

ETD2011 Paper Template

(Note – replace this heading with your paper title)

NOTE: DO NOT INCLUDE PAGE NUMBERS in the final version for publication

First author's name

Affiliation

e-mail address

Second author's name

Affiliation

e-mail address

Third author's name

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ABSTRACT (REQUIRED)

In this document we describe the formatting requirements for the ETD2011 Conference. Please review this document carefully. You can use this document as a template and copy/paste your paper content here (this might be the best or easiest way). Please be sure to adhere to the formatting requirements as this will be your camera-ready version, and a PDF format will be generated directly from your submitted final Microsoft Word version. Please note that your document must be at most 8 pages in length, including references and appendices. Ensure that the document is saved in Microsoft Word 97/2000/XP format (and NOT .docx) so that it can be opened in current word processors on all popular operating systems.

Keywords (Required)

Guides, instructions, length, conference publications.

INTRODUCTION

The accepted papers and poster abstracts of the conference are published in the *Proceedings*. We wish to give the proceedings a consistent, high-quality appearance. We therefore ask that authors follow some basic guidelines. In essence, you should format your paper exactly like this document. The easiest way to use this template is to download it from the conference website and replace the content with your own material. The template file contains specially formatted styles (e.g., Normal, Heading, Bullet, Table Text, References, Title, Author, Affiliation) that will reduce the work in formatting your final submission.

PAGE SIZE

On each page, your material (not including the header and footer) should fit within a rectangle of 18 x 23.5 cm (7 x 9.25 in.), centered on a A4 page, beginning 1.9 cm (.75 in.) from the top of the page. All final publications will be formatted and displayed in A4. Right margins should be justified, not ragged. Beware, especially when using this template on a Macintosh – Microsoft Word may change these dimensions in unexpected ways.

TYPESET TEXT

Prepare your submissions on a word processor or typesetter. Please note that page layout may change slightly depending upon the printer you have specified.

Title and Authors

Your paper's title should be in Arial 18-point bold. Authors' names should be in Times New Roman 12-point bold, and affiliations in Times New Roman 12-point.

To position names and addresses, use a table with invisible borders, as in this document. Alternatively, if only one address is needed, use a centered tab stop to center all names and the address text; for two addresses, use two centered tab stops, and so on. If the single row cannot hold all authors' information (for example, a paper has 4 or more authors), you may have another

row under the first row.

Abstract and Keywords

Every submission should begin with an abstract of no more than 150 words, followed by a set of keywords. The abstract should be a concise statement of the problem, approach and conclusions of the work described. It should clearly state the paper's contribution to the field.

Normal or Body Text

Please use a 10-point Times New Roman font or, if it is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 10-point. On a Macintosh, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings or source code text.



Figure 1. The Bay of Acapulco, Mexico

References and Citations

Please use the reference format that you see illustrated at the end of this paper. If you use EndNote, be aware that different versions of the software change the styles, creating some inconsistencies. You may modify the styles to produce the references as shown here.

In the text, cite by authors' last names followed by the year of publication – use the first author's name and “et al.” if there are more than two authors. If multiple articles are cited at the same time, order them alphabetically by the first author's last name and separate the citations by semicolons. If the same author(s) has/have more than one article being cited, use chronological order and separate the year of publication of the articles by commas. For example: (Agarwal and Karahanna, 2000; Ajzen, 1988, 1991; Zhang, et al., 2002). See examples on the references corresponding to these citations at the end of this document. Within this template file, use the References style for the text of your citations.

Your references should comprise only published materials accessible to the public. Proprietary information may not be cited.

SECTIONS

The heading of a section should be in Arial 9-point bold, all in capitals (Heading 1 style in this template file). Sections should not be numbered.

Subsections

Headings of subsections should be in Arial 9-point bold with initial letters capitalized (Heading 2). (Note: for sub-sections and sub-subsections, a word like ‘the’ or ‘of’ is not capitalized unless it is the first word of the heading.)

Sub-subsections

Headings for sub-subsections should be in Arial 9-point italic with initial letters capitalized (Heading 3). Please do not go any further into another layer/level.

FIGURES/CAPTIONS

Place figures and tables close to the relevant text (or where they are referenced in the text).

Captions should be Times New Roman 9-point bold (Caption Style in this template file). They should be numbered (e.g., “Table 1” or “Figure 2”), centered and placed beneath the figure or table. Please note that the words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur.

The proceedings will be made available online, thus colour figures are possible. However, you are advised to refrain from using colours to deliver important information in your figures – not everyone has access to colour printers.

Inserting Images

Occasionally Microsoft Word generates larger-than-necessary PDF files when images inserted into the document are manipulated in Microsoft Word. To minimize this problem, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the image into Word.

As indicated in Figure 1, using tables to hold places can work very well in Word. If you want to copy a figure from another application (such as PowerPoint) and then paste to the place where you want your figure to be, make sure that (1) the figure stays in the position, and (2) it does not take up too much space. You can ensure the former by double clicking the figure, then go to “Layout” tab, and select “In line with text.” To ensure the latter, use “Paste Special,” then select “Picture.” You can resize the figure to your desired size once it is pasted.

Table Style

Inserting a table in the text can work well. See Table 1 below. The text of tables will format better if you use the special Table Text style (in this template file). If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. (In Word, use Format | Paragraph... and then the Line and Page Breaks tab. Generally, text in each field of a table will look better if it has equal amounts of spacing above and below it, as in Table 1.)

LANGUAGE, STYLE AND CONTENT

With regard to spelling and punctuation, you may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. 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 define or explain all technical terms that may be unfamiliar to readers.
- Explain all acronyms the first time they are used in your text – e.g., “Digital Library (DL)”.
- Explain local references (e.g., not everyone knows all city names in a particular country).
- Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairman*, *manpower*, *man-months*). Use inclusive language that is gender-neutral (e.g., *she or he*, *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years*).

	Treatment 1	Treatment 2
Setting A	125	95
Setting B	85	102
Setting C	98	85

Table 1. A Very Nice Table

PAGE NUMBERING, HEADERS AND FOOTERS

Please submit your final version with the pre-defined header and footer. Insert your name (only the first author's last name, and use “et al.” after that if the paper has more than one author) and a short title of your paper in the header. Leave the footer untouched.

CONCLUSION

It is important that you write for a general audience. It is also important that your work is presented in a professional fashion. This guideline is intended to help you achieve that goal. By adhering to the guideline, you also help the conference organisers tremendously in reducing our workload and ensuring impressive presentation of your conference paper. We thank you very much for your cooperation and look forward to receiving your nice looking, camera-ready version!

ACKNOWLEDGMENTS (OPTIONAL)

We thank all authors, committee members, and volunteers for their hard work and contributions to the conference. The references cited in this paper are included for illustrative purposes only.

REFERENCES

(ENSURE THAT ALL REFERENCES ARE FULLY COMPLETE AND ACCURATE AS PER THE EXAMPLES – USE HARVARD/APA STYLE AS A GUIDE BUT INCLUDE URLS WHEREVER POSSIBLE)

1. Anan, H, Liu, X., Maly, K., Nelson, M. L., Zubair, M., French, J. C., Fox, E. A., and Shivakumar, P. 2002. Preservation and transition of NCSTRL using an OAI-based architecture, in *Proceedings of Joint Conference on Digital Libraries (JCDL) 2002*, 14-18 July, Portland, OR, USA, ACM Press, 181-182.
2. Crow, R. 2004. A Guide to Institutional Repository Software v3.0, Open Society Institute. Available <http://www.soros.org/openaccess/software/>
3. Lagoze, C., Van de Sompel, H., Nelson, M. and Warner, S. 2002. The Open Archives Initiative Protocol for Metadata Harvesting, Open Archives Initiative. Available <http://www.openarchives.org/OAI/openarchivesprotocol.html>
4. Suber, P. 2004. A Primer on Open Access to Science and Scholarship, *Against the Grain*, 16(3).
5. Suleman, H., Atkins, A., Goncalves, M. A., France, R. K., Fox, E. A., Chachra, V., Crowder, M., and Young, J. 2001. Networked Digital Library of Theses and Dissertations: Bridging the Gaps for Global Access - Part 1: Mission and Progress, *D-Lib Magazine*, 7(9). Available <http://www.dlib.org/dlib/september01/suleman/09suleman-pt1.html>