

## Paper Guidelines

The deadline for full papers is: 15 May 2013

### INTRODUCTION

Please follow these instructions so that all conference papers have a consistent style and look the same. Be aware that all delegates – researchers and practitioners – should be able to read and understand your paper.

### PAPER PREPARATION

#### Length of papers

Maximum 7,000 words including references.

#### Type size and font

Garamond 11 points for the text (and subtitle) and 13 points for the title.

#### Line spacing

Single line spacing in text sections.

#### Spacing between sections

Leave one blank line between sections of the paper. Leave one blank line between section and sub-section headings and the following text.

#### Emphasis and alignment

- All text should be left justified.
- The title (and subtitle) should be left justified and bold.
- Section headings should all be capitals, left justified and bold.
- Sub-section headings should be left justified and bold.
- The names of authors should be in italics and left justified and they should be written next after the title like this:

*Presenting author: XXX*

*Additional author(s): XXX*

*Organisation/affiliations & address details of presenting author: XXX*

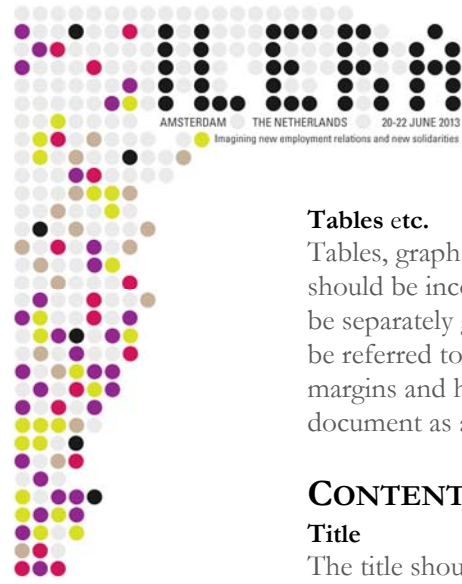
*Organisation/affiliations & address details of additional author(s): XXX*

#### Numbering of pages and headers/footers

Please number the pages in the right bottom corner, but please do not include running headers or footers.

#### Margin

Both left and right margin should be approx. 1 inch.



### **Tables etc.**

Tables, graphs/charts or line drawings can be used where appropriate. Tables and figures should be incorporated into the text close to where they are first referred to – they should not be separately grouped after the text. Each figure should have a caption at its foot, and should be referred to in full: e.g. Figure 1 (not Fig. 1). Tables should be numbered, fall within the page margins and have their titles placed above them. Photos must be provided within the document as a quality digital image.

## **CONTENT AND STRUCTURE OF THE PAPER**

### **Title**

The title should be as brief as possible, while being accurate and descriptive.

### **Authors**

All authors must be listed, followed by their affiliations (see above).

### **Body of the paper**

The body of the paper should be broken down into sections such as Introduction, Background, Methods, Results, Discussion, and Conclusions.

### **Acknowledgements**

People or organisations who have contributed significantly to the paper should be acknowledged.

### **References**

References must be listed after the main text in alphabetical order by author. The references must be given in the author/date system: e.g. (Smith 1987), (Smith and Jones 1987), (Smith *et al.* 1987).

For questions please contact the ILERA Europe 2013 Conference organisation:

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