

Guide for Preparing a Practice-Based Submission 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
University Department, University Name
City, Country

1. IMPORTANT INFORMATION

1. Use this document as a template for your full submission
2. There is a limit of 3 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 WRITTEN COMMENTRY

General Appearance

The text must be in UK English.

Written commentaries should be submitted by email as an attached PC format MS Word document.

Any images embedded within the file must be clear black and white line art or grayscale images and at least 300 dpi in JPEG format.

2.1 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.

2.2 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.

2.3 Page Numbering

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

2.4 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.

2.5 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.

3. SUBMISSION OF WORK

Final copies of all electronic material should be submitted on CD / DVD. Final submissions should be of the highest spec. possible and must be PC compatible. Presenters will be required to bring a back-up copy of their work on CD/DVD/Memory stick/etc to the conference. All material should be clearly labelled (First-Name Middle-Initial Last-Name University Department, University Name City, Country) and provide contextualizing information (title, date, medium). Please include a Stamped Self-addressed Envelope, if you want your examples of work returned.

4. TECHNICAL REQUIREMENTS

Please include a complete list of technical requirements. If work needs to be transported to the conference venue, this should include an outline of travel arrangements.

5. CONCLUSIONS

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

Full submissions should be sent to Debbie Savage (dsavage@uwic.ac.uk) by 13th March 2009.

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