

## INSTRUCTIONS

### Full Paper

This document provides a template for a Full Paper submission. All submissions must use the correct formatting as stated in this instruction template.

Full Papers are significant pieces of work with an introduction, research methodology, analysis and conclusion. Full Paper submissions are a maximum of 20 pages (or not more than 15,000 words), including references.

American (USA) spelling will be used (for example: behavior instead of behaviour) and punctuation is to be consistent except for quoted material/references.

The authors must have the copyright to all the material used in the submission or received written permission to use the protected material.

Before you submit the final version of your Full Paper, please ensure the Full Paper has the following minimum key sections in order of format:

- Title
- Abstract (up to 250 words)
- Key Words (up to 10 key words)
- Introduction (including Background and Literature Review content)
- Materials and Methods/Methodology
- Results and Discussion (This can be split into separate sections)
- Conclusion
- Acknowledgements
- References

(Use the Springer Basic Style -

[http://www.springer.com/cda/content/document/cda\\_downloaddocument/Key\\_Style\\_Points\\_BasicRef.pdf?SGWID=0-0-45-1330668-0](http://www.springer.com/cda/content/document/cda_downloaddocument/Key_Style_Points_BasicRef.pdf?SGWID=0-0-45-1330668-0))

For any questions regarding submission, please contact our ICAM team.

## INSTRUCTIONS

### Comprehensive Paper

This document provides a template for a Comprehensive Paper submission. All submissions must use the correct formatting as stated in this instruction template.

Comprehensive Papers provide a discussion of key directions in research, informed practice, works in progress, reports on specialized topics, pilot studies, or brief reports. Comprehensive Paper submissions are a maximum of 10 pages (or not more than 7,500 words), including references.

American (USA) spelling will be used (for example: behavior instead of behaviour) and punctuation is to be consistent except for quoted material/references.

The authors must have the copyright to all the material used in the submission or received written permission to use the protected material.

Before you submit the final version of your Comprehensive Paper, please ensure the Comprehensive Paper has the following minimum key sections in order of format:

- Title
- Abstract (up to 250 words)
- Key Words (up to 10 key words)
- Introduction (including Background and Literature Review content)
- Materials and Methods/Methodology
- Results and Discussion (This can be split into separate sections)
- Conclusion
- Acknowledgements
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## **INSTRUCTIONS**

### **Extended Abstract**

This document provides a template for an Extended Abstract submission. All submissions must use the correct formatting as stated in this instruction template.

Extended Abstracts are considerably short submissions such as research-in-progress, sharing ideas, expression of research interests, or ideas of practical relevance. Extended Abstract submissions are a maximum of 3 pages (or not more than 2,250 words), including references.

American (USA) spelling will be used (for example: behavior instead of behaviour) and punctuation is to be consistent except for quoted material/references.

The authors must have the copyright to all the material used in the submission or received written permission to use the protected material.

Before you submit the final version of your Extended Abstract, please ensure the Extended Abstract has the following minimum key sections in order of format:

- Title
- Abstract (up to 250 words)
- Key Words (up to 10 key words)
- Introduction (including Background and Literature Review content)
- Materials and Methods/Methodology
- Results and Discussion (This can be split into separate sections)
- Conclusion
- Acknowledgements
- References

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For any questions regarding submission, please contact our ICAM team.

## [PAPER SUBMISSION TEMPLATE]

### Paper Title

First Author (First Name and Last Name), Second Author (First Name and Last Name).

First Author (First Name and Last Name)

(Affiliation): department, name of organization  
City, Country  
e-mail address

Second Author (First Name and Last Name)

(Affiliation): department, name of organization  
City, Country  
e-mail address

***Abstract***—This is an example. The various components of your paper [title, text, heads, etc.] are already defined on the style sheet, as illustrated by the portions given in this document.

(Abstract – 250 words or less)

***Keywords - component; formatting; style; styling; insert (key words)***

### 1.0 INTRODUCTION (HEADING 1)

This template provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. All standard paper components have been specified for three reasons: (1) ease of use when formatting individual papers, (2) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products, and (3) conformity of style throughout the conference proceedings. Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example.

**Use Times New Roman font (size 11) throughout the paper. The length of final submission is ten (10) pages maximum or less than 7,500 words.** Margins – top 2.54 cm, bottom 2.54 cm, left 2.54 cm, right 2.54 cm. Final formatting will be done by the Springer Editing Team to conform to printing specifications.

### 2.0 PREPARE YOUR PAPER BEFORE STYLING

Before you begin to format your paper, first write and save the content as a separate text file. Keep your text and graphic files separate until after the text has been formatted and styled. Do not use hard tabs, and limit use of hard returns to only one return at the end of a paragraph. Do not add any kind of pagination anywhere in the paper. Do not number text heads-the template will do that for you. Finally, complete content and organizational editing before formatting. Please take note of the following items when proofreading spelling and grammar:

#### 2.1 Abbreviations and Acronyms (Heading 2)

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or heads unless they are unavoidable.

## 2.2 Equations

The equations are an exception to the prescribed specifications of this template. You will need to determine whether or not your equation should be typed using either the Times New Roman or the Symbol font (please no other font). To create multileveled equations, it may be necessary to treat the equation as a graphic and insert it into the text after your paper is styled.

## 3.0 USING THE TEMPLATE

After the text edit has been completed, the paper is ready for the template. Duplicate the template file by using the Save As command, and use the naming convention prescribed by your conference for the name of your paper. In this newly created file, highlight all of the contents and import your prepared text file. You are now ready to style your paper; use the scroll down window on the left of the MS Word Formatting toolbar.

### 3.1 Identify the Headings

Headings, or heads, are organizational devices that guide the reader through your paper. There are two types: component heads and text heads. Component heads identify the different components of your paper and are not topically subordinate to each other. Examples include Acknowledgments and References and, for these, the correct style to use is “Heading 5”.

Use “figure caption” for your Figure captions, and “table head” for your table title. Run-in heads, such as “Abstract”, will require you to apply a style (in this case, italic) in addition to the style provided by the drop down menu to differentiate the head from the text.

Text heads organize the topics on a relational, hierarchical basis. For example, the paper title is the primary text head because all subsequent material relates and elaborates on this one topic. If there are two or more subtopics, the next level head (uppercase Roman numerals) should be used and, conversely, if there are not at least two sub-topics, then no subheads should be introduced. Styles named “Heading 1”, “Heading 2”, “Heading 3”, and “Heading 4” are prescribed.

### 3.2 Figures and Tables

3.2.1 Positioning Figures and Tables(Heading 3): Insert figures and tables after they are cited in the text. Figure captions should be below the figures; table heads should appear above the tables.

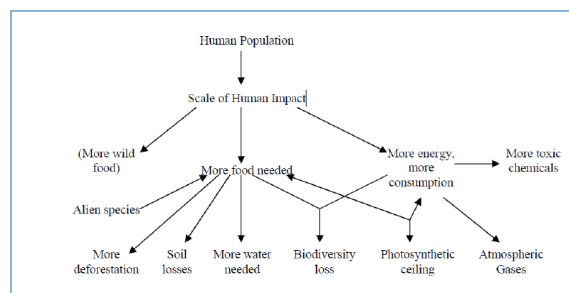


FIGURE 1: Sample of a Figure

Figures must be placed in their correct location in your running text. All figures should be included in your Word file, and not in separate graphic or drawing package format. Labeling should be consistent with the fonts used in the text of your paper, i.e., Times New Roman. Number sequentially, Figure 1, Figure 2, etc. Do not use variations such as Figure 1a, 1b.

Figure Labels: Use 10 point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader.

TABLE 1: A SAMPLE TABLE (TITLE IS ABOVE TABLE, CENTRED, BOLD) [TABLE TITLE STYLE]

Location [ <b>Paper Body style</b> ]	Tables must be placed in their correct, appropriate locations in your running text [ <b>Paper Body style</b> ]
General	In general use Times New Roman 10 point and other body text specifications for all text within a table and its title, though 9 point may be used as required for narrow columns. Tables should have a title with consecutive numbering (e.g.: Table 1: Title of the table), bolded, using sentence case, centred, and located at the top of the table. For headings within tables use sentence case, with bold and centering optional.
Format	Centre each table and select appropriate widths for the table and for each column, using percentages. Use of borders for all cells ('All', with style '1/4 point') is recommended, mainly because borders seem to be helpful for on screen reading. In columns of numbers, use centre or decimal point alignment.
Explanatory text	If your table requires explanatory text that is inappropriate for placing in your running text, place it at the bottom of the table, formatted to the same width as the table.
Other features	Cell background coloring or shading may be used, but check that grey scale printing (600 dpi) is not impaired, and note that when a web version file is created, the Proceedings editors may use a standard background color for the first row or other elements of a table.

#### ACKNOWLEDGMENT (HEADING 5)

The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g”. Avoid the stilted expression, “One of us (R. B. G.) thanks . . .” Instead, try “R. B. G. thanks”. Put sponsor acknowledgments in the unnumbered footnote on the first page.

#### REFERENCES

The Springer Basic Style shall be used.

For more information, please refer to:

[http://www.springer.com/cda/content/document/cda\\_downloadaddocument/Key\\_Style\\_Points\\_BasicRef.pdf?SGWID=0-0-45-1330668-0](http://www.springer.com/cda/content/document/cda_downloadaddocument/Key_Style_Points_BasicRef.pdf?SGWID=0-0-45-1330668-0).

#### *Citation*

All the references given in the list of references must be cited in the body of a text (i.e., in the text proper, any appendix, any footnotes to either of these, figure legends, or tables). Any reference may be cited more than once, and must be by name of cited author and year of publication:

- One author: (Miller 1991) or Miller (1991).
- Two authors: (Miller and Smith 1994) or Miller and Smith (1994).
- Three authors or more: (Miller et al. 1995) or Miller et al. (1995).

#### *Reference List*

A reference list is to be included at the end of the paper.

Include all works that are cited in the paper, including references that have been published, unpublished or accepted for publication. Do not use footnotes as a substitute for a reference list. Entries in the list must be listed alphabetically except in the numbered system of sequential citation. The rules for alphabetization are:

- First, all works by the author alone, ordered chronologically by year of publication
- Next, all works by the author with a coauthor, ordered alphabetically by coauthor
- Finally, all works by the author with several coauthors, ordered chronologically by year of publication