

Reading through this model paper will give you the style guidelines that you need to apply to your paper. You can download a template to help you apply these guidelines from the *At a Glance* page of the conference website

The Title of the Paper Goes Here, in Title Case

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Abstract: This model paper contains information about the formatting requirements for the proceedings of this conference. Read this document carefully. Format your paper in Calibri 10pt throughout, using bold and italics as appropriate. Do not use any formatted styles other than bullets or numbers 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). The abstract should be no less than 300 words and should not exceed 500 words. The overall length of the paper, including tables, diagrams, charts, abstract and references must not exceed 10 pages. Page numbers will be added later by the typesetter.

Keywords: Include up to 6 keywords or key phrases here. Choose these carefully as they may ultimately be used by search engines to access your paper.

1. Heading (Style Heading 1): Generally Introduction or Background

Papers accepted are published in the conference proceedings. We ask all authors to follow these guidelines in order to maintain a high standard of consistency.

2. Page size

The proceedings are produced on A4 paper. The page margins are 2.54cm 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.

3. Typeset text

Use normal capitalisation within the text and do not use **bold face** for emphasis. Italics are acceptable. All headings should use initial capitals only, excepting for use of Acronyms. Please avoid the use of footnotes. Endnotes are not permitted and papers containing them will be returned. Font should be Calibri.

3.1 Title and authors (Style Heading 2)

In the paper title only, the first letter of all words of 4 or more letters should be capitalised. Titles should not exceed 12 words in length.

Multiple authors from the same institution should appear as detailed at the start of this document. Multiple authors from different institutions should appear as :

Andrew Nonymous¹, Second Author² and Third Author¹

¹The department, faculty and name of institute, Town, Country

²The department, faculty and name of institute, Town, Country

Give first and last name, in that order. Do not use all caps. Email addresses should be given beneath, one per line and in the same order as the authors are listed. Please provide full first name and not just initials.

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

3.1.1 Sub-sections (Style Heading 3)

You may use up to three levels of heading, as illustrated in this document.

Do not use any further levels of heading.

4. Figures and tables

You are invited to use figures and tables in your paper wherever they will help to illustrate your text. The proceedings are delivered to conference participants in electronic format and therefore support colour figures. However, the book version is printed in black and white and therefore you are advised to refrain from using colours to deliver important information in your figures.

4.1 Figures

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, rather than Fig or F.

Due to the conversion process, some images can cause larger than necessary pdf files. It is preferable to past images into your document as .gif or .jpg format. Please ensure figures fit between the margins and are referenced in the text.

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. 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 pagebreaks 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.

Figure 1: This is how a figure should appear

Whilst every care is taken to ensure that figures are reproduced to a high standard, this does ultimately depend on them being supplied in the correct format.

4.2 Tables

Create tables using the table option of your word processing package. **Do not use tabs and spaces.** See the example below.

Table 1: A sample table

Sample table for illustration purposes		
	Heading text	Heading text
Subject text	Detail text	Detail text
Subject text	Detail text	Detail text
Subject text	Detail text	Detail text

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.

5. Language, style and content

With regards to 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
- Try to avoid long or complex sentence structures
- Briefly explain all technical terms that may be unfamiliar to some readers
- Explain all acronyms at first use, i.e. Academic Conferences International (ACI)
- Explain all local references (e.g. not everyone is familiar with city names in a country)
- Remember to spell check your paper before submission

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. If absolutely essential then a numbered list may be used, but this is not preferred practice.

Please note that if English is not your native language we request that you have your paper proofread by a fluent (preferably native) speaker as a poor standard of English may lead to your paper being returned. We offer this service and if you would like to obtain a quote please email Elaine.hayne@academic-conferences.org

5.1 Page numbers, headers and footers

Please do not insert headers, footers or page numbers. Do not refer to page numbers in your text as these will be different when your paper is published. You can refer to section headings.

5.2 Acknowledgements

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

6. In conclusion

It is important that you write for a general audience. It is also important that your work is presented in a professional fashion. These guidelines should help to achieve that goal. By adhering to these guidelines, you help the conference organisers tremendously in ensuring impressive presentation of your paper and we thank you for your co-operation.

References

References in the text should be as follows:

Nugus et al (2003) state that financial planning is an important aspect of any organisation.

“financial planning is an important and essential activity in any organisation” (Nugus et al, 2003).

You should list up to three authors. If there are more than three then you reference the lead author followed by et al. Do not use square brackets [] and do not fully capitalise names.

References should then be listed at the end of the paper in alphabetical order as per the following examples. Do not number references and do not use bullet points.

Brooks, I. and Weatherston, J. (1997) *The Business Environment: Challenges and Changes*, Prentice Hall, London.

Brown, S.L. and Eisenhardt, K.M. (1998) *Competing on the Edge: Strategy as Structured Chaos*, Harvard Business School Press, Boston.

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