

**Leadership Conference**

**Complexities of Leadership in the 21st Century**

**Guidelines for Preparing an Abstract and Paper**

**1. Format**

* **Page size:** A4 (8.27" × 11.69").
* **Page orientation:** Preferably Portrait.
* **Page margins:** At least 1 inch or 2.5 cm on all the sides.
* **Font:** Times New Roman or Arial, 12 points throughout the manuscript.
* **Line spacing:** One and a half line (1.5 lines) throughout all portions of the manuscript.
* **Page numbers:** All pages should be numbered consecutively starting from the title page.

Manuscripts should be set out as follows: title page, abstract and key words, main text, acknowledgements, references, tables, captions to illustrations.

**2. Title Page:**The title page should clearly contain the following information:

* **Title of the article:** Authors should include all information in the title that will make electronic retrieval of the article both sensitive and specific.
* **Name of authors:** First name(s) or initial(s) and surname of each author.
* **Address:** Skills and Professional Development Unit: DUT**,** [**anushaj@dut.ac.za**](mailto:anushaj@dut.ac.za) **/** [**manoshni@dut.ac.za**](mailto:manoshni@dut.ac.za)

**3. Abstract**  
The abstract should be of up to 250 words, summarising the contents of the article. It is important, especially for indexing services, that this must be intelligible independently of the article. It should be informative and completely self-explanatory, briefly present the topic, state the scope of the experiments, indicate significant data, and point out major findings and conclusions.

**4. Keywords**  
Authors are asked to supply 3 to 6 keywords (in alphabetical order) to be used as an aid to coding and indexing.

**5. Main Text**  
The article may be divided into the following sections. Long articles may require subheadings within some sections to clarify their content.

* **Introduction:** It should provide a clear statement of the problem, the relevant literature on the subject and aims of the study.
* **Results:** They should be presented with clarity and precision.
* **Discussion:** It should interpret the findings in view of the results obtained in this and in past studies on the topic.
* **Conclusions:** They should be concisely written in few sentences at the end of Discussion.

**Tables** should be kept to a minimum and be designed to be as simple as possible. Table must be prepared in the word format. Do not use vertical lines. Each table/ figure should be numbered consecutively using Arabic numerals in the order of their first citation in the text and appropriate. Within the text, tables and figures should be referred to by number (e.g. Table 1 or Figure 1), and preferred position and groupings in the text should be clearly indicated.

**6. References**

References should be listed at the end of the article.

**N.B:**

* All papers must be "spellchecked" and "grammar-checked".
* References are correct format and cited appropriately.