

The accepted papers for presentation will appear in the CD-Rom of Conference Proceedings. This edition will be prepared from the Microsoft Word document you submit to us. When preparing your manuscript, please observe the guidelines below for consistency in format. These follow similar rules to those used in previous IIBC conferences.

## **Style Guidelines**

### **General Text**

11 pt Arial.

1.5 line spacing.

Margins: 2.5cm on all sides.

Maximum 25 pages length, including the bibliography, tables, figures, appendices, etc.

Do not insert page numbers.

### **First page**

On the first page skip 6 lines from the top of the typing area. Type the Title of the manuscript centred in bold capitals using arial 14pt. After the last line of the Title, skip two lines and type (11pt Arial font) the name and affiliation of each Author, also centred. After the name(s) of Author(s), skip two lines for beginning with the Abstract.

**Abstract:** 150 – 200 words, left and right justified in 11 pt Arial. This should include a brief description of the paper, its methodology and the main findings.

Title of the paper on page 2: centred in bold 12 pt Arial.

Main headings: flush with left margin, bold and capitalised.

Secondary headings: flush with left margin, underlined.

Tertiary headings: flush with left margin, in italics.

### **References:**

References are to be listed alphabetically, family name first, followed by the publication date in parentheses.