations for a specific work in a specific field. This increases the opportunity for you to be referenced in future works in this field.

However, it is also important to only use credible academic sources. Typically, focus on content published by reputable sources and institutions rather than blogs and anecdotal accounts.

Finally, be careful not to over-reference. Only include citations where relevant and necessary. In particular, while it is fine to reference your own work where relevant, avoid excessive self-citation.

In-text citation

The Vancouver numerical system has sequentially numbered references throughout the text, and the references will be listed in numerical order at the end of the PDF and in the side panel for online copy.

Each reference number is in a square bracket [2] and occurs immediately after the citation. Where multiple citations are listed together, include them all in the same square brackets, separated by a comma [2, 3, 4].

Where the same reference is used in multiple passages, one number can be used to designate several references.

Endnote References

The APA Style typically goes:
- Surname,
- Initial.
- (year of publication)
- Title of piece
- Publication or publisher details
- Page numbers or URL and date retrieved

Important features to remember:

- Publication titles are always in full and italicised. Do not abbreviate journal titles.
  Example:
  International Journal on Advances in Life Sciences NOT *Int. J. Adv. Sci.*

- Chapter and article titles are not italicised. However, if another publication is included in the title, then this will be italicised.
  Example:
  Paterson-Morgan, E. (2015). Boccaccio's *De Claris Mulieribus* As A Possible Additional Source For Byron's *Sardanapalus: A Tragedy. Notes and Queries*, vol. 62, issue 10.

- When using an acronym for an organisation or conference, make sure it is listed in full for the first usage.
- Page numbers should always be listed when the citation:
  o does not cover the entire publication (such as an article in a journal or chapter in an essay collection)
  o refers to a specific page.
- For a single page reference use 'p.' – eg: p.47.
- For multiple pages use 'pp.' – eg: pp.47-52.
- For a single editor – 'Ed.'
- For multiple editors – 'Eds.'
- Give initials and surnames for all editors.
- With two names use 'and' between names and no comma to separate. With three or more, separate names by commas.

CONFERENCES	
Conference proceedings	Regularly published proceedings are cited like journals. Surname, Initial. and Surname, Initial. (Year, Month). Title. Presented at *Conference Name, City, Country*. Location: Publisher Surname, Initial. and Surname, Initial. (Year, Month). Title. Presented at *Conference Name, City, Country*. Retrieved from http://www.....
BOOKS	
A book in print	Surname, initial. (Publication Year). *Title*. Location: Publisher, page number(s). Jones, S. (2000). *Satire and Romanticism*. New York NY: St Martin's Press.
A book chapter	Surname, initial. (Publication Year). Chapter Title. In Initial. Surname, (Ed.), *Title*. Location: Publisher, page numbers. Paterson-Morgan, E. (2015). The Bloodless Church: Dualist Asceticism and Romantic Vegetarianism. In B. Robertson, (Ed.), *Romantic Sustainability: Endurance and the Natural World, 1780–1830 (Ecocritical Theory and Practice)*. Maryland: Lexington Books, pp. 95-114. N.B. For a chapter in a book with no editor, include the word 'In' before the book title.
Edited book (editor's collection)	Surname, initial. (Ed.). (Publication Year). *Title*. Location: Publisher Robertson, B. (Ed.) (2015). *Romantic Sustainability: Endurance and the Natural World, 1780–1830 (Ecocritical Theory and Practice)*. Maryland: Lexington Books.
Edited book (editor plus author)	Surname, initial. (Publication Year). *Title*. (Surname, Initial. Ed.) Location: Publisher. Byron, G. (1975). *Byron's Letters and Journals*. (L. Marchand Ed.). London: John Murray.
Edited book (editor, no authors).	Surname, initial. (Ed.). (Publication Year). *Title*. Location: Publisher Rutherford, A. Ed. (1970). *Byron: The Critical Heritage*. (London: Routledge).
An eBook	Surname, Initial. (Publication Year). *Title*. Online source URL. Rhodes, F. (2018). *The Effects of Radiation on Food Cycles*. Retrieved from http://www.buybooks.com
Multiple editions of the book	Surname, initial. (Publication Year). *Title* (4th ed.). Location: Publisher

ARTICLES	
An article in a print journal	Surname, initial. (Publication Year). Article Title. *Journal Title*, vol. number, issue number, page numbers. Paterson-Morgan, E. (2019). 'If you would like to see the whole proceedings': Criminal Conversation in Byron's *Don Juan* Canto I. *The Byron Journal,* vol. 47, issue 2, pp. 139-152.
An article in an online-only journal	Surname, initial. (Publication Year). Article Title. *Journal Title*, vol. number, issue number. Retrieved from https://…. Mirghani, H.O. (2020). Fatigue, Nonrestorative Sleep and Associated Factors Among Sudanese Patients with Type 2 Diabetes: A Case-Control Study. *Sudan Journal of Medical Sciences,* vol. 15, issue 1. Retrieved from https://knepublishing.com/index.php/SJMS/article/view/6696/
An article in a Journal with a DOI	Surname, initial. (Publication Year). Article Title. *Journal Title*, vol. number, issue number, DOI Paterson-Morgan, E. (2019). 'If you would like to see the whole proceedings': Criminal Conversation in Byron's Don Juan Canto I. *The Byron Journal,* vol. 47, issue 2, doi.org/10.3828/bj.2019.20
AUTHOR VARIATIONS	
Multiple authors (up to 3)	Surname, Initial., Surname, Initial. and Surname, Initial. (Year). *Title.* Location: Publisher. Surname, Initial. and Surname, Initial. (Year). Chapter title. In B. Editor & C. Editor (Eds.), *Title of Book.* Location: Publisher.
Multiple authors (more than 3)	Surname, Initial., *et al.* (Year). *Title.* Location: Publisher.
Book with no author (eg dictionary)	*Title.* (edition). (Year). Location: Publisher.
Organisation as author	Organisation. (Year). *Title.* Location: Publisher. Organisation (abbreviation). (Year). *Title.* Location: Publisher.
DISSERTATION AND UNPUBLISHED OR ARCHIVAL CONTENT	
Dissertation	Surname, Initial. (Year submitted). Title. (Degree Dissertation, University, year). Morgan, F. (2008). Urban Transport Infrastructure in Emerging Markets. (Doctoral Dissertation, Lemington University, 2008).
Archival content	Surname, Initial. (Year, Month, Day). Title of material. [Description of material]. Material ID (MS number, box number etc). Name and location of archive. Lamb, C. (1812, May 5). Commonplace Book. [Letter in Commonplace Book]. MS. 44325. John Murray Archive, National Library of Scotland, Edinburgh.

RECORDINGS AND EMAILS	
Recorded interview	Surname, Initial. (Year, Month Day). Interview with Initial. Surname [audio recording]. Title of project. Archive Name, Location.
Emails (cited in-text only)	Initial. Surname (personal communication, month day, year) According to E. Paterson-Morgan (personal communication, April 14, 2020).
WEBSITES AND FORMS	
Websites – professional or personal sites	*Website name.* (Year, Month content posted). Retrieved Month Day, Year, from https://www..... *KnE Publishing Guide* (2020, May). Retrieved June 7, 2021 from https://knepublishing.com/index.php/index/guidance
Websites – online government publications	Government or Organisation name. (Year, Month content posted). Title of piece. Retrieved Month Date, Year, from https://www..... EU Commission. (2018, December 20). Annual Retail Sales for Q3 2020 by Country. Retrieved from https://ec.europa.eu/eurostat/publications/manuals-and-guidelines
Database	Make sure to include the full name of the database and an active URL so readers can find this content.
Maps retrieved online	Source Name. (Cartographer). (Year). Title of Map, [Type of Map]. Retrieved from .... Ordinance Survey Maps. (Cartographer). (2018). Motorway Development In Scotland, 2008-2018. [Transport infrastructure map]. Retrieved from http://www......
Technical reports	Surname, Initial. (Year). *Report Title* (Report Number...). Location: Publisher Surname, Initial. (Year). *Report Title* (Report Number...). Retrieved from http://www....
Government reports	Department Title. (Year). *Report Title* (Report Number). Location: Publisher Department Title. (Year). *Report Title* (Report Number). Retrieved from http://www....
Institutional reports	Organization Name. (Year). *Report Title*. Location: Publisher Organization Name. (Year). *Report Title*. Retrieved from http://www....
Software, data sets, measurement apparatus etc.	Provide additional information for specialist software or equipment in the citation, in the position of the title.

Tables and Figures

Tables should be submitted in an editable format in the text.

Figures should be submitted separately, where possible, as high-resolution files to ensure good quality visuals online. Send 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color, at the correct size, as a PGN or JPEG image.

Sources for all tables/figures/illustrations/photographs must be provided by the author; even if the source is author's own, use phrase such as 'Author's own work'.

Tables

All table content must be editable, including formula and equations.

Table titles should go above the table. Title case, in bold, with the legend in sentence case and a period mark at the end.

Example:
Table 1: Perception of graduates' regard confidence in Emergency Departments.

Please ensure you are consistent with the number of decimal places in a given table.

Figures (Charts and Images)

If you are submitting high resolution images for figures in a separate document, make sure the individual images are clearly labelled, and the Figure title is included in the text to indicate where you wish the image to be placed in the PDF.

Figure titles should go below the Figure. Title case, in bold, with the legend in sentence case and a period mark at the end.

Example:
Figure 1: Perception of graduates regarding EM instructional methods.

In-text mentions

For Tables: Table 1/Tables 1 and 2 in the text (Tables 1 & 2 within parenthesis)

For Figures (Charts and Images): Figure 1/Figures 1 and 2 in the text (Figures 1 & 2 within parenthesis)

Copyright and Permissions

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This includes photographs, maps, figures, logos, tables, quotations, archival objects, screen shots and tv or audio clips. Some government forms are also under copyright.

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