

## Paper instructions

Last Updated Wednesday, 13 January 2010

Paper Preparation Guidelines (Papers & Posters ) Synopsis Sample doc

Only selected papers will be published in the proceedings.

For authors wishing their full paper to be considered for the proceedings:

Final version deadline: 15 March, 2010

Note: At least one of the authors must have registered for the conference by February 28 for the paper to be published in the proceedings.

To submit the full paper, please follow the instructions given below.

All papers should be presented in English. As the selected full papers will be published as the Proceedings of the Conference, in the form of a book by the University of Tartu, special attention needs to be paid to the paper formatting, particularly for the camera-ready submission. A Microsoft Word template/sample paper is available as a guideline, which must be followed closely. Papers submitted in technically unsuitable form will not be published in the proceedings.

Where papers are not to be considered for the proceedings, the full paper is not required for submission ahead of the conference. Each author will bring his/her paper or poster to the Conference.

Pay attention to the recommendations made by the paper reviewers.

All figures/diagrams, etc must be in English. If needed, a translated figure should be included besides the original figure. Figures should, to the extent possible, be included within the text, not as appendices at the end. Make sure all figures are included and referenced properly. Even if they are at the end, figures are included in the page count limit. Make sure that figures are legible, particularly aspects such as concept maps. If they are in colour, make sure they read well when printed in black and white.

References should be placed at the end of the paper, as in the sample document and template available below.

The abstract should be in the same language as the rest of the paper.

If English is not your native language, please have a fluent English speaker review the grammar and spelling. (It is always a good idea to have a colleague review your papers anyway.)

The document itself should be prepared as a Word (.doc) document following the template/sample paper available below. The document should be uploaded as a single, Word document, not as a zip file.

In case you want to set up your own styles, details are included on this page.

### Formatting Details

In case you don't want to use the Word document or template as a base, use the following to set up your styles (template's style name is in parenthesis):

Page size: Please note that the paper size should be European Standard A4 size (approx. 8.27in x 11.69in). For Americans, this is narrower and longer than the Standard Letter size, which in inches is 8.5 in x 11 in. In Word, go to the Page Setup menu, and under Paper Size select A4 Size.

Margins: 2.54 cm (1 inch) on each of the four sides of the page. Please make sure figures are within these margins.

Page numbers: do NOT include page numbers, these will be added by the publisher.

Font: The Font throughout the document should be Times New Roman.

Font size: Except where indicated otherwise (e.g. Title), point size should be 10.

Paper Title (Title): Centred, no indentation, 10 pt, bold, all caps, spacing before: 20 pt, after: 20 pt.

Authors (Authors): Centred, no indentation, 9 pt, italic, spacing before: 3 pt, after: 12 pt. (in the initial submission include authors on a separate page).

Abstract (Abstract): Justified, 8 pt, Times New Roman, Left Indent: 0.25 in, Right Indent: 0.25 in, Spacing before: 0 pt, after: 0 pt., Line Spacing: Single.

Level 1 Heading (Heading 1): Left alignment, Hanging indent: 0.25 in, 10 pt, bold, spacing before: 20 pt, after: 12 pt. (format: section number <tab> header)

Level 2 Heading (Heading 2): Left alignment, Hanging indent: 0.35 in, 10 pt, italic, Spacing before: 18 pt, after: 6 pt. (format: section number <tab> header)

Level 3 Heading (Heading 3): left alignment, Hanging indent: 0.45 in, 10 pt, Spacing before: 12 pt, after: 6 pt. (format: section number <tab> header)

Level 4 Heading: Left alignment, Hanging indent: 0.5in, 10 pt, Spacing before: 12 pt, after: 3 pt. (format: section number <tab> header)

First Paragraph after Heading (Paragraph after Heading): Times New Roman, 10 pt, Justified, Left Indent: 0, Right Indent: 0, Line Spacing: Single; Spacing before: 0pt, after: 0pt; Style for following paragraph: para.  
Paragraphs (para): Times New Roman, 10 pt, Justified, Left Indent First line: 0.25in, Right Indent: 0, Line Spacing: Single; Spacing before: 0 pt, after: 0 pt; Style for following paragraph: para.  
References/Bibliography (Reference): Times New Roman, 10 pt, Justified, Left Indent: 0 in, Right Indent: 0 in, Hanging Indent: 0.3 in; Line Spacing: Single; Spacing before: 0, after: 4 pt.  
Figure & Table Captions (Caption): Times New Roman, 8 pt, Centered, Spacing before: 6 pt, after: 6 pt.

## Poster Preparation Guidelines

### Guidelines

- \* Posters should be at most 1.05m high x 0.80m wide, and are to be displayed vertically
- \* Adhesive tape will be provided, the author must bring everything else
- \* Posters must be prepared in advance: supplies for this purpose will not be provided
- \* One of the authors should be at the poster for information and discussion during the time allotted for that particular poster session
- \* Each poster should have a heading, giving the title and author's name and affiliation

### Suggestions

Posters provide the opportunity to show your work on a one-on-one basis with interested colleagues. As you will want to attract and hold the attention of the passer-by, spend time planning and preparing your poster.

Make a mock-up of your display, with typing and printing the size you intend to use. Mount it, back away about two metres and see what impression it makes. Is it easy to read from a distance of one metre?

The contents should be displayed in a logical sequence: e.g. introduction, results, discussion and conclusions.

Material will have to be read by attendees from a distance of one metre or more. Therefore, large, bold lettering is advised. Be sure that maps, diagrams and other illustrations are legible.

The effectiveness of a poster presentation will be enhanced by adding some colour. However, the presentation does not need to be "arty". Ease of reading and good organisation is more important than artistic flair.

Submission steps: Step 1: Initial submission of title and names of author(s) (deadline January 15, 2010)

Step 2: Initial submission of abstract and 3 page synopsis (deadline January 15, 2010)

Step 3: Submission of revised abstract and synopsis (deadline 15 March 2010)

For this final submission, use the same "paper id" and "password" that you used for the initial submission. An email will be sent to the contact author acknowledging the receipt of the submission.