GUIDELINES FOR SHORT PAPERS FOR THE PROCEEDINGS

All papers submitted for the proceedings must comply with these instructions. Failure to do so would result in return of the paper and possible delay in publication. Where contributions are judged as acceptable for publication on the basis of scientific content, the editors reserve the right to modify typescripts to eliminate ambiguity and repetition and to improve communication between author and reader. If extensive alterations are required, the paper will be returned to the author for revision. And it is important that the grammar and spelling of your paper is correct. If English is not your first language, please have a native English speaking colleague check your paper for you.

Deadline for short papers

January 19th, 2007

Parts of the paper

The papers should be presented in the following order: 1) Title (including the full name/s of author/s, the name/s of the institution/s, the full postal and e-mail addresses), 2) Abstract that summarizes the study in 200 words or less, 3) Three to six keywords, 4) Text with 2000 words for short papers including all except endnotes and references, 5) Endnotes and, 6) References in Harvard Style; (author, date) - in the text, author (date), other info of reference, - in the references section (see examples in http://www.library.jcu.edu.au/LibraryGuides/harvard.shtml). References should not exceed 1 pages within the hereunder format.

Details

Paper size of the symposium book will be A4 (21 x 29.7 cm) size in black and white format and the margins for the text should be arranged as – 4 cm to the left, 3 cm to the other sides. The paper should be prepared with MS WORD or RTF (Rich Text Format) by using Times New Roman 12 pt or Arial 11 pt fonts. The paragraphs should be written in single lines and justified. Use max 3 levels of headings by numbers (i.e. 1. for main headings, 1.1. for headings and 1.1.1. for sub headings). Use endnotes (if necessary) instead of footnotes and place them just before the references by numbering them. Small tables could be inserted within the text (with no lines) but the large ones should be placed after the references. Use tab (not spaces), to separate data location in your tables. If you use a table editor function, ensure that each data point is contained within a unique cell. All the other visual materials as photos, graphics, diagrams, maps etc. should be named as figure 1, figure 2, etc., (max number of figures is 3). Do not insert them into the text but, simply indicate where they should be inserted by naming them as (INSERT figure x here). Legends of the figures (if necessary) should be self-explanatory and should be arranged as part of the figure. The legend should incorporate definitions of any symbols used and all abbreviations and units of measurement should be explained so that the figure and its legend are understandable even without reference to the text. Please consider to provide adequate information to eliminate copyright authorization if figures have been reproduced from another source. The figures in eps, tif or jpg format with min. 300 dpi resolution should be sent with full paper to the organizing committee separately and please consider to name your digital figure files as abstract registration code + name of the figure just as indicated in your text (i.e. X01-figure 1).

Last Words

Please do not format your text by using underline, boldface, italicize, indents, etc. Use only one space after dots and commas. Do not forget to send all other visual materials (tables, graphics, figures, etc.) in digital format separately and name your digital copy of your paper with the submission id number presented in the referee reviews.

Thanks in advance for your attention and, good luck...

Organizing Committee