

MALDIVES CIVIL SERVICE CONFERENCE 2020

15 & 16 APRIL

CALL FOR PAPERS



ސަރުކާރުގެ ސަރުކާރުގެ ތަމްރީނުގެ ދާއިރާ
Civil Service Training Institute



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CIVIL SERVICE COMMISSION

Civil Service Commission is pleased to issue the **Call for Papers for the Maldives Civil Service Conference 2020**. Scheduled to be held on **15th and 16th April 2020**, the theme and sub-themes for the conference are as below:

Theme for conference:

“INDIVIDUAL ACCOUNTABILITY AND TRANSFORMATION”

Maldives Civil Service is one of the most substantial driving forces of the government’s policy and democratic governance in the Maldives. Therefore, it is of utmost significance that Maldives Civil Service (MCS) is transformed into a cadre of responsible, committed and competent civil service officials. Each and every civil service officer plays a crucial role in shaping up the professionalism and proficiency of MCS which is fundamental to the transformation of Civil Service and the nation at large.

Sub-themes for Conference:

1. Preparing Individuals to take on ownership of roles and responsibilities

As a civil service employee, individuals should take the initiative to carry out their respective tasks effectively and commit themselves to being diligent and liable to their work.

2. Effective Implementation of Civil Service Policies; Bottom-Up Approach

It is imperative for the successful implementation of Civil Service policies that all employees regardless of their hierarchical positions be proactively involved in day-to-day implementation and practice of the policies.

3. Personal Development through Self-Actualization

For employees to be efficient, they must have the need to see themselves as competent and empowered. This will help to unleash the potential within themselves and maximize their individual contribution towards work.

4. Embedding a Culture of Ethics and Values

Organizations need to focus on behavioral competencies by emphasizing ethical practices and value alignment. This will eventually embed an organizational culture that drives professionalism and integrity.

GUIDELINE FOR PAPER SUBMISSION FOR MALDIVES CIVIL SERVICE CONFERENCE 2020

Individuals and groups of four (maximum number of members in a group is 4) can participate in paper presentation for the conference. Abstracts and papers can be submitted in both English and Dhivehi language. The deadline for abstract submission is **20th November 2019**. (Please refer to page 9 for other related dates regarding the conference). The following details must be included in the abstract:

1. Author details (Full Name, Contact Number & Email address)
2. Title of the paper
3. Estimated word count of the paper

The word limit is **8000** words. They must be submitted in PDF format. The paper submission will occur via email. Therefore, it is recommended to draft, edit, and save the proposal in a MS Word document and then ensure accuracy in word count, spelling, and grammar before converting it into a PDF file.

For any inquires related to abstract or paper submission, please contact Civil Service Training Institute at 3307370 or email to dcsc2020@csti.gov.mv.

1. PAGE LAYOUT AND STYLE

The page layout should conform to the following rules.

1.1 Basic layout features

- The layout is appropriate for A4 format.
- Two columns are used except for the title part and possibly for large figures that need a full page width.
- Left margin is 20 mm. Right margin will depend on the size of the paper. Column width is 80 mm.
- Spacing between columns is 10 mm.
- Top margin 25 mm (except first page which has 30 mm to the title top). Bottom margin will depend on the size of the paper.
- Text height (without headers and footers) is a maximum of 235 mm.
- Spacing should be 1.0

1.1.1 Headings

Section headings are centered in boldface with capitalized letters. Sub-headings start at the left margin in the column with the first letter capitalized and the rest of the heading in lower case. Sub-sub-headings appear like sub-headings, except that they are in italics and not boldface. No more than 3 levels of headings should be used. Empty lines should be left above and below each section heading.

1.1.2 Text font

Times New Roman font is used for the main text. Recommended font size is 12 points. Other font types may be used if needed for special purposes.

1.1.3 Figures

All figures should be centered on the column (or page, if the figure spans both columns). Figure captions should precede each figure and have the format given in Fig. 1.

Figures should preferably be line drawings. If they contain grey shades or colors, it should be checked that they print well on a high-quality non color laser printer.

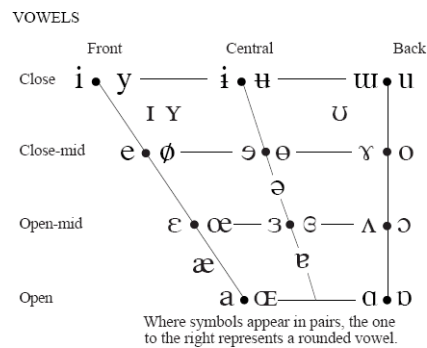


Figure 1: The vowel chart used in the International Phonetic Alphabet (IPA).

1.2 Tables

An example of a table is shown as Table 1. Somewhat different styles are allowed according to the type and purpose of the table. Color should not be used, but grey shading is allowed. There should be a margin of 6 points (pt.) above and below the table.

The caption text may be above or below the table, but this should be consistent throughout the submission. Left and right indentation of the caption should be 0.5 cm.

Table 1: This is an example of a table showing Decibel (dB) ratios.

Ratio	Decibels
1/1	0
2/1	6
3.16	10
1/10	-20
10/1	20
100/1	40
1000/1	60

1.3 Equations

Equations should be placed on separate lines and numbered. An example of an equation is given below:

$$(1) \quad t_0 = \frac{1}{f_0}$$

Numbers of equations can be on the right or on the left margin of the text column.

1.4 Examples

Examples from other languages can either be presented in the body text, or, if referred to elsewhere or particularly long and complex, can be put on a separate, numbered line, as should be done for equations.

1.5 Page numbering

Page numbers will be added electronically to the document later. ***Please do not add page number.***

1.6 References

Please use APA style referencing. References are to be numbered in alphabetical order. Please double-check the final version of your paper with regard to the correct correspondence of references to their numbers.

1.7 Hyperlinks

Links to URLs or email addresses should be formatted as according to APA referencing

2. MULTIMEDIA FILES

Multimedia data that are part of the paper are to be embedded in the submitted PDF; they cannot be submitted as supplementary data. Any images are to be included in the paper as Figures (see Section 2.3 above). It is the authors' responsibility to check image quality ahead of submission. Audio examples are to be embedded within the PDF. To do this, authors can generate the PDF, and then embed the audio files using Adobe Acrobat Professional. Alternatively, they may use other software that offers the same outcome, so that the audio is included in the PDF. The presence of audio data should be identified in the text.

We encourage authors to illustrate video data using still photographs from the video, and to include them as figures in the PDF. We cannot accept embedded video files, but authors are welcome to refer readers to a URL on the internet where these can be viewed.

3. PDF DETAILS

PDF files submitted must comply with the following requirements:

- 1.7.2 All special fonts and symbols must be embedded in the PDF file so that correct rendering of the PDF does not depend on the fonts installed on the viewer's computer
- 1.7.3 There must be no password protection on the PDF file, i.e. PDF files must not be protected by PDF security in any way, i.e. content extraction, document assembly, high resolution printing etc. must not be forbidden
- 1.7.4 PDF files should not contain any colors, hyperlinks, multimedia or 3D content, and no JavaScript or forms
- 1.7.5 PDF files should be no larger than 5 Mb.

4. ANONYMITY

Please also try to make your own previous research as anonymous as possible. As an example: do not write “In our previous study [8] we could show ...” but “As shown in [8] ...” Or refer to your own published or otherwise widely known work, and to that of the other authors, in the “Julius Caesar style”, i.e. in the third person (for example: his work, her work, their work). Reference as “anonymous” only work that you or the other authors have submitted for publication, but which has not yet been published, e.g. [1].

Acknowledgements and references to one's own work are possible as usual.

Important dates regarding conference

Abstract Submission	20 th November 2019
Abstract Review and Shortlisting of Paper presenters	10 th January 2020
Paper Submission	20 th February 2020
Paper Review and Final Paper Submission	20 th March 2020
Conference Date	15 & 16 April 2020



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