

# Paper Submission Guidelines

*Keywords:* Text format, style, fonts, references, figures.

## ABSTRACT

In order to achieve a high standard and uniform style for the conference proceedings, the editors require authors to follow the text format guidelines given in this paper. Authors are also requested to submit their paper by e-mail, for final assembly by the editors. An abstract of up to 250 words must be included.

## 1. INTRODUCTION

To minimise the differences between formats of different papers, and thus to provide a professional appearance to the Proceedings, these editorial instructions need to be followed closely. This paper itself has been formatted according to the instructions and may be used as a model.

## 2. ORGANISATION OF THE PAPER

The typical format of a Proceedings paper would be as follows.

**Title.** The title should be as brief as possible, while being sufficiently descriptive to enable potential readers to determine whether or not it is of interest to them.

**Authors.** All authors must be listed, followed by their affiliations. The Society has no policy on the determination of the order of listing of authors. Qualifications and detailed addresses should not be listed; they can be included with the brief CVs attached separately.

**Abstract.** The abstract should summarise the essential points of the paper and be not more than 250 words in length. It should state the purpose of the work and important findings and conclusions. It should be indented.

**Keywords.** Provide up to five keywords.

**Body of the paper.** The body of the paper should be broken down further into numbered sections such as Introduction, Methods, Results, Discussion, and Conclusions.

**Acknowledgments.** People or organisations who have contributed significantly to the paper should be acknowledged.

**References.** The references must be given in the author/date system, e.g. (Smith 1987), (Smith and Jones 1988), (Smith *et al.* 1985). References must be listed after the main text in alphabetical order by author as in the examples at the end of this paper.

### 3. PAPER PREPARATION

#### 3.1 Proceedings Format

In addition to the papers, the Proceedings will contain a table of contents, brief CVs of contributing authors, and an author index, all of which will be formatted by the editors.

#### 3.2 Length of Papers

**Keynote papers.** Invited keynote papers are to be of a maximum length of 12 pages.

**Volunteered papers.** Volunteered papers are to be a maximum of 8 pages.

#### 3.3 Layout

**Paper size.** The paper-size should be A4 (210 mm x 297 mm).

**Margins.** Use the margins shown in Table 1 for the various sections of the paper.

Table 1. Margins for Sections of the Paper

Top Margin	20 mm
Bottom Margin	25 mm
Left Margin	25 mm
Right Margin	25 mm

**Title page.** The title page includes the title, the authors, the keywords, abstract, and the beginning of the body of the paper. Note that the title through to the abstract has wider side margins than the rest of the paper. This may be achieved by adding 1 cm indents to these paragraphs.

**Following pages.** Margins as shown in the right-hand column of Table 1.

**Type size and font.** Use Times New Roman, 12 point for the text and 14 point for the title. Use single line spacing in text sections.

**Spacing between sections.** Leave two blank lines between sections of the paper. Leave one blank line between section and sub-section headings and the following text.

**Emphasis.** The title should be centred and bold. The names of authors should be in bold and centred. **All other text should be left Justified** (use Format, Paragraph, Alignment and select “left justified”) Section headings should be numbered, be all capitals and bold. Sub-section headings should be numbered and bold. Sub-sub-section descriptors should be in bold, form first part of a paragraph, with first letter only capitalised. Do not use underlining.

#### 3.4 Do and Don't

Do use a style suitable for publication rather than a colloquial style. Do not include promotional statements or logos pertaining to specific products, services or organisations.

Do not number pages, or include running headers or footers. .

### **3.5 Technical Review**

The conference will be adopting a high standard for technical content and expects papers to be submitted consistent with this objective.

Where ever possible reference to specialised materials, equipment or systems in papers should use a generic description rather than a particular a brand or system name. Recognition of the author's effort and the backing provided by their organization will be in the opportunity given for them to present their paper to the conference attendees. The inclusion of a discrete company or system logo on visual aids is considered the most appropriate form of promotion.

Draft versions of papers will be peer reviewed and returned to authors for consideration of inclusion of any comments.

## **4. SPECIFIC ELEMENTS OF THE PAPER**

### **4.1 Tables and Figures**

Tables and figures should be incorporated into the text close to where they are first referred. They should not be separately grouped after the text.

Each figure should have a caption at its foot, and should be referred to in full; e.g. do not abbreviate Figure 1 to Fig. 1. Tables should be numbered and have their titles placed above them.

Figures can be prepared in colour but authors should keep in mind that they will be printed in black and white in the copy made available to delegate, but will appear in colour on screen. Only graphics that can be easily photocopied can be expected to reproduce well. Please print the Figure number and authors' names lightly in pencil on the back of each figure.

## **5. CURRICULUM VITAE**

Please attach a short CV of approximately 100 words as a separate file. This will be printed in the Proceedings.

## **6. PRESENTATION OF PAPERS**

All papers will be grouped as far as possible into appropriate sessions to facilitate discussion on the various topic areas.

Papers will be allocated either 20 or 25 minutes presentation time with time for questions included separately at the end of the session. Speakers will be advised of the allocated length of time when papers are returned following review. Speakers should rehearse their papers to ensure that they can cover their main points in the allocated time.

A microphone, laser-pointer and power-point enabled laptop will be available to all presenters. Other equipment may be obtained on request.

Lettering and other details on projected images must be large enough to be legible to the audience and be produced in legible colours i.e. white text on a dark background.

## **7. CONCLUSION**

These instructions are designed to help ensure the production of a high quality volume of Proceedings for the conference. Thank you for your cooperation.

## **8. REFERENCES**

Barnard, P., 1987, Learning and remembering interactive commands in a text-editing task, *Behaviour and Information Technology*, **1**, 347-358.

Chapanis, A., 1988, Some generalizations about generalization, *Human Factors*, **30**, 253-267.

Galer, I.A.R., 1976, Projector slides – preparation, construction and use, *Applied Ergonomics*, **7**, 190-196.

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