



## The 3rd HKAGE Student Biennial Conference “Phase I : Call for Study Projects”

### Final Paper Submission Instructions

Participants who have their proposals accepted should submit the final papers by email to [ss@hkage.org.hk](mailto:ss@hkage.org.hk) **on or before 15 May 2017 (Monday)** and every paper should contain a clear **Outline\*** with the following information:

- Cover Page with Title and Author(s) (Please download the “**Final Paper Cover Page Template**” from our website)
- Introduction (including background, hypothesis (if applicable), objectives, assumptions and limitation, scope and significance of study.)
- Literature Review
- Methodology
- Result Analysis (if applicable)
- Discussion
- Conclusion
- References / Acknowledgements (The paper must be the original work of the participant(s). All references including statistics, books, websites, etc. must be indicated.)
- Appendices (tables, figures, diagrams, clippings, etc.)

The final paper should be written in either English or Chinese with a **maximum of 2,500-3,500 words (excluding a list of References / Acknowledgements and Appendices)** using MS Word in the following format:

- Spacing: 1.5 line–spaced
- Font: Arial (Plain) 12- point font (English)/新細明體 12- point font (Chinese),
- Page formatting: A4 size
- Page margins: 2.5cm (left, top and bottom) and 2 cm from the right
- Save the final paper in PDF format and use the project title as the file name (**i.e. Project Title.PDF**).

\*The above outline is not applicable to the "**Creative Writing**" field. Students who choose this field only need to submit their **original work**, which **should not exceed 5,000 words**. However, students should still follow the above instructions on line spacing, font type and size, page format and margins, file name and format when submitting the final paper.

## Video Submission Instructions

Authors are encouraged to include an optional video to help explain their ideas, e.g. to show experimental results, and upload it to YouTube. The video should not be longer than 5 minutes. Please download the “**Video Submission Instructions**” from our website for the steps of uploading.

## Panel of Adjudicators

All papers will go through a rigorous and fair reviewing process. Authors who demonstrate satisfactory performance in the study projects will present their papers at the Conference through either oral presentation or poster presentation. Note that the HKAGE will determine the final mode of presentation with recommendation from the Panel of Adjudicators. Oral presentation will be made in Concurrent Sessions at the Conference. In poster presentation session, the authors are required to answer questions during the Poster Exhibition at the Conference.

## Oral Presentation at Concurrent Sessions

Every prospective author is required to submit a PowerPoint file for the presentation. The file size should not exceed 5MB. There will be a question and answer session after each presentation.

## Poster Presentation at Poster Exhibition

The poster's size should not exceed **841mm Height x 594mm Width (i.e. A1 size)**. Important points should be extracted from the final paper and sharply displayed on the poster. Tips for making the poster include:

- **Organisation:** Wisely use subtitle, indentation, bolded words, various font size and point form to make clear separations.
- **Font size:** Font size **should not be less than 14**. Choose readable fonts, avoid illegible fonts.
- **Background:** Bright and warm colours are tiring. Cool or solid colour is recommended. If a photo or a picture is used, be mindful that it integrates fine with the text.
- **Colour:** Colours can make a poster attractive. Be careful of the colour selection. Avoid colours that are too similar to the background.
- **Length:** Readers should spend less than five minutes to read.
- **Resolution:** The preferred resolution for the image should be **at least 300dpi** to avoid pixilation.