

Word Template Documentation for iConference 2016

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Abstract

The abstract shall be no more than 150 words. All work must be in English.

Keywords: Enter up to five keywords separated by a semicolon (keyword1; keyword 2; keyword3; keyword4; keyword5)

Citation: Editor will add citation

Copyright: Copyright is held by the authors.

Acknowledgements: If there is an acknowledgement add it here. This field is optional. For review purpose, do not add information to this field until after the paper is accepted.

Research Data: If there is any research data / raw data contact the editor. The editor will add research data information such as a DOI. This field is optional.

Contact: Author will add e-mail address.

1 System Requirements

This template was created using Word 2013 for Windows. It has been tested on Word 2010 for Windows, Word 2011 for Mac and LibreOffice for Linux with the following results.

1.1 Word Template for Windows

Fully compatible with all recent versions of Microsoft Word for windows. Also works with versions of LibreOffice and OpenOffice.

1.2 Word Template for Mac

Fully compatible with all recent versions of Microsoft Word versions for Mac OS X. Also works with versions of LibreOffice and OpenOffice. You cannot use the template with Pages.

1.3 Word Template for Linux

The template works with versions of LibreOffice and OpenOffice.

2 Use the Template

Save the template on your PC and open the .docx file in your favorite word processing software and start to write. Text already in existence can also be formatted with this template. The finished document has to be saved as .docx, .doc or .rtf.

3 General

The template is formatted for U.S. letter page size, 8.5 x 11 inches, with 0.8-inch margins on top and bottom and 1-inch margins on sides.

The template uses Latin Modern Roman and Latin Modern Sans. These fonts are not embedded in the template.

Papers and posters submitted for review should have all author-identifying information removed, to facilitate double-blind review. This author information should be included with final submissions of accepted work for the proceedings.

4 Paragraph and Character Styles

An article begins with an introductory section and ends with a discussion or conclusion.

Standard text is written in Latin Modern 10 pt. All paragraphs are formatted as "normal" or "standard indent." The first paragraph after each heading is formatted as "normal." All other paragraphs until the next heading are formatted as "standard indent."

Exceptions are possible after lists, block quotes, tables and figures. Please do not use any colored text. Standard text is written in justification with English hyphenation.

4.1 Headings

Headings are numbered and formatted in Latin Modern Sans. The first level of heading is 12 pt., second is 11 pt. and third level is 10 pt. All headings but the third level shall be in title style capitalization (ex.: Word Template Guide for Conference).

An article should not have more than three levels of headings.

4.2 Lists

There are two accepted types of lists: Bulleted and ordered lists (alphabetically). This is an example of a bulleted list:

- Item
- Item
- Item

Lists are indented half an inch.

This is an example of an ordered list:

- a) Item
- b) Item
- c) Item

4.3 Tables

Heading	Heading	Heading
*	Value	Value
Value	*	Value
Value	Value	*

Table 1. Title of Table (Description)

This is an example of a table. All tables should have a caption with a title and description. The caption should be centered and under the table. There should be no empty line between the table and the caption.

4.4 Figures

This is an example of an embedded figure. It should be formatted as “figure”. Also it should have a caption with title and description. The caption should be centered under the figure with no empty line in between.



Figure 1. iConference Logo

4.5 Quotation / Citation

Citations are all in-text citations. Links shall not be in text but in footnotes. Quotes which are longer than a line shall be indented and formatted as “Block Quote”:

The iSchool Caucus seeks to maximize the visibility and influence of its member schools, and their interdisciplinary approaches to harnessing the power of information and technology, and maximizing the potential of humans. We envision a future in which the iSchool Movement has spread around the world, and the information field is widely recognized for creating innovative systems and designing information solutions that benefit individuals, organizations, and society.

4.6 File format

Submissions must be in Word or comparable word processing file formats: .doc, .docx, or .rtf for purposes of final processing. Authors using the LaTeX template are required to submit all working directory files in a zip-file.

4.7 Submission site

To upload submissions, link to the secure submission website (ConfTool) from the iConference homepage: <http://ischools.org/the-iconeference/>

4.8 Formatting references

The iConference Proceedings adhere to the reference/citation style of the American Psychological Association, 6th ed. Examples of references are provided here.

APA style uses author-date text references (not numbers) that match full citations in an alphabetical (unnumbered) reference list. Full citations include DOI numbers (if available).

It is recommended to use a reference management system such as Zotero, EndNote or Citavi. APA style is provided within these systems. Authors can send/upload BibTeX-files with references.

5 References

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