

# Author Guide for Preparing a Proceedings Paper for the 1st National Symposium for Emerging Art & Design Researchers

First-Name Middle-Initial Last-Name  
University Department, University Name  
City, Country  
and  
First-Name Middle-Initial Last-Name  
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City, Country

## 1. IMPORTANT INFORMATION

1. Use this document as a template for your paper
2. There is a limit of 6 pages for each article in the Proceedings
3. Do not alter paper size, font size or style or margin settings
4. Your accepted abstract should be placed at the top of the paper, immediately below author details. It should be in its original format including the keywords.

## 2. PREPARATION OF PAPERS

### General Appearance

The text must be in UK English.

Papers should be submitted by email as an attached PC format MS Word document file with images embedded.

## 3. HEADINGS

Major headings are to be in bold capitals without underline and numbered, if so desired.

### Subheadings

Subheadings should be in a bold font and in lower case with initial capitals. They should start on a separate line.

**Sub-subheadings:** Sub-subheadings are to be in a bold font. They should be indented and run in at the beginning of the paragraph. The top of this paragraph illustrates a sub-subheading.

**Title:** The title should be centered across the top of the first page and should the font size and format used in this document.

**Authors' Names and Addresses:** The authors' names and addresses should be centered below the title and should use the font size and style used in this document.

**Illustrations or pictures:** All pictures should be clear black and white line art or grayscale images.

These should be in place in the article, printed as part of the text. Images should be at least 300 dpi in JPEG format.

## 4. FORMULAE

All equations must be in black. They should be numbered consecutively throughout the text. Equation numbers should be enclosed in parentheses. Equations should be referred to as Eq. (X) in the text where X is the equation number. In multiple-line equations, the number should be given on the last line.

## 5. PAGE NUMBERING

Do not number your pages as they will be placed in the Proceedings and therefore numbered as part of a complete document.

## 6. FOOTNOTES

Should be placed in singled-line spacing at the bottom of the page and column where it is cited. Footnotes should be used only where absolutely necessary.

## 7. CONCLUSIONS

Thanks for your cooperation and contribution. We look forward to seeing you at conference in April.

## 8. REFERENCES

List and number all bibliographical references at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

The following is an example of the recommended style for references.

- [1] Churchman CW, **The Design of Inquiring Systems**, New York: Basic Books Inc. Pub., 1971.
- [2] Ivori J, "A Paradigmatic Analysis of Contemporary Schools of IS Development", **European Journal of Information Systems**, Vol. 1, No. 4, 1991, pp. 249-272.

Completed abstracts should be e mailed Debbie Savage ([dsavage@uwic.ac.uk](mailto:dsavage@uwic.ac.uk)) by 13<sup>th</sup> March 2009.