



EADTU Annual Conference 2010

CALL FOR PAPERS

Format specifications of papers / abstracts

Title of paper:

Author :

Affiliation:

Strand: (please mention to which of the six conference strands your abstract/paper refers)

Abstract

The aim of these EADTU format specifications of papers is to produce high quality online proceedings with good readability. Authors submitting papers for the EADTU conference should have Information and Communication Technology (ICT) at their disposal and should be able to submit computer-interchangeable papers and illustrations.

We are requesting a uniform approach with respect to the formatting of the texts and the overview of cited references keeping in mind though, that complete uniformity of style is not the intention, and will probably not be possible. The instructions here are formatted to the specifications in which we would like to receive the final web-publishable version. Mind that for the abstract a word count of 250 maximum should be respected.

Keywords: abstract, paper, specifications.

Format specifications of papers

- **Full Paper:** Length of paper should not exceed 14 pages including references.
- **Margins:** 2.5 cm margins in all sides. Custom A4 paper (21 cm x 29.7 cm)
- **Type style:** Arial in 11 point.
- **Justification:** All texts and paragraphs should be left and right justified
- **Line spacing:** Single-line spacing
- **Title:** Advance the page down, left aligned, 13 point Bold Arial, the title of the paper. Double (line) space to the author(s) name in 12 point Arial bold, affiliation and e-mail (not bold). Triple space to heading 'Abstract' - 11 point Bold Arial. Single (line) space to abstract text. Text of abstract 11 point Arial. Single (line) space to 'Keywords'.
- **Headings:** All headings preceded by should be left justified and first letter cap. Level one headings should be bold. Level two headings should be italic. Double (line) space before each (new) heading.
- **Paragraphs:** Do not indent the first line of paragraph. One line space between paragraphs. No underlining of words in text. Use bold characters instead.
- **Footnotes:** Footnotes can be used
- **Pages Numbers:** Pages are numbered.

- **Figures and tables:** The figure title should be below the figure, left and right justified. Table titles should be above the table left justified.
- **Equations:** Double space between text and equations. Centre equation on page. Number equations consecutively. Equation numbers should be in parentheses right justified. Mind that equations often do not translate well between different word processing formats.
- **References in text:** In the text place the authors name and year in parentheses.
 - e.g. (xxx, 2001) if the authors name is not part of the sentence
 - e.g. xxx (2001) if the authors name is part of the sentence
 - e.g. (xx et al., 2001) if the authors are three or more
- **References:** List the full literature with a heading 'References'. References should be listed in alphabetical order by author.

Getra, G. A. (1990). Management informatics, Management International (28:2), June 1999, pp. 266-288.

Setra, B. A. and Qusi, J. E. (1993). Survey of Science, Management Preview (28:2), June 1973, pp. 255-270.
- **Delivery:** The full text of the paper should be supplied in common electronic format (PDF) as attached file via email: paperszermatt2010@eadtu.eu.