

## **GUIDELINES FOR AUTHORS AND CONFERENCE ORGANIZERS**

Proceedings of International Academia (Procia) is an international open access proceedings platform dedicated to publishing complete volumes of peer reviewed conference proceedings across a wide range of academic disciplines. Procia works exclusively in collaboration with conference organizers and does not accept unsolicited submissions from individual authors. Each proceedings will be published as an issue of Procia and should not exceed 30 papers. Proceedings with over 30 papers can be organized into two issues in consultation with Procia.

Authors are invited to submit papers to Procia only when instructed by their conference organizers. All submissions must be part of an approved conference whose proceedings are scheduled for publication with Procia. Authors should carefully review the conference specific guidelines provided by their organizers and the author guidelines from Procia. The guidelines below are organized into two parts, for the conference organizers and authors, with reference to the template files attached.

### **GUIDELINES FOR CONFERENCE ORGANIZERS**

As Procia works in close collaboration with academic conference organizers to publish complete volumes of conference proceedings in a professional, transparent, and timely manner, all submissions are managed and coordinated through conference organizing committees. Therefore, conference organizers are encouraged to contact Procia at an early stage of conference planning for the success of this collaboration.

#### ***Collaboration and Editorial Planning***

Conference organizers are required to communicate with Procia in advance to discuss the proposed editorial workflow, review procedures, publication schedule, and technical requirements. This coordination ensures that the proceedings meet quality standards of Procia and that the publication process runs smoothly. Organizers who wish to receive support with the submission platform, reviewer forms, or workflow management must discuss these needs with Procia prior to the start of the review process.

#### ***Formatting and Templates***

All manuscripts included in the proceedings must strictly follow the formatting requirements and templates provided by Procia. Conference specific templates may not be used unless they have been reviewed and approved by Procia in advance. Consistent formatting is essential to ensure professional presentation, efficient production, and indexing readiness. These template files include [Paper-Coverpage.docx](#), [Paper-Without-Auhor-Info.docx](#), [Paper-With-Author-Info.docx](#), and [Paper-Completed-by-Conf-Organizers.docx](#). The use of these template files is explained in the next sections.

#### ***Submission Requirements***

When submitting papers to Procia for publication, conference organizers must ensure that each paper includes the following components:

- Original manuscript version submitted by the author(s). The conference organizers can ask their authors to use the template files [Paper-Coverpage.docx](#), [Paper-Without-Auhor-](#)

[Info.docx](#), and [Paper-With-Author-Info.docx](#) for review purposes. Other template files can also be used, depending on the conference organizers' preference.

- At least two review reports for each manuscript, each including reviewer name, reviewer email address, institutional affiliation, and date of review. The review form can be decided by the conference organizers. If the conference organizers would like to use the review form from Procia, please contact us.
- Review comments, either in a review form or as a separate document.
- Any annotated or track changes file(s) provided by the reviewer, if applicable.
- Final revised version of the manuscript in Microsoft Word format, using the template file [Paper-Completed-by-Conf-Organizers.docx](#), reflecting responses to reviewer feedback. The word limits vary according to paper type and conference requirements, with manuscripts typically ranging from 5,000 to 12,000 words, including references and appendices.
- All documentation must be complete, clearly labeled, and submitted through the agreed submission channel.

### ***Review Process Responsibility***

The peer review process is organized and managed by the conference organizers unless otherwise agreed. Procia may provide technical and procedural support, including access to its submission system and structured review forms, but such arrangements must be confirmed in advance. Conference organizers are responsible for ensuring that the review process is conducted ethically, rigorously, and in line with academic standards.

### ***Quality Assurance and Publication***

Procia reserves the right to review submitted materials for completeness, formatting compliance, and editorial consistency before publication. Incomplete submissions or materials that do not meet the requirements of Procia may be returned to the organizers for revision prior to production. By working collaboratively with conference organizers, Procia aims to ensure that conference proceedings are published with clarity, credibility, and lasting scholarly value, while enhancing the visibility and impact of conference research outputs within the global academic community.

## **GUIDELINES FOR AUTHORS**

Authors are invited to submit papers to Procia only when instructed by their conference organizers. All submissions must be part of an approved conference whose proceedings are scheduled for publication with Procia. Authors should carefully review the conference specific guidelines provided by their organizers and the author guidelines from Procia, in addition to the general requirements outlined below.

When submission is required, authors must register in the Procia system or log in if already registered and submit their manuscripts to the dedicated submission category created for their conference. Submissions made to incorrect categories may be returned without review.

### ***Types of Papers Accepted***

Procia publishes paper types as approved by the respective conference organizers. Common paper types include, but are not limited to:

- **Keynote Papers:** Invited contributions of keynote speakers, presenting authoritative perspectives, critical reflections, or forward looking insights on the central themes of the conference.
- **Research Papers:** Reports of original research studies employing qualitative, quantitative, or mixed methods approaches.
- **Conceptual or Theoretical Papers:** Contributions that advance theoretical frameworks, models, or perspectives.
- **Practice-Oriented Papers:** Analyses of real world applications, professional practices, or institutional initiatives.

The final list of accepted paper types, review criteria, and word limits are determined by the conference organizing committee in consultation with Procia.

### ***General Manuscript Preparation Guidelines***

Unless otherwise specified by the conference organizers, authors are expected to adhere to the following general standards.

- **Length:** Word limits vary according to paper type and conference requirements, with manuscripts typically ranging from 5,000 to 12,000 words. Authors must follow the specific instructions provided by their conference.
- **Abstract:** Abstracts are typically between 150 and 250 words, unless otherwise specified.
- **Keywords:** Three to five keywords should be provided, separated by commas. Keywords should be written in normal case, except for acronyms and proper nouns.
- **Structure:** The structure of the manuscript should follow the conventions of the relevant discipline and conference. Typical sections may include Introduction, Literature Review, Methodology, Results or Findings, Discussion, Conclusion, References, and Appendices where applicable.
- **References:** APA 7th.
- **Format and Templates:** Strictly follow the [Paper-Coverpage.docx](#) for the Cover page, [Paper-Without-Author-Info.docx](#) for the paper manuscript without author's information, and [Paper-With-Author-Info.docx](#) for the paper manuscript with author's information. Three files are required for each submission. The name(s) of all author(s) must be completely anonymized by five continuous hyphens (-----) in the file Paper Manuscript Without Author Information. These are to serve the purpose of double blind review.

### ***Common Mistakes***

To avoid being rejected on the first round of technical review, please ensure that you follow the submission requirements as indicated in the dedicated section prepared for your conference. Here are some common mistakes that first-time submitters often encounter.

- ***Inappropriate font style of the title:*** All capital or normal case letters in the title are not accepted. Only the first letter of each content word is capitalized.
- ***Inappropriate font style of the abstract:*** No italic format is used for the abstract texts in the abstract box of the submission form. However, the abstract texts in the files attached must be in italics.
- ***Empty bio:*** Empty bio is not accepted. The authors often forget to fill in the details in the Bio Statement box of the submission form.
- ***Empty or inaccurate affiliate:*** The correct details of author's affiliate must be included.

- **Identifiable name(s) of the research site(s) and participant(s):** Authors must ensure that the names of research sites, institutions, or individual participants are not identifiable in their manuscripts. Real names should be replaced with pseudonyms or anonymized descriptions to protect privacy and confidentiality, unless explicit written consent has been obtained and documented.
- **Identifiable submission file name:** The inclusion of author's name in the name of the submission file is not accepted.
- **Identifiable details in the submission file:** The inclusion of author's name and affiliate in the submission file is not accepted.
- **Heading style in the navigation pane in MS Word:** The heading styles provided in the template files must be consistently used for the whole manuscript. Do not create your own formatting manually. Do not insert numbers into the headings. To confirm that headings are correctly applied, press Ctrl + F to open the Navigation Pane. All section headings should appear under the Headings tab. This ensures your manuscript follows the required structure and is easy to navigate during review, editing, and production.
- **Submission file mis-location:** The manuscript file must be submitted into the Author's section, not the Editor's submission.
- **Inappropriate referencing style:** The referencing style required is APA 7th. This must be strictly observed throughout the whole manuscript.
- **Inappropriate keyword entering:** The keywords must be separated from each other.
- **Manuscript preparation tips:** We have prepared a list of tips for your reference. Please have a look at [them](#) to avoid being desk-rejected.

### ***Academic Integrity***

Procia is committed to maintaining high standards of academic integrity. All submissions must represent original scholarly work. Plagiarism, self plagiarism, data fabrication, falsification, or duplicate publication are strictly prohibited. The use of AI generated content is governed by the policies established by the respective conference organizers. Authors are responsible for complying fully with these policies and for ensuring transparency where required. Any violations of ethical standards may result in rejection of the paper, removal from the proceedings, or notification of the conference organizers.

### **CONTACT**

We appreciate your consideration of Procia as the ideal home for your proceedings. For further details and inquiries, please contact us at <https://procia.researcherpubs.com>.