**Topic (Arial, Size 14, Bold Title Case, First Letter of Each Main Word Capitalized)**

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**ABSTRACT**

Introduction (briefly about the best practices to be shared). Provide justification for why this Best Practice is implemented. Objectives of best practices that have been implemented. Describe the effectiveness of the Best Practices that have been implemented. Abstracts are limited to one paragraph only with a total of 150 to 250 words. Written in Italics.

**Keywords:** Keyword 1, Keyword 2 (no more than 5 keywords)

**Introduction of Best Practices**

Contains a brief background on the best practices implemented. There is no need for an in-depth literature review or a summary of published findings.

**Justification of Best Practices Implementation**

This section should be written about the basis of consideration of why best practices are implemented based on problems, issues, inspiration or any recommendations.

**Objectives of Implementation**

The objectives of best practice implementation are:

**Best Practices Implemented**

**Sub-heading**

Start writing your text here

**Sub-sub-heading**

Start writing your text here

**Impact of Best Practices Implemented**

Write the impact after implementing best practices clearly and precisely. The impact is based on the objectives of implementation.

Table numbers are labelled in Arabic numeral order (example: Table 1, Table 2...).

Type the word ‘Table’ followed by the number above the table. (Example: Table 1)

Type the caption of the table under the table number and italicize as in the example below:

Table 1

*Table Caption*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title 1** | **Title 2** | **Title 3** | **Title 4** |
| Data\* | Data  | Data  | Data  |
| Data  | Data | Data | Data |

Figures must follow the order of Arabic numerals and bold (example: Figure 1, Figure 2....).

All diagrams need to use high resolution to ensure the quality of the diagram is good and clear.

Type the title of the diagram below the diagram number and italicize as in the example below:

**Figure 1**

*Figure Caption*

**Summary and recommendations**

Write the discussion and conclusion here. Summarize the entire writing.

**Reference**

Use APA style version 7