Accepted Paper – Camera Ready Format Requirement Guide

Centred Paper Title in 14 Point, Times or Times New Roman

First Author Centred in 10 Point Font
The author’s Department or Section to which they are affiliated,
Institution, Country
Email address

Second Author, Centred in 10 Point Font
The author’s Department or Section to which they are affiliated,
Institution, Country
Email address

Abstract: The abstract is in Times or Times New Roman font. Abstracts should be 75-150 words in length. Indent 2 cm or 3/4” from left and right margins for abstract. Skip three lines before and two lines after abstract. Start the abstract with the sequence ‘Abstract:’ (without the quotes) in 9 point bold-face without a line break after ‘Abstract:’

Commence the body of your paper here. The running or body text should be a serif font such as Times or Times New Roman, size 10 font, single space and fully justified. (The right margin should not be ragged.) Do NOT use styles and avoid the use of bold-face if possible. Leave one line between paragraphs.

All quotations should be italic, justified, with 2 centimetre indent on the left side, Times or Times New Roman font and 10 point. Leave one blank line between the body text before and after the quotation.

Use a typeface with serifs for all levels of headings. It is recommended to use Times or Times New Roman. Leave sufficient place for the title to stand out clearly. Leave two lines blank above and one line below the headings. If a heading is directly followed by a lower level heading the two blank lines before the lower level heading should be omitted. All headings should be capitalized (i.e. all words except for short connectives should have a capital initial). The title should be centred between the margins, all lower level headings should be left-justified.

Font Sizes, Numbering and Styles for the Different Types of Headings:

Title: Centred, 14 point, Bold

Level one heading: left-justified, 12 point, bold

Level two heading: left-justified, 10 point, bold

Level three heading: left-justified, 10 point, bold, italic
Top Reasons Why Proceedings Files are Not Accepted for Publication.

Please use this checklist to ensure that guidelines are followed correctly.
1. Paper Size must be Letter size: 8 1/2 x 11 (The text area is therefore 16 x 23 cm or 6 1/4 x 9 inches).
2. Margins must be 1 inch or 2.5 cm.
3. Font Face must be Times or Times New Roman.
4. Font Size must be 10 point (except Title and Level One headings).
5. Paper page length must be followed.
6. References, graphics, tables all count toward total pages count.
7. Authors must include an abstract.
8. Do not include page numbers.
9. Do not include headers or footers.

Citations

Insert the sequence ‘(Name year)’ (without the quotes) into the running text for a citation to a literature reference. Name is the second name of the author and year is the year of printing. When a citation to several authors is used the single authors must be delimited either by commas or the word ‘&’. The phrase ‘et al.’ is also valid. The year can either be written in short form or in long form (i.e. 92 and 1992 are both valid entries). Use a lower case literal, if you refer to more than one article of an author of the same year (e.g. Jones, 1999a). The word ’see’ and the brackets around the year are optional.

Examples

... this special form (see Wonko & Tsio, 1994b) is very...
... as described in (Wonko, 94a)...
... and this algorithm (Tsio et al., 1994c) is used...

Figures and Tables

Centre figures and tables between the margins with one blank line above and below each. Insert the text ‘Figure n: description’ or ‘Table n: description’ (without the quotes) in 10 point font after the figure/table (n is a unique number that identifies the figure/table; description is a short description about its contents. ‘Figure n:’ and ‘Table n:’ should be in bold). Please use an expressive description for your figures to allow finding them in a keyword search.

Figures: Insert the sequence ‘(Fig. n)’ (without the quotes) into the running text to refer to a Figure contained in the current document.

TABLE n: The title of the Table is under the table, centred, with the ‘Table n’ in bold-face

Please use exactly the format given here to allow us to insert Hypertext links automatically by searching for these special sequences.
Footnotes

Do not use Footnotes.

References

Start the literature references with the single numbered Level One heading ‘References’ (see Headings above for a detailed description of the Level One heading format). Shown are some examples of references formatted with the American Psychological Association style guide.

For more information please consult http://lisweb.curtin.edu.au/reference/apa.html. Every Reference must start with the sequence ‘Name (Year)’ (without the quotes). Name and year must match the citation in the running text [see Citations]. The single information fields of a Reference (Author1, Author2, Title...) should be divided by commas or semicolons. Use the following APA style when referencing a book or journal article making sure to precede the reference with the bracketed information described above:

Book references


Proceedings references


Journal references


Acknowledgements

This is an optional section. Acknowledgements or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article after References. Financial support for work reported or a grant under which a study was made should be noted in the Acknowledgements. Start the acknowledgements section with the sequence ‘Acknowledgements’ in 10 point bold-face, left-justified, followed by a single blank line.