

Appendix:

**PAPER SUBMISSION GUIDELINE
FOR INTERNATIONAL CONFERENCE: “Quality assurance of
application - oriented postgraduate education:
International experience and Vietnamese practice”**

A. General requirements

1. Paper can be submitted in English or Vietnamese
2. The full text report is sent to the email address of the Organizing Committee in doc. file format (and 01 printed copy, if any)
3. Abbreviations must be accompanied by captions of the original words.

B. Format and technical requirements for report presentation

1. General format

- The paper should be 6 to 12 pages long (about 3000 to 6000 words). The paper must have article title, abstract and keywords in Vietnamese and English.
- MS Word format, A4 paper size; Times New Roman font, font size 12; margin: left 3cm; right, top, bottom: 2cm; top line spacing: 6pt, bottom line spacing: 0pt should be required.

2. Article Outline and format

2.1. *Article title*: capital letters, bold, font size 14 (Example: **RESEARCH ON TEACHING ACTIVITIES OF LEARNING FOR THIRD YEARS...**); *Author name*: lowercase, bold. (Example: **Nguyen Van A**); *Current training institution*: lowercase, bold (Example: **Hanoi Metropolitan University**); *Working organization*: lowercase, bold, italic (Example: **Hanoi Metropolitan University**); email address; phone number.

2.2. *Abstract*: The abstract must be briefly written into one paragraph (from 200 to 300 words) reflecting the main contents of the article and clarifying the new points, results, contributions of the article.

2.3. *Keywords*: From 3 to 5 keywords of the article in alphabetical order and represent the specific topic of the article.

2.4. *Content*:

- There should be 3 main parts: Introduction, Research Results, Conclusion.
- Large headings must be bold, left aligned, and numbered consecutively with Arabic numerals. Level 1 subsections (e.g 2.1) are bold, not italic; level 2

subsections (e.g 2.1.1) are italicized, bold; Level 3 subsections (e.g 2.1.1.1) are italic, not bold.

- Tables and figures in the article must be numbered separately and in sequential order using Arabic numerals, (for example, Table 1, Table 2, Figure 1, Figure 2). Each table/figure should have a name that accurately describes the contents of the table/figure. The author needs to cite the data source of the table/figure.

2.5. References:

- Citations and bibliography according to the standards of the American Psychological Association (**APA 7th edition**). At least 2 citations are included in recent studies.

- For interview materials, footnotes should be included to indicate the location and time of the interview.

Note:

- Articles written in Vietnamese must have the title, summary and keywords in English at the end of the report after the reference section.

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