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Abstract: *The abstract should be written italics, should be no less than 300 words and should not exceed 500 words and will be formatted as one single paragraph without any other styles, bullets and lists, like this one. It might be useful to those who are not experienced in writing abstracts to have a short note on how to write an Abstract. The single most important thing about an abstract is that it is a short document that is intended to capture the interest of a potential reader of your paper. Thus in a very important sense it is a marketing document for your full paper. If the abstract is poorly written or if it is boring then it will not encourage a potential reader to spend the time reading your work. Thus the first rule of abstract writing is that it should engage the reader by telling him or her, what your paper is about and why they should read it. With regards the body of the abstract you need to make a clear statement of the topic of your paper and your research question. You need to say how your research was/is being undertaken. For example, is it empirical or theoretical? Is it quantitative or qualitative? Perhaps it follows the critical research method. What value are your findings and to whom will they be of use? The abstract should then briefly describe the work to be discussed in your paper and also give a concise summary of the findings. Finally your abstract should not include diagrams and in general references are not required in the abstract. The marketing of your proposed paper needs to be done within the word limit of 300 to 500 words. It is poor practice not to use the 300 words and it is considered a bad tactic to go over the limit of 500. Currently abstracts received by us are often: too short (less than 50 words)/too long, do not explain what the proposed paper is about, spend too long defining the general topic of the paper as opposed to the particular issues the paper intends to address and/or are boring. Authors who do not follow these guidelines are more likely to have their work rejected.*

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1. Heading: **Generally Introduction or Background**

This model paper contains information about the formatting requirements for the proceedings of this conference. Read this document carefully.

Format your paper in Arial 10pt throughout, using bold (for titles and headings only) and italics as appropriate. Do not use any formatted styles other than bullets where required for lists. We will apply all other styles when the paper is typeset. The paper should not exceed 5000 words, including the abstract, figures and references, and references should be in the Harvard style (see below for further details - information on the Harvard referencing style can be found at: <http://www.ex.ac.uk/dll/studyskills/harvard_referencing.htm>). The overall length of the paper, including tables, diagrams, charts, abstract and references should not exceed 10 pages.

1.1. Page size

# The proceedings are produced on B5 paper 17 x 24 cm. The page margins are 2 cm all round. Margins should be Fully Justified for main text, but Left Aligned for titles and headings. If you are using a Mac, please be aware that these settings may be adjusted in unexpected ways. The pages should not be numbered. Do not use multiple columns.

# 1.2. Typeset text

Use normal capitalization within the text and do not use bold face for emphasis. Italics are acceptable. All headings should use initial capitals of all words of 4 or more letters only, excepting for use of Acronyms. Please DO NOT use of footnotes and endnotes. Footnotes and endnotes are not permitted and papers containing them will be returned.

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Then references must be listed at the end of the paper in alphabetical order as shown in the References section here.

**1.2.1. Sub-sections**

You may use up to three levels of heading, as illustrated in this document. Do not use any further levels of heading.

*Leave here 1 empty row.*

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Before each level 1 heading, you should leave two empty rows (for example, see below, before **2. Title and authors**).

Before each level 2 and 3 heading, you should leave one empty row (see above, before ***1.2.2. Paragraphs and spacing***).

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The title of the proposed paper is most important. Short attention-catching titles are the most effective. However, it is also important, for a conference paper, to ensure that the title describes the subject you are writing about. The title of the paper should be written in upper case. Title should not exceed 12 words in length. In the headings’ titles (paper’s sections and sub-sections) only, initial letters of all words of 4 or more letters should be capitalized.

Multiple authors (maximum 4 allowed) from the same institution should appear as detailed at the start of this document.

Multiple authors from different institutions should appear as:

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Give first and last name, in that order. Do not use all caps. E-mail addresses should be given beneath, one per line and in the same order as the authors are listed.

All author details will be removed by us before the double-blind review process.

3. Figures and tables

You are invited to use figures and tables in your paper wherever they will help to illustrate your text. The printed version is in black and white and therefore you are advised to refrain from using colours to deliver important information in your figures.

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Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear below the figure. Use the word Figure in full, and not Fig or F.

The figure below gives information about the placing of figures.

Pictures should be placed where you would like them to appear in the text. It may sometimes be necessary to move them to accommodate page=breaks etc., but every effort will be made to keep them where you have placed them. All figures should be centred on the page. Figures should be referenced in the text preceding the figure and captioned immediately below the figure.

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Before the figure and after the figure’s source you should leave one empty row. Due to the conversion process, some images can cause larger than necessary pdf. files. If you have complicated images, provide these as separate image files (edited to 300dpi) in either .gif or .jpg format as appropriate.

Linked diagrams, inserted from other packages, cause particular problems when typesetting. PLEASE DO NOT DO THIS. Instead create an image in a format as listed above and insert. It is helpful if you can upload the image as a separate attachment too, when submitting your paper in full.

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Create tables using the table option of your word processing package. Do not use tabs and spaces. Before the table’s title and after the table you should leave one empty row. See the example below.

Table 1: A sample table

| **Sample table for illustration** | **purposes** |
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Tables should be set as "Autofit to contents" and centred on the page. If your table runs over two pages, please ensure that headings are also carried over. Do not allow rows to split across pages.

4. Language, style, bullets and content

Papers must be submitted in English, German, French or Italian. The abstract of the paper must be written in English.

With regards to English spelling and dialect, we prefer you to use British English, but Canadian, US etc. are acceptable provided they are used consistently. Hyphenation is preferred. To ensure suitability for an international audience, please pay attention to the following:

* Write in a straightforward style
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* Briefly explain all technical terms that may be unfamiliar to some readers
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The one exception to the use of normal style is the use of Bullets style to format bulleted lists (as above). Please use the small square bullet as shown. Other bullets style (e.g., like numbered bullets) may NOT be used.

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6. Acknowledgements

If you wish to make acknowledgements in your paper, these should appear immediately before the references at the end of the paper.

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