Style Guidelines for Papers Submitted for the INSPIRE 2020 Conferences

FirstAuthor Name[1], SecondAuthor Name[2], 10 point centred

[1]Group or Department, Institution or Organisation,
Address
Email address

[2]Group or Department, Institution or Organisation,
Address
Email address

Abstract

The heading for the abstract should be in 10 point, centred, and the in bold. The text for the abstract should be in 10 point and fully justified. There should be a space of three lines before and after the abstract. **The margins should be 10mm more than the main document. The abstract should be indented as shown**.

Keywords: (up to 5)

1.0 Second Level Heading 14 Point Bold

The maximum length of the paper should normally be 12 pages, including the Reference Section. Management case study papers are often shorter.

These notes are intended to ensure standardisation in the layout of papers accepted in camera-ready form for the SQM and INSPIRE conference proceedings. The layout should be easily achieved with a standard word processing package such as Word. If you wish, you can use this document as a template. This document is available for you to download from the conference website.

The main heading for the paper should be 16 point bold centred. The second level heading should have a 12 point space above and 6 point space below. Headings should be numbered. The main body text should be 10 point, single line-spaced and fully justified.

The only font used should be Times New Roman, unless there is a specific reason for an alternative. For example, Courier could be used for program listings.

The margins of A4 paper should be set to 52mm for top and bottom, and 46mm for left and right, to provide approximately 118mm width and 193mm height of text on the page. See fig (1) below.

Do NOT use any header or footer, or any page numbers or footnotes.

Each paragraph should start on a new line with a single blank line between paragraphs (*not* between every line), and without any indentation.

The first word and the main words in the Title and all Section Heading, at all levels should be in capitalised (except the minor words such as "of", "and")

1.1 Third Level Heading in 12 Point Bold

The third level heading should have a 6 point space above and 3 point space below.

1.1.1 Fourth Level Heading in 10 Point Bold

The fourth level heading should have a 6 point space above and 3 point space below.

2.0 The Next Second Level Heading

Tables and figures should be centred. Please ensure that the font size used within the table is suitable, and that any shading is not too dark. Remember that the proceedings are printed in black and white, so that any diagrams produced in colour must be designed to be seen clearly in the proceedings.

Ensure that the position of the table or figure does not result in an empty space at the bottom of a page. The Table or Figure identification should be **above the table** or **below the figure**, as described below. The table or figure should have a simple border.

The Figures and Tables should be centred, with numbered captions, as shown for figures in Figure 1. These should also centred and be positioned below for Figures and above for Tables, starting from Figure 1: Title and Table 1: Title [n] if a citation is required. The Tables should be positioned if possible to be on one page, but if more than one page is required, repeated column headings should be used on continuation pages.
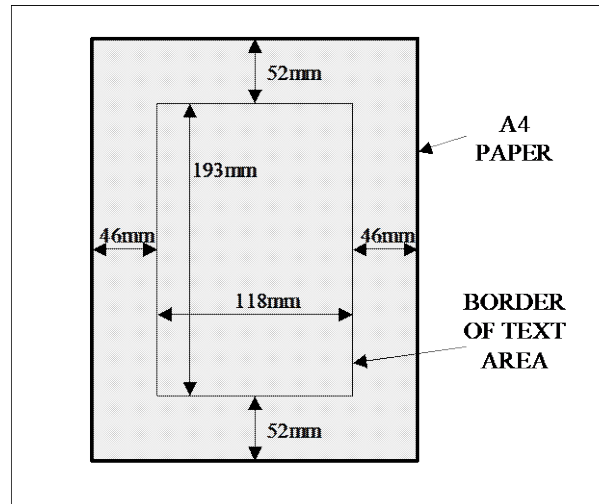
Figure 1: The margin settings for A4 paper

Note that the proceedings are printed in Black and White, so check that if you use colour in any Figures or Tables, you must ensure that these are clearly readable when printed in Black and White. Do not use pale colours.

3.0 Citation of References

This is the style to be used [1] in citation of references. In the list of references that follows please adhere to the style of [1] for conference proceedings, [2] for journals, [3] for books and [4] for websites (please include retrieval date). The first reference cited should be [1], regardless of the type of material cited, the second being [2] etc. **Combined the citations of multiple sources in to a single square brackets with commas between the numbers, [n, n, n, n]**

If you wish to refer to a particular page, say xx, in the numeric reference n, use [n, p.xx]

The text should be in 10 point. Please avoid underlining of web addresses or email addresses. This may mean changing the default format used by your word processor, or alternatively, by just underlining the appropriate section or line, then removing that underlining, which leaves the email or web address without an underline.**The ID references in the Reference Section should not be in square brackets.**

4.0 References

1   Li H, Ross M, King G, Staples G, Reducing risks through process improvement in rapidly changing business and E-commerce environments, proceedings of SQM 2000, pp131-142, Greenwich, 2000
2   Gardner N (1988). CTI and evaluation, Br. J. Educ. Technol. 19, 225-226.
3   Lejk M & Deeks D, An introduction to systems analysis techniques. Addison Wesley 2002, ISBN 0-201-79713-5
4   ACM. (2008). Curriculum guidelines for undergraduate degree programmes in information technology. Retrieved 20[th]November 2009, from Association for Computer Machinery:
    http://www.acm.org/education/curricula/IT2008%20Curriculum.pdf