

Guide for preparing WDFIA papers for publication

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Abstract

The abstract is to be in fully-justified text, two lines below the author information. Use the word “Abstract” as the title, in 14-point Times New Roman, bold font, as shown here. The abstract is to be in 10-point Times New Roman, single-spaced type. Leave one blank line after the abstract, then list the keywords for the paper. Leave two further blank lines 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 review. I.e. your paper will not be published until it is in the correct format.

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 **A4 size pages** (210mm x 297mm) using the following margin specifications:

Top margin:	25mm
Bottom margin:	25mm
Left margin:	25mm
Right margin:	25mm

2.2 Text layout and fonts

Title of paper	Centred	16 pt Times New Roman, bold font
Authors names and affiliations	Centred	12 point Times New Roman, regular/normal font
Abstract	Full justify	10 point Times New Roman, regular/normal font
Main section headings	Left justify	14 pt Times New Roman, bold font
Sub-section headings	Left justify	12 point Times New Roman, bold font
Main text	Full justify	12 point Times New Roman, regular/normal font
Figure and table captions	Centred	12 point Times New Roman, bold font
Line spacing	Single	
Paragraph spacing	Leave one clear line	
Header/paragraph	Leave one clear line	
References	Full justify	10 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. Allow a two-line space between the title and the authors, a one line space between the authors and the addresses, and a two line space between the addresses and the start of the paper.

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 black and white and of a high quality. The proceedings will be printed in black and white, and therefore if colour illustrations must be used, it must be ensured that they reproduce in a readable manner in black and white. 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 figures should be referenced.



Figure 1: Logo inserted into the paper (Clarke *et al.* 2006)

2.5 Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the page on which they are referenced. Use Times New Roman 10-point type, single-spaced. To help your readers, avoid using footnotes altogether and include 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, 2003). If there are more than two authors, the form *et al.* is preferred in the text (Dowland *et al.* 2003), 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 place. Web site references should include the date the resource was last accessed and the full URL to the resource referenced (ZZZ Corporation Web Site, 2004).

3. Submission

The completed paper should be uploaded via the conference web site. Submissions should be in Word (DOC), PostScript (PS), Adobe Acrobat (PDF) 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.

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 or email your paper unless you received an error message or have not received a confirmation email within 7 days of submission.

4. References

Dowland, P.S., Furnell, S.M. and Horne, D. (2003), "Instructions for authors", *Journal of the Imagination*, Vol. 1, No. 1, pp1-101.

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

Smith, J. (1999), *Network conferences*, Imaginary Books, London.

ZZZ Corporation Web Site (2004), "Product summary for ZXSoft product implementation under a multi-user Linux configuration", www.zzz.com/products.asp?prodid=78, (Accessed 15 August 2004)