INTRODUCTION

These notes are to be used by authors of papers so that they can use a consistent style and can visualise how their paper will look when printed.

To minimise the differences between formats of different papers, and thus to provide a professional appearance to the Proceedings, these editorial instructions need to be followed closely. This paper itself has been formatted according to the instructions and may be used as a model.

STRUCTURE OF THE PAPER

The various parts of the Paper will typically have the following structure:

**Title.** The title should be as brief as possible, while being sufficiently descriptive to enable potential readers to determine whether or not it is of interest to them.

**Authors.** All authors must be listed, followed by their affiliations. The committee has no policy on the determination of the order of listing of authors. Qualifications and addresses may be listed. Please underline the author that will be presenting the paper.

**Abstract.** An abstract will be required to be submitted with the Paper if not submitted prior. The abstract should summarise the essential points of the paper and be not more than 300 words in length. It should state the purpose of the work and important findings and conclusions.

**Body of the paper.** You may use any number of parts with headings (**BOLD, CAPITALS**) or lead in subheadings (**bold**). The body of the paper should be broken down into sections such as Introduction, Background, Methods, Results, Discussion, and Conclusions.

**Acknowledgments.** People or organisations who have contributed significantly to the paper should be acknowledged.

**References.** The references must be given in the author/date system, e.g. (Smith 1987), (Smith and Jones 1988), (Smith et al. 1985). References must be listed after the main text in alphabetical order by author.
PAPER PREPARATION

Length of Papers
Papers/articles are to be of a maximum length of 10 pages. Use tables, graphs/charts, or line drawings where appropriate. Photos must be provided as a separate high quality digital file, as well as within the document.

Type size and font. Use Arial 12 point for the text and 14 point for the title. Use single line spacing in text sections.

Spacing between sections. Leave one blank lines between sections of the paper. Leave one blank line between section and sub-section headings and the following text.

Emphasis. The title should be centred and bold. The names of authors should be in bold and centred. All other text should be justified (use Format, Paragraph, Alignment and select “justified”) Section headings should all be capitals and bold. Sub-section headings should be bold with first letter of each word capitalised. Subsub-section descriptors should be in bold, form first part of a paragraph, with first letter only capitalised. Do not use underlining.

Do and Don’t
Do not number pages, or include running headers or footers.

SPECIFIC ELEMENTS OF THE PAPER

Tables and Figures
Tables and figures should be incorporated into the text close to where they are first referred to. They should not be separately grouped after the text. Each figure should have a caption at its foot, and should be referred to in full; e.g. do not abbreviate Figure 1 to Fig. 1. Tables should be numbered, fall within the page margins and have their titles placed above them.

PRESENTATION OF PAPERS

All papers will be grouped as far as possible into appropriate sessions to facilitate discussion on the various topic areas.

Presentation should last no longer than 30 minutes which includes introduction by the seminar chair and question & answer time.

Speakers should rehearse their papers to ensure that they can cover their main points in the allocated time. Speakers should not read their published paper word for word - use notes instead.

All audio visual requirements will be available to enhance each speakers presentation. Speakers should confirm with the conference organisers prior any special needs in relation to the technical aspects of presenting their paper.

SUPPLYING YOUR PAPER

Send your paper in electronic word format only. Papers should be sent to following email: lauri.tenhunen(at)hamk.fi.