



College of Public Affairs
and Development
University of the Philippines Los Baños



ICGD4

INTERNATIONAL CONFERENCE ON GOVERNANCE AND DEVELOPMENT

Governance for Impact: Championing Global Citizenship & Empowering Communities

SUBMISSION GUIDELINES

For authors of papers and posters

- First, authors shall first create an account in the conference management website link: <https://www.conftool.net/icgd4/register.php>
- Once an account is created, authors can submit an Extended Abstract for evaluation of the conference organizers using the same link.
- Paper presentations should be original and have not been presented in any conferences. If a similar topic by the same author was already presented before, it should have substantial difference as the previous presentation and not merely a repetition.
- Deadline of submission of Extended Abstract will open on **15 March 2025** and will end on **21 April 2025, 2359H** (Thailand Time).

Guidelines for submission of extended abstract for papers/posters

- A lead author is allowed to submit a **maximum of three extended abstracts** but can present only one paper. The second accepted paper can be presented by one of the co-authors.
- An extended abstract should have **1,000 to 1,500 words** (excluding title, authors' name and affiliation, references, and key words).



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- c. Authors should follow the prescribed format for the Extended Abstract.

Click here to download the template for the Extended Abstract:

<https://bit.ly/ICGD4ExtendedAbstractTemplate1>

Click here to download the template for Abstract for Poster:

<https://bit.ly/ICGD4PosterAbstracts1>

- d. It must be written in English.
- e. Abstracts must be submitted in PDF.
- f. File Name:

PAPER_<family name>_<first name>.pdf

Example: PAPER_anastacio_mario.pdf

POSTER_<family name>_<first name>.pdf

Example: POSTER_anastacio_mario.pdf

- g. Result of the evaluation will be out by **31 April 2025**.

Guidelines for submission of full papers

For accepted papers, authors who intend to be considered for best paper/poster awards and/or publication (journal article or conference proceeding) must submit a full paper starting **1 May 2025**. Kindly wait for the announcement on how this will proceed.

- a. The full paper should have a maximum of 5000 words, excluding References.
- b. Authors should follow the prescribed format for full paper.
- c. Full papers must be written in English. Authors must ensure that they have been carefully read for typographical and grammatical errors.
- d. Full papers must be submitted in PDF.

Click here to download the template for the Full Paper:

<https://bit.ly/ICGD4FullPaperTemplate1>

- e. File Name:

FULL PAPER_ <family name>_ <first name>.docx

Example: FULL PAPER_anastacio_mario.docx

- e. Follow the APA Formatting and Citation guidelines (7th edition).



Guidelines for submission of posters

Poster guidelines will be released after the results of the review process.

KEY DATES

Paper and Poster Submissions

Call for Extended Abstracts/Posters	March 15, 2025 to April 21, 2025
Review Phase for Submissions	April 22, 2025 to April 30, 2025
Release of Review/Results	starting April 31, 2025
Submission of Full Paper (For those competing for Best Paper Award, and for those who wants to be included in the Conference Proceedings)	May 1 to June 30, 2025

