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Author Name¹ and Author Name²

¹Author Affiliation

²Author Affiliation

¹Author1@company.com, ²Author2@university.edu

Abstract

Abstracts should not be more than six lines. They should indicate briefly the overall gist of the paper, including objectives, methods used, a brief product or system description (case studies only), and key results. The abstract is not an introduction; it is an executive summary.

1 General Guidelines

1.1 Types of Submissions

IWIPS invites several types of submissions. All are due 15 January unless indicated otherwise. They include:

- Papers - Formal reports of completed research, organized on a modified APA model. Length: no more than 10 pages in proceedings format.
- Case Studies - Structured descriptions of lessons learned in applied product development within industry. Length: 4 - 8 pages in proceedings format.
- Research-in-Progress - Briefs describing the background, procedures, anticipated results, and preliminary findings (if any) of ongoing research or applied product development. Length: 6 - 10 pages in proceedings format. (Graduate students are encouraged to submit R-I-PPs based on their theses and dissertations.)
- Workshop - A comprehensive treatment in tutorial/workshop (hands on) style of a core set of internationalisation and/or localisation skills or procedures. Initial proposals (two to five pages in length) do not have to be in proceedings format. The final submission will be 20 - 30 pages, in

proceedings format, due at the final papers deadline (to be determined). IWIPS will provide separate guidelines for completion of the final submissions, although the format will be as described here.

- Keynote Talks - Essays of the main points (plus references) underlying keynote presentations at IWIPS. Open by invitation only. Initial proposals (one page in length) do not have to be in proceedings format, although the format will be as described here. The final submission will be 4 - 6 pages, in proceedings format, due at the final papers deadline (to be determined).
- Breakout Outline - A bulleted list of focused issues to be discussed during one of several breakout sessions, preceded by a one-paragraph introduction. Length: 1 page in proceedings format.

1.2 Submission Instructions

Send zipped submissions (attached to e-mail) to Elisa del Galdo, Reviews Chair (elisa@webcredible.co.uk), in rich text format. Address questions about paper format to Vanessa Evers, proceedings lead editor (evers@swi.psy.uva.nl).

2 Page Layout and Fonts

Please set-up pages as specified below or use this template. See the previous IWIPS proceedings for samples. Contact: Brenda Hall, treasurer of P&SI (Brenda_Hall@Bridge360.com).

2.1 Page Layout

We recommend that you set your word processor units of measure to centimetres before beginning (Tools/Options/General). The paper dimensions for the proceedings are CUSTOM - Width 13.6 cm, Height: 21.4 cm (Page Setup/Paper Size). The margin settings should as follows: Upper and lower margins = 2.2 cm; left margin = 1.4 cm and right margin = 1.3 cm (Page Setup/Margins). Margins for headers and footers should be 0.9 cm from the paper edge. Do not print page numbers. These will be added during final production. Lines of text must be justified on left and right margins. Avoid awkward spaces within lines by using creative editing and by breaking URLs between lines, as necessary. Use single line spacing between paragraphs.

The header for every page that would be odd-numbered (except the first) is to contain the work's title; the header for every page that would be even-numbered is

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to contain the author(s)' names. (Use Page Setup/Layout.) These should be centered, in italic Times New Roman or equivalent, 10 point.

The required typeface: For body type, use 10-point Times New Roman (or equivalent) on a 12- point line. (See below for heading style requirements.) Leave one line space between paragraphs and do not indent (i.e., make the first sentence of each paragraph flush left).

2.2 Title and By-Lines

Type the title in 14-point Helvetica (or equivalent, such as Arial), in boldface upper and lower case letters. The title should be centred at the top of the first page. Leave two line spaces below the last title line. At that point, type the author(s) name(s) (centred in 10-point Times New Roman, boldface upper and lower case). On the next line, centred, type the author(s) affiliation(s) (regular (not boldface) 10-point Times New Roman). Follow on the next line, in the same style, with author(s)' e-mail addresses. If multiple authors are from the same institution, use the style:

¹{Author1 },²{Author2}@isp.com

Leave an additional three line spaces space below these entries before the abstract.

2.3 Headings

2.3.1 First level headings. All headings are numbered in decimal format (e.g., 1, 1.1, 1.1.1). Text for first and second level headings is indented 0.75 cm to the right of the corresponding number(s); text for third level headings is one space to the right of the corresponding numbers. The Abstract and References are not numbered.

First level headings should appear in upper and lower case letters, in 12-point Helvetica (or equivalent) boldface. Leave two line spaces above and one line space below all first level headings.

2.3.2 Second level headings. Second level headings should appear flush to the left margin, in upper and lower case 10-point Helvetica (or equivalent), with one line space above and one line space below.

2.3.3 Third level headings. Third level headings are discouraged. However, if needed, they should appear as 10-point Times New Roman italic. The first word (only) should be capitalized, and the heading should run into the beginning of the paragraph text, as is done here.

2.4 Tables and Figures

2.4.1 Tables: Position tables after but as near as possible to the place in the text where they are first mentioned. Centre tables horizontally on the page. Tables should be neat and legible, never hand-drawn. (Instead, use the table creation function in your word processor.) Table numbers and titles should be in 9-point Times New Roman, centred over the table body. Tables should be numbered consecutively, in the same order as their corresponding mention in the text. Leave one line space above and below each table, to separate the table visually from the remainder of the text.

2.4.2 Figures: Position figures after but as near as possible to the place in the text where they are first mentioned. All figures must be centred, neat and legible. They must be darkly rendered and high-contrast, for purposes of reproduction. No hand-drawn artwork will be acceptable. Please do not include pictures or screen shots unless it is absolutely necessary. (If these must be included, please also submit the originals, as separate .gif or .jpg files.) Authors are encouraged to make pictures and screen shots available on persistent web sites, and include the URLs at appropriate places in their papers. Note that papers will be printed in black-and-white only (colour distinctions will be lost).

The figure number and caption should appear, centred, beneath the figure. Leave one line space between the figure and its caption, and another line space below the caption, to separate it from following text. The figure caption should be 9-point Times New Roman (or equivalent). Figures should be numbered consecutively, in the same order as their corresponding mention in the text.

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which they are presented, or for future editions. Every attempt will be made to contact authors when and if such editions are planned.

References

In the text, references should be indicated like this: (Jones and Smith, 1999). The references section at the end of the text should begin with a first level heading like the one above. The references should be alphabetically ordered, without the use of numbers (such as "1." or [1]). The use of web sites (URLs) in references are discouraged. If they must be used, cite the date that you last accessed the site. Following are examples for common types of references.

- Andersen, R.E., Crespo, C.J., Bartlett, S.J., Cheskin, L.J. & Pratt, M. (1998). Relationship of physical activity and television watching with body weight and level of fatness among children. *Journal of the American Medical Association*, 279, 938-942.
- Carroll, J. & Rosson, M. (1996). Developing the Blacksburg electronic village. *Communications of the ACM*, 39 (12), 68-74.
- Matarazzo, G. (1997). Desktop videoconferencing in a cooperative discussion task: video quality and telepresence aspects. In Salvendy, G., Smith, M. & Koubek, R. (Eds.): *Design of Computing Systems: Cognitive Considerations (Vol. 1)*, Proc. 7th Int. Conference on Human-Computer Interaction, pp. 3-6. HCI International '97, San Francisco, USA, 24-29 August 1997. Amsterdam: Elsevier.
- McLuhan, M. (1964). *Understanding Media*. New York: McGraw-Hill.
- van Dam, N. & Rogers, E. (2002). E-Learning cultures around the world: Make your globalized strategy transparent. *e-Learning Magazine*, May 1, 2002. Available online: [http:// www.elearningmag.com/elearning/](http://www.elearningmag.com/elearning/). Last accessed on 17 September 2002.