Author Guidelines

6th Annual Regional EPRA Research and Innovation Conference 2025
THEME: "Energy Access"
3 – 5 June 2025
NAIROBI, KENYA

The key elements of the paper are to appear in the following order;

- Title of Conference
- Paper title
- Names(s) of authors(s) and affiliations
- Abstract
- Body of paper including figures, tables, page numbers, foot notes and headings
- Acknowledgements
- Nomenclature
- References
- Appendices

The above elements are briefly described below to provide further assistance to authors in writing, formatting and submitting their papers to EPRA.

Title of Conference

The conference title should be included only on the first page of the paper. The title should contain the following:

- Full name of conference
- Conference dates (day, month, year) and location (city, country)
- Should be 12 pt. boldface (Palatino Linotype typeface)
- Single line spacing

Title of Paper

The title of the paper should be concise and definitive, and should be in uppercase and should be:

- 12 pt. boldface (Palatino Linotype typeface)
- Single line spacing

Name of Author(s) and Affiliations

The Author(s) name should comprise:

First Name, Middle Initial, Last Name. Should be 12 pt. boldface (Palatino Linotype typeface).

The author affiliation should be 10 pt. (Palatino Linotype typeface). It should be upper and lower case letters and centred under the author name. It should consist of the following and be listed in the order shown:

- Name of company or institution
- Department or division
- Mailing address
- Name of city and country
- Phone, and e – mail

Abstract

The aim of the abstract is to provide a clear objective; scope and results of the paper, to enable readers determine whether the paper would be of interest to them. The abstract also seeks to

provide the key words used in the paper. The abstract should not exceed 400 words, and should contain six key words on a separate line at end of the abstract text. 5

Body of Paper

- The text for the paper should be 12 pt. (boldface (Palatino Linotype typeface)), with 1.5 line spacing
- Text format: Single column
- Footnotes: Should be numbered consecutively using superscript numbers. The footnotes should be positioned, flushed to the left, at the bottom of the page in which the first reference appear. The footnotes should be 9 pt.

The author should take note of the following issues into consideration in the preparation of the paper:

Paper Outline

The author is urged to prepare a paper outline prior to writing the paper. In the outline form, the author is able to classify his ideas and organize his thoughts into a logical manner. By preparing the outline, the author can adjust and readjust his thoughts and ideas until the desired order is obtained.

Organisation

The paper should be organized into sections or logical parts. It is advisable that the primary aim of the paper is clearly spelt out at the beginning. This would enable the reader to have a good idea of the paper's objective.

Accuracy

Authors are to ensure that all the information contained in the paper is checked for accuracy and with utmost care.

Units of Measurement

Authors should use the SI units of measurements in the paper. In the event that other units are used, the SI equivalent should be given in parenthesis.

Headings and subheadings

Authors should use headings and subheadings throughout the paper to segment the subject matter into logical parts. Parts or sections may be numbered but paragraphs should not be numbered. The headings in the text should be:

- 12 pt. boldface (Palatino Linotype)
- 1ST LEVEL: Upper case, flushed to the left
- 2nd LEVEL: Title case, flushed to the left

Graphics

All the graphics in the paper such as graphs, line drawings, pictures etc. should be numbered consecutively and captioned. The caption should comprise a number and a brief title. The author should use the number when making reference to the figure in the paper. Figures can be referenced within the paper, for example as "Figure 1".

- The caption should be 12 pt. boldface (Palatino Linotype typeface)
- The title or the caption should be centered below the graphic. Authors may insert the graphic as part of text, or include it on a separate page, as close as possible to its first reference.
- The callouts within the graphic should be at least 9 pt.

Tables

Authors should ensure that tables are numbered consecutively, and have a caption consisting of table number, and a brief title centered above the table. The table number should be used in the text, or included as close as possible to its first reference in the text.

- The caption or title should be 12 pt. boldface (Palatino Linotype typeface)
- The callout within the table should be at least 9 pt.

Mathematical equations

All mathematical equations used in the paper should be numbered consecutively, starting with (1). The number should be enclosed in parenthesis, and flushed to the right of the page, on the same line as the equation. Equations should be referenced in the paper as "Eqn. ( )".

Acknowledgements

Authors may acknowledge the contributions of individuals or institutions not mentioned elsewhere in the paper.

Nomenclature

Nomenclature should be listed in alphabetical order, with capital letters first, followed by lowercase letters.

References

References in the text should be cited in numerical order. This should be done according to their order of appearance, with the numbered reference citation enclosed in brackets. In the event of two citations, the number could be separated by a

comma, for example [3, 4].

List of References: All the references to original sources of cited material should be listed at the end of paper. The reference should be arranged in numerical order, in accordance with the order of appearance in the paper. As a further guide to authors, the references should be arranged in the following formats:

References to journal articles and papers should comprise the following:

- Last name of each author, followed by his/their initials
- Year of publication
- Full title of the cited article in quotes
- Issue number (if any)
- Include page numbers (if possible)

References to text books should follow the following format:

- Author's last name, followed by initials
- Year of publication
- Full title of publications, which is italised
- Publisher
- City and country of publication
- Include page numbers (if possible)

Reference to conference papers or papers compiled in conference proceedings should be in following format:

- Last name of each author, followed by initials
- Year of publication
- Full title of cited paper in quotes
- Paper number (if any)
- Full title of the publications (italised) editor's initials, followed by last name, and followed by the abbreviation "eds"
- Publisher
- City and country of publication
- Volume number (if any)
- Page number of work being cited (e.g. "pp.")

References to technical reports should be in the following format:

- Last name of each author, followed by initials
- Year of publication
- Full title in quotes
- Report number (if any)
- Publisher
- Institution name, city and country of publication

The detailed guidelines can be accessed on the Authority's website via https://www.epra.go.ke//call-papers