

# eWiC: Information for Authors

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Author's affiliation  
Authors' address  
*Author's email address*

2nd Author's name  
Author's affiliation  
Authors' address  
*Author's email address*

3rd Author's name  
Author's affiliation  
Authors' address  
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**Please read and follow these instructions carefully. Doing so will ensure that the publication of your paper is as rapid and efficient as possible. The Editor reserves the right to return manuscripts that are not prepared in accordance with these instructions.**

*These are the keywords. These are the keywords. These are the keywords.*

## 1. SUBMISSION OF MANUSCRIPTS

Authors should submit their article as **PDF**. Please ensure all fonts are embedded with your document. A **Word** or **LaTeX** version must also be sent. Please see section 'Construction of the document' later in these instructions. Please include any additional figure, bibliography or style files.

## 2. LICENSE AGREEMENT

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## 3. PREPARATION OF THE MANUSCRIPT

### 3.1. General instructions

Papers must be written clearly in English. The article should include the following information: title, author's name, address (full postal including department, university/institution/company, street, city, postcode, country), email address, abstract. An abstract of approximately 150–200 words plus a list of between 3 and 10 keywords should also be included. Headings should be numbered.

Don't indent at the beginning of paragraphs.

#### 3.1.2. Tables, endnotes and figures

- Table legends should be provided. Tables should be clear and self-explanatory, without vertical rules. Any footnotes required should be indicated using superscripted symbols. Tables should be centred on the column or page. Cite tables as 'Table 1' etc.
- Endnotes to the main text are acceptable and should be identified by superscripted numbers. Endnotes should appear after the references.
- Figure legends should be provided. Figures should appear in the main text close to the figure's first mention. Cite figures as Figure 1a and b, Figures 2.1 and 3.2, Figures 2c–f. Figures should be centred on the column or page and should NOT extend beyond the page margins.

#### 3.1.3. General BCS house style

##### 3.1.3.1. General spelling and punctuation

Use British English spelling with the –ise version throughout.

Use abbreviations consistently throughout. Explain unfamiliar or specific abbreviations at their first mention in the text. Write them out in full with the abbreviation in brackets.

Use full stops in etc., a.m., p.m. Use full stops in e.g., but in main text write 'for example'. Use the short form in tables, bullets, brackets and anywhere else where space is tight.

To avoid over-punctuation do not use a comma after e.g. or i.e., or before 'and' and 'or' in lists of words (e.g. seven, six and five). It should also be avoided before etc. and 'respectively', and after

short introductory clauses such as 'to avoid over-punctuation'. However, there should be a comma at the end of a clause if there is one at the beginning.

Always use hyphens:

- in spelled-out fractions, for example, one-third;
- when two or more words frequently used together form an adjective, such as common-sense argument or an in-depth interview.

There's no need to hyphenate if the sense is clear.

Do not use italics for emphasis. Use bold instead. Use italics for titles of published books, titles of periodicals, excerpts in foreign languages.

Use the following date formats:

- 4 August 1982;
- 2000 (not 'the year 2000');
- 19th century, 20th-century computing;
- 1900s, 1960s, 2000s (no apostrophes).

Avoid writing anything that discriminates on the grounds of colour, race, nationality, ethnic origin, gender, marital or family status, disability, religious belief or sexual orientation. Avoid gender-specific suffixes, such as -ess or -rix, for example 'chair' not 'chairman', 'manager' not 'manageress'. Avoid sentences that refer to an abstract, hypothetical person whose gender can't be determined or is not important. If this can't be avoided, use the singular 'they' as a gender-neutral pronoun instead of 'he' or 'she'.

### 3.1.3.2. Lists

When items in a displayed list are complete sentences, begin with an upper-case letter and end with a full stop as follows:

- (i) Full sentence.
- (ii) Full sentence.
- (iii) Full sentence.

When items in a displayed list are just words or phrases, begin with a lower-case letter and separate the items with semi-colons. Put a full stop at the end of the last item in the list, for example:

- word;
- phrase;
- phrase;
- word.

If the list contains a combination of the above two types of entry, use the rules for full sentences. Do not use bullet or number lists of less than three items. They can be better expressed in a full sentence.

### 3.1.3.3. Numbers/currency

Use £10, £5,000, £9,999, £2 million, £3.4 million. Spell out numbers at the beginning of a sentence. In text, spell out numbers less than 10 but use numerals for those greater than or equal to 10.

Use words to express 'per cent', unless in tables, boxes, lists and labels. For example 20 per cent (text or caption), 20% (table, box, list or label).

### 3.2.2. References

The accuracy of the references is the author's responsibility. Only published articles or reports readily accessible in the general literature should be cited. Please use the Harvard (author–date) system of reference. The Harvard system gives the author's surname and year of publication (and possibly a page reference) in parentheses in the text, and a full reference in a list at the end of the article entitled 'References'. These should be in alphabetical order by author's surname.

Full details of the Harvard Reference system are available in the Oxford Style Guide.

Where there are more than three contributing authors, use only the first author followed by 'et al.' in the text, but list all authors in the reference list. The following format for references should be followed:

**Book:** Author(s) (Year) *Book title*. Publisher location: Publisher.

Hogger, C. (1990) *Essentials of logic programming*. Oxford: Clarendon Press.

**Book chapter:** Author(s) (Year) Title of chapter. In: Editor(s)/ author(s) (ed(s)). *Book title*. (Edition) Publisher location: Publisher. Pages.

Harel, D. (1984) Dynamic logic. In: Gabbay, D. and Guenther, F. (eds). *Handbook of philosophical logic*. Dordrecht: D. Reidel. 35-40.

**Journal article:** Author(s) (Year) Title of article. *Title of journal*, Volume number (issue number/ month). Pages.

Galton, A. (1992) Logic as a formal method. *Comp. J.*, 35 (4). 431–440.

**Paper in conference proceedings:** Author(s) (Year). Title of article. In: Editor(s) *Title of conference proceedings*. Place and date of conference. Publisher location: Publisher, Pages.

Minoukadeh, Keyvan (2011) Interaction Design: Serving Corporate Needs. In: *Health, Wealth and Happiness. Proceedings of HCI 2011*. Newcastle upon Tyne, 4-8 July 2011. Swindon: BCS. 12-17.

**Technical documents:** Document number (year) *Document title*. Publisher location: Publisher.

ITU-T. Z.500 (1997) *Framework on formal methods in conformance testing*. Geneva, Switzerland: International Telecommunications Union.

**Internet source:** Author(s) (Year) *Title of document* Organisation name name/publisher. Available from: url [date accessed].

Hodkinson, R. (2012) *IT life in legal*. BCS, The Chartered Institute for IT Available from <http://www.bcs.org/content/conWebDoc/45029> (12 July 2012).

### 3.2. Construction of the document

Authors should follow the instructions below.

#### 3.2.1. Using the eWiC template

The eWiC Word template can be downloaded from the eWiC website at <http://ewic.bcs.org> under the section 'Publish your conference'. It can also be obtained from the editorial office at [ewiC@hq.bcs.org.uk](mailto:ewiC@hq.bcs.org.uk).

Styles available on the template are:

ewic-Title  
ewic-Author name  
ewic-Address  
ewic-Email address  
ewic-Abstract  
ewic-Keywords  
ewic-Introduction  
ewic-Body text  
ewic-Heading 1  
ewic-Heading 2  
ewic-Heading 3  
ewic-Heading 4  
ewic-Legends  
ewic-Table body text  
ewic-Table column heading  
ewic-Table subheading  
ewic-List (bulleted)  
ewic-List (numbered sublist)  
ewic-List (numbered)  
ewic-Quotation  
ewic-Odd header  
ewic-Even header  
ewic-Reference title  
ewic-References

No other styles in the list should be used.

To use the template, the fonts Arial (standard font) should be installed on your machine.

#### Step 1: Add the eWiC template to your PC

Open the eWiC template by double clicking on the file. Now go to 'save as' and save this file as a Word template, using the original file names as above, saving the template in the folder templates or trusted templates (depending on your PC set-up).

The eWiC template will now be available for you to choose with your templates when you open a new document in Word.

#### Step 2: Applying the template to your documents

There are two ways of doing this.

(i) The first and easiest way is to use the template as you write your paper.

Open a new document and choose the eWiC template.

You should now have an open Word document and all the eWiC defined styles will be available on the style list.

(ii) The eWiC template can be applied to an existing document.

Open the file to which you wish to apply the template. Ensure there are no extra paragraph returns between paragraphs of text.

In Word 2007:

- Click the large Microsoft Office button in the top left.
- Click Word Options.
- Click Popular.
- Select the Show Developer tab in the Ribbon check box.
- Click OK.
- Once this is set up:
- Click the Developer tab.
- Click the Document Template button in the Templates group. This opens the Templates and Add-ins window.
- Choose Attach, and then choose ewic-template.dot from the list of templates.
- Click automatically update styles and click open, then click OK.

The template is now added.

In earlier versions of Word,

Click Tools > (Options >) Templates and Add-Ins.

Choose Attach, and then choose ewic-template.dot from the list of templates.

Click automatically update styles and click open, then click OK.

In method (ii), note that you will have to set the number of columns in the document manually: single column up to and including the keywords; then double column beyond this point. Place your cursor after the keywords and insert a continuous section break. Then, in this second section, set the number of columns to two. Also please check that the margins are correct as shown in Section 3.2.2 below.

**Step 3:** Using the template

Start with the title, typing it in if you are starting a new document. Highlight the text, choose the style 'ewic-Title'. This will give you a title in 24pt Arial with the correct spacing above and below.

Go through the rest of the document, putting the mouse cursor in the particular paragraph to be styled and then choose the appropriate style from the style toolbar. Regarding headings, please apply manually the appropriate heading numbers (1., 1.1., 1.1.1., etc.).

Once all parts of the document have been styled, then ensure figures and tables are centred.

The document is now completed.

*3.2.2. Constructing the document with no template*  
Please set up your document using the following dimensions:

Page size: 210 mm × 297 mm (A4)

Margins: Top: 24 mm  
Bottom: 24 mm  
Left: 18 mm  
Right: 18 mm

Abstract: Right: indent 11 mm  
Left indent 11 mm

Running head: Top of running head 12 mm from top the page.

Paper title and author names except the first page of the manuscript, which is left blank.

Running footer: Bottom of running foot 12 mm from bottom of page

Page number centred.

Style	Typeface	Type size	Alignment	Space before	Space after	Indents
Running heads	<i>Arial</i>	9pt	<i>Centred</i>			
Title	<i>Arial</i>	24pt	<i>Centred</i>	10pt	60pt	
Author's name and address	<i>Arial</i>	9pt	<i>Centred</i>			
Author's email	<i>Arial, italic</i>	9pt	<i>Centred</i>		30pt	
Abstract	<i>Arial bold</i>	9pt	<i>Justified</i>		10pt	1.1cm from edge of text on left and right sides
Keywords	<i>Arial, italic</i>	9pt	<i>Justified</i>			
Body text	<i>Arial</i>	10pt	<i>Justified</i>		6pt	
A heading	<i>Arial, bold upper case, numbered (1.)</i>	10pt	<i>Ranged left</i>	20pt	10pt	
B heading	<i>Arial, bold, numbered (1.1.)</i>	10pt	<i>Ranged left</i>	10pt	10pt	
C heading	<i>Arial, italic, numbered (1.1.1.)</i>	10pt	<i>Ranged left</i>	10pt		
D heading	<i>Arial, bold, numbered (1.1.1.1.)</i>	10pt	<i>Ranged left</i>	10pt		
Legends	<i>Arial, italic, bold for figure/table number, Regular for legend e.g.: <b>Figure 1:</b> This is an example of a figure caption <b>Table 1:</b> This is another example</i>	9pt	<i>Centred</i>	10pt	10pt	
List	<i>Arial, numbered or bulleted</i>	10pt	<i>Justified</i>	10pt	10pt	6mm
Quotation	<i>Arial</i>	9pt	<i>Justified</i>			6mm + 6mm on the right hand side
Quotation in-line	<i>Arial, in single quotes</i>	10pt	<i>Justified</i>			
References	<i>Harvard refs, Author–date. Arial</i>	10pt	<i>Justified</i>		6pt	Hanging 0.4

If you have any queries about your manuscript, please contact:

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