

Information to authors

A - General guidelines

In order to ensure a reliable and high-quality conference, it is important that all authors keep to these guidelines, focusing particularly on the following:

1. Program and registration

Following the process of evaluation, the Program committee accepted your extended abstract and included it in the preliminary program of the 37th International research conference of **iarigai**. However, this acceptance will be conditional, until the speaker is not signed up for the conference. The deadline for authors/speakers is set to **9 July 2010**. To register, please open:

www.iarigaiconference10.ca/Registration.html

Registrations will be accepted only through the on-line system. Authors/speakers not signed up until the deadline will have their presentations removed from the final program.

2. Submission of your paper

You are asked to prepare your paper strictly following the Instructions below (Section B, pages 3 and 4) and to submit it in form of the electronic document through the conference system not later than **9 July 2010**; In order to ensure additional editing and subsequent publishing as early as possible, it is essential that this deadline be kept. Only papers submitted through the conference system will be considered for further processing.

To submit your full paper, please open:

<https://cmt.research.microsoft.com/IARI2010/>

Login with your e-mail and password. When your Author's console opens, you will notice under your submission ID a field requiring a Camera ready copy. Open it and keep up with the following sequence:

1. Read the welcome message
2. Check the title of your paper in the appropriate field; you can modify it if necessary;
3. Enter a short abstract of max. 200 words in the Abstract box, including 3-5 keywords);
4. Enter all authors in the order they are appearing in the manuscript;
5. Upload from your computer the completed manuscript **only** as a doc or .rtf document;
6. Upload from your computer a separate Word document with your short professional CV (max. 15 lines);
7. Answer the additional questions;
8. Press **Finish** to send your submission.

Do not forget to press **Upload** when transferring the files from your computer to the system. Navigate between single steps only with **Next** or **Previous** buttons at the bottom of the gray field; do not use Back or Reload buttons on your browser.

In case you have any problems, you can communicate directly to the conference chair; yellow e-mail icon is located on your Author's console.

3. Publication of your paper

You are recommended to make every possible effort to ensure that your paper meets accepted standards for scientific publication, with full experimental details and a logical analysis of the results. A basic criterion for publishing is, of course, that the paper **must not** previously have been published and that it **was presented** at the conference in Montreal. When preparing your paper, you should note that there are two different stages in the publication process:

- (a) A set of **extended abstracts** will be printed in the form they have been received for evaluation. Only minor corrections in these texts can be accepted, however, only if they are received until **7 June 2010**. This compendium is intended for distribution to all the participants at the beginning of the conference.
- (b) It is planned to publish the **full scale** papers presented at the conference in Vol. XXXVII of the *Advances in Printing and Media Technology* as soon as possible after the event. Please note, however, that only manuscripts with a full text and prepared according to these guidelines will be included in this volume - collections of slides and/or summary abstracts without a full text - will not be considered for publishing.

4. Written manuscripts

Before you begin to write, decide **why** you are presenting this paper and **to whom** you are presenting it. Remember that the reason for writing the report is not necessarily the same as the reason for doing the work, and that an international readership is not the same as a local project committee. Your work may have been carried out as a part of a local study, but it is essential that the results be presented with reference to a wider context if they are to be **of interest to a world-wide readership**. Do not include items that are not relevant to your theme, merely because they were a part of the total project.

You are strongly recommended to consider the remarks and/or suggestions given by the reviewers (if any) in the process of evaluation of your extended abstracts; these remarks can be a good guideline for improving your full-scale paper and the final impression of your work.

When writing your manuscript, remember that it is not intended for presentation, but for subsequent publication. You are asked to submit your manuscript in the form of a full paper, as a continuous and logical text, following the instructions which can be found in **Section B** (pages 3 and 4) of this document.

If the paper is a scientific report, follow the accepted sequence of: 1. Introduction; 2. Methods, 3. Results; 4. Discussion; 4. Conclusions; and finally Acknowledgements; Literature and Appendix. These sections should be separately numbered. There is no need to begin the paper with the short abstract and keywords; they should be uploaded as a separate document - see above section 2.3.

For the full conference program, accommodation details, social events and other information please visit:

www.iarigai.org or www.iarigaiconference10.ca

For direct inquiries please contact the conference team at ICGQ Montreal at iarigai2010@icgq.qc.ca (for general information, registration, accommodation, payments) and/or the office of the Secretary General at iarigai.office@grf.hr (for the program and publishing issues).



B - Instructions for the preparation of your paper

1. The manuscript - general

You are asked to submit your paper **only** as a MS Word document (.doc) or as Rich Text Format (.rtf). Your paper cannot be accepted if it is sent as a .docx., PDF file or any other format. Remember that your manuscript is intended to be edited and prepared for printing, not for the electronic publishing.

The size of the full paper (including short abstract, literature references, appendices etc.) is recommended to a maximum of **10 pages**, but it cannot be larger than **10 MB**. Authors of contributions exceeding the mentioned limit will be asked to reduce them to the required size; otherwise, they will definitely not be considered for publication in the edited volume XXXVII of the *Advances in Printing and Media Technology* following the conference (planned for late November 2010).

Number all pages consecutively in the centre at the foot of the page.

Language: English only. In order to ensure linguistic accuracy, please arrange for the text to be reviewed by a native English-speaking person. Maintain a consistent style with regard to spelling (UK English), punctuation, nomenclature, symbols etc.

Figures/Drawings must be inserted into the text on appropriate position. Integrated charts must be readable and must respect the defined guidelines (see next page). Number all figures and tables and refer to them in the text as "Figure 2" or "Table 4". Do not refer to "the Figure above" or "the Table below", since errors can later arise.

Number all your equations, even if you do not again refer to them yourself. This is a matter of courtesy to others who may wish to refer to the equations.

See the detailed instructions and necessary requirements below:

2. The text

Paper size: A4 (210 x 297 mm).

Ensure that your page layout is not set to another format.

Margins within the page:

TOP = 4,0 cm BOTTOM = 2,0 cm LEFT = 3,0 cm RIGHT = 3,0 cm HEADER = 2,5 cm

with the typing area of 150 x 237 mm.

Keep up with the following template on the first page:

Title: Times 14pt, Upper and lower case. DO NOT use upper case only.

Authors (full first name; family name); (Times 11pt)

Institute/Organization; Times, 10pt

Full mailing address; Times 10 pt

E-mail address, Times 10 pt

Second author: Institute/Organization; Times, 10pt

Full mailing address for the second author; Times 10 pt

E-mail address for the second author, Times 10 pt

Repeat the above formatting for each following author (if any), especially if from different organizations.

Continue with the first numbered section/chapter (i.e. 1. Introduction). **Titles** within the text should be numbered (1, 2, 3 etc) and typed in **11 pt bold**.

Text: Except for special symbols, use only Times (or Times New Roman); size 10 pt, justified left and right, with single line spacing. Avoid coloured text. You are strongly advised to apply clear Normal style only, excluding all Markup comments and/or markings. Do not break the text into columns. Wherever possible, please avoid using tabs and bullets.

3. Illustrations, figures, tables

If you wish to use coloured illustrations in your presentation, make sure that they are included in the manuscript in a way which ensures that they are intelligible in black-and-white. Use solid, dotted and dashed lines rather than e.g. red and blue lines, and **do not** refer to e.g. "the red line" in your text. Tabular data should be inserted as tables only, not as pictures.

Make sure that the text and graphic elements in your figures and tables are legible.

Number all figures/diagrams and tables separately, but do not insert any links when referring to them in the text. Please make sure that the titles are not integrated with them, but entered as a separate text line as bellow:

*Titles in 9 pt italic should be placed centered **underneath** the Figures, but **above** the Tables.*

4. Acknowledgements

Place any acknowledgements at the end of your manuscript, after conclusions and before the list of literature references, using the normal 10 pt font.

5. Literature references

References should be given only to documents which any reader can reasonably be expected to be able to find in the open literature or on the web, and the reference should be complete, so that it is possible for the reader to locate the source without difficulty.

References in the text should not be numbered; they have to be indicated by the author's name and year of publishing (Aaa, 2009). Please **do not** link this indication with the reference list at the end of the paper. The information in the list of references should be given in full in the following order, using Times 9 pt font:

Author, (year), *Title, Journal, Volume, No, Page(s)*

The list of sources referred to in the text should be collected at the end of the paper in alphabetical order. However, references from printed sources should be given separately from those that can be accessed on the web. References entered as footnotes and linked to the text above cannot be accepted.

6. Copyright

If it is necessary to take any illustration, diagram etc. from an earlier publication, it is the author's responsibility to ensure that permission to reproduce these illustrations, diagrams etc. is obtained from the copyright-holder. If a figure is adapted or redrawn, the original source must be acknowledged.

Section C - Guidelines for presentations - will be distributed to authors/speakers in due time