

Guide for Preparing HAISA Papers for Publication

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Abstract

Authors are **strongly** encouraged to use the supplied Word document template file. Authors wishing to submit an RTF file are asked to observe the formatting instructions included in this file. The title should be in 14pt Times New Roman, bold font with a 16pt space after. Author names and affiliations (including a contact email address) should be presented in 10pt Times New Roman font (removing any hyperlinks). The abstract is to be in fully-justified text below the author information. Use the word “Abstract” as the title, in 12pt Times New Roman, bold font, with a 12pt space above and below as shown here. The abstract is to be in 9-point Times New Roman, single-spaced type. Leave a 12pt space after the abstract, then list the keywords for the paper in 10pt Times New Roman font. Leave a 12pt space and then provide the first heading in the main text.

Keywords

Networks, Conferences, Papers

1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing and uploading your HAISA paper.

2. Formatting your paper

Authors should prepare their papers adhering closely to the specifications given below.

The formatting instructions provided here **must** be used when producing your paper. If you provide a paper in the wrong format it will be returned for reformatting after assessment. Your paper will not be considered for publication unless it is in the correct format. A Word document template has been provided which will help in the production of your paper and conformance with these guidelines.

The total length of the paper should not exceed **ten pages**, including all figures, tables and references. Hyperlinks should be removed from the paper for both email addresses and web pages.

2.1. Margins

Papers should be formatted to **6”x9” size** (15.24cm x 22.86cm) using the following margin specifications:

Top margin:	1.6cm
Bottom margin:	1.6cm
Left margin:	1.27cm
Right margin:	1.27cm
Gutter margin:	0.63cm (left)

2.2. Text layout and fonts

Using the Word document template supplied, simply select the relevant style.

Paper title	Centred	14pt Times New Roman, bold font, centred 16pt space after paragraph
Authors names and affiliations	Centred	10pt Times New Roman, regular/normal font
Abstract	Full justify	9pt Times New Roman, regular/normal font
Main section headings	Left justify	12pt Times New Roman, bold font
Sub-section headings	Left justify	10pt Times New Roman, bold font
Main text	Full justify	10pt Times New Roman, regular/normal font
Figure and table captions	Centred	10pt Times New Roman, bold font
Line spacing	Single	
Paragraph spacing	12pt spacing after	
Header/paragraph	12pt spacing after	
References	Full justify	9 point Times New Roman

Table 1: Text and font specifications

The paper title, author names, affiliations and addresses should be placed at the start of the paper. Ensure you use appropriate spacing as indicated in the abstract of this example.

2.3. Columns

The paper should be formatted as a single column formatted to the width of the page (i.e. two-column page layout will **NOT** be accepted).

2.4. Illustrations, Graphs, and Photographs

All graphics should be centred. Illustrations should be in greyscale and of a high quality. The proceedings will not be printed in colour, and therefore if colour illustrations must be used, it must be ensured that they reproduce in a readable manner in greyscale. Your artwork must be in place in the paper (i.e. inserted in-line as part of the text, rather than included at the end of the document). Use the best

quality scanned photographs and illustrations possible. Remember, the quality of the proceedings cannot be better than the originals provided. Where appropriate, figure sources should be referenced. Please print your paper before submission to ensure that all diagrams are legible – this is particularly important with small text or text on shaded backgrounds.



Figure 1: Logo inserted into the paper (Clarke *et al.* 2011)

2.5. Footnotes

Please do not use footnotes within your paper, include any necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

2.6. Page numbering

Page numbers must **NOT** be included in your paper.

2.7. References

References should be shown in the Harvard style (Jones, 1997). In the text should be the author's last name(s) and the date of publication (Furnell and Horne, 2010). If there are more than two authors, the form *et al.* is preferred in the text (Clarke *et al.* 2011), but the full form should appear in the list of references. The list of references should provide the full bibliographic details, arranged **alphabetically by author**. The name of the publication or book should appear in *italics*. References to books should include publisher and an ISBN. Web site references should include the date the resource was last accessed and the full URL to the resource referenced (ZZZ Corporation Web Site, 2011).

3. Submission

The completed paper should be uploaded via the conference web site. Submissions should be in Word (DOC), or Rich Text Format (RTF) only (i.e. other formats will **NOT** be accepted). If necessary, files may be compressed, using ZIP format only. Papers that do not meet the formatting instructions will be returned to the authors for revision. We are unable to accept PDF or PS files for publication. All papers will be imported into a Word document template and uploaded to the publishers as a single Word document file.

Please note: you should **NOT** provide printed versions of your paper. All papers should be submitted electronically via the web site. Please do not resubmit unless you received an error message or have not received a confirmation email within 7 days of submission.

4. References

Clarke, N.L., Furnell, S.M. and Horne, D. (2011), "Instructions for authors", *Journal of the Imagination*, Vol. 1, No. 1, pp1-101.

Furnell, S.M. and Horne, D. (2010), "More instructions for authors", *Journal of the Imagination*, Vol. 1, No. 1, pp102-103.

Jones, G. (1997), "Reviewers and reviewing", in Jones, G. (Ed.) *Collected writings on the organisation of network conferences*, Imaginary Books, London, ISBN: 111-11111-111.

Smith, J. (1999), *Network conferences*, Imaginary Books, London, ISBN: 111-11111-112.

ZZZ Corporation Web Site (2011), "Product summary for ZXSoft product implementation under a multi-user Linux configuration", www.zzz.com/products.asp?prodid=78, (Accessed 15 August 2011)