

Instructions for camera-ready papers for the SIIT2009 Conference Proceedings

Congratulations and thank you for your excellent article submission. This document assists you in preparing your article for publication in the *Proceedings of the 6th Conference on Standardization and Innovation in Information Technologies*. In order to facilitate the publishing process and to assure that the Conference Proceedings are published in a timely manner, please follow the instructions in this document *exactly as described*. Thank you in advance for your cooperation.

Please return your camera-ready submission via email no later than the 21 August, 2009 to
siit09-submit@asatani.cc.kogakuin.ac.jp

Preparing your Article for Publishing

1. File Format

All camera-ready articles must be submitted in a format compatible with Microsoft Word 2003 (PC). Files received in other formats may be refused by the publishing house. All manuscripts must be in *black-and-white* ONLY. **Final camera-ready submissions are limited to fifteen pages of text, including tables, figures, references, etc.**

2. Page Setup

Layout your final copy in A4 page size with **one column** using the following margins:

Top: 1" (2.54 cm)

Left: 1" (2.54 cm)

Bottom: 1.65" (4.2 cm)

Right: .79" (2 cm)

3. Fonts and Formatting: Body

The preferred font for camera-ready submissions is "Times New Roman." However, if your computer does not have this font, you may use "Times." All body text should be *single-spaced*, using the following type sizes, styles, and justifications (alignments):

Section Heads: 12 pt. Bold, Center-justify, NO paragraph indents (e.g., **Introduction**),
Place TWO LINE SPACES ABOVE Section Heads

Section Subheads: 10 pt. Italics, Left-justify, NO paragraph indents (e.g., *Sample Subhead Text*)
Place ONE LINE SPACE ABOVE Section Subheads

Body Text: 10 pt. Plain Text, Full-justified, 1/2" (1.27 cm) paragraph indents (e.g., Sample Body)
Body Text should IMMEDIATELY FOLLOW Heads/Subheads (i.e., no line spaces)

Footnotes: 9 pt. Plain Text, Left-justified (e.g., Sample footnote text)

4. Title page Format

In order to maintain consistency throughout the *Proceedings*, we have created a very specific format for the title and abstract. Please make sure to follow these instructions carefully. For your convenience, we have provided samples below each of the instructions.

ARTICLE TITLE: 16 pt. Small Caps Bold, Center-Justified, for instance:

SAMPLE ARTICLE TITLE: SIIT2009 PROCEEDINGS

Place ONE 16 pt. SPACE BELOW the title, then:

AUTHOR NAME(S) and AFFILIATION(S): Authors' names should be presented in 12 pt. Bold, Center-justified. Each author's institutional affiliation should appear on the NEXT LINE in Plain (Non-Bolded) Small Caps. If two authors from the same institution are listed sequentially (in authorship), their names should appear ON THE SAME LINE, with non-bolded commas or "and" where appropriate. For instance:

Joe Shmoe, Jane Doe, and Bob Smith
UNIVERSITY OF COLORADO AT BOULDER

Mark Mothersbaugh and Gerald V. Casale
MUTATO MUZIKA, INC.

Bob Dobbs
UNIVERSITY OF MALAYSIA

Place TWO 12 pt. SPACES Below the NAME(S)/AFFILIATION(S), then:

ABSTRACT: Presented in 11 pt. Italics, Left-justified, with 0.5" (1.27 cm) margins on each side but NO PARAGRAPH INDENTATION, for example:

This is sample text for the layout of abstracts to be published in the "Proceedings of the 2009 Conference on Standardization and Innovation in Information Technologies" compendium. It has been provided to aid in the camera-ready formatting of authors' articles.

Place TWO 12 pt. SPACES Below the ABSTRACT, then:

BODY TEXT: Start your body text using the "Drop Cap" command (found under the "Format Menu" in Microsoft Word) on the FIRST LETTER OF YOUR *BODY TEXT*. To do this, begin by highlighting the first letter of your body text. Then locate the Drop Cap option as described above. Next, in the Drop Cap window, select the "Dropped" position, set the "Lines to Drop" to **3**, and set the "Distance from Text" to **0"**. The first paragraph of your text should have NO paragraph indentation. For Instance:

This is sample text for the layout of the start of body text for articles to be published in the *Proceedings of the 2009 Conference on Standardization and Innovation in Information Technologies* compendium. It has been provided to aid in the camera-ready formatting of authors' articles. We hope you find these samples helpful in preparing your document. Thank you.

5. Citations/References: In an effort to maintain the integrity of interdisciplinary work in standards research, SIIT2009 has no specific preference for citation/reference/bibliography style. For instance, you may use American Psychological Association (APA), BlueBook, Modern Language Association (MLA), or Chicago style/guidelines, or you may use another popular academic format of your choice.

However, we do ask that you follow your chosen style/guidelines meticulously and that you use ONLY ONE format consistently throughout your article. Also, your references must be self-contained within your document (i.e., they CANNOT appear at the end of the *Proceedings* volume, itself), and any citations/references/bibliography appearing at the end of an article must be left-justified and use an appropriate “Citation,” “References,” or “Bibliography” *Section Head* formatted as described above.

- 6. Running Heads:** Please choose a running head for your article, and submit it as the TITLE OF YOUR SUBMITTED FILE in the following format:

Your_Running_Head.doc

Also, make sure to REMOVE ANY RUNNING HEADS FROM YOUR DOCUMENT before submitting it for publication.

- 7. Figures, tables, and captions:** Please make sure to position all figures, tables, and captions WITHIN THE TEXT as they will appear in your document. Use 10 pt. font for captions, bolding the figure/table number and italicizing the caption text. Also, please present captions Left-justified, with 0.5” (1.27 cm) margins on each side but NO PARAGRAPH INDENTATION, like so:

Figure 4. *Interaction between Animation Speed and Sequence on Ad Conation (higher scores indicate more positive behavioral intentions toward the ads).*

Further, as specified in most style rules and guidelines, please make sure that your figures/tables and their captions are as simple and legible as possible.

- 8. Submitting your camera-ready copy:** Before submitting your article to the Volume Editor, please make sure to spell-check your document. To keep the cost of the *Proceedings* as low as possible, SIIT2009 cannot provide this service, nor can we edit grammar/style. Further, SIIT2009 has no preference between U.S. or Continental English spelling/grammar/style, but again we ask that you remain consistent throughout your work.

SIIT2009 organizers again thank you for your fine article submission and for your gracious cooperation in preparing your camera-ready format.

Here’s to a great conference!