Author Guidelines for Nord-IS 22 Proceedings Manuscripts

Author(s) Name(s)

*Author Affiliation(s)*

# Abstract

The abstract is to be in fully-justified text, at the top of the left-hand column as it is here, below the author information. Use the word “Abstract” as the title, in 12-point Times New Roman, boldface type, left aligned relative to the column, initially capitalized. The abstract is to be in 10-point, single-spaced type. Leave two blank lines after the abstract, then begin the main text.

# 1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts.

A word-file of this sample manuscript is also available (http://www.nordis.org), which you can use as a template to prepare your paper.

Please note that your paper should normally be limited to sixpages.

# 2. Formatting your paper

The body of the paper must be in two-column format. Text appearing in the body should be in 10 pt font. Text should be justified and single spaced. Hyphenation should be used.

Paper format is A4. Columns should be 8 cm wide with 1 cm spacing. Right and left margins 2 cm, top margin 2.5 cm and bottom margin 2.7 cm.

Pages should not be numbered.

# 3. Main title

The main title (on the first page) should be written in Times New Roan 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave one blank lines after the title.

# 4. Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations below their respective names. Affiliations are centered below each author name, italicized, not bold. Follow the author information by two blank lines before main text.

**5. Main text**

Type your main text in 10-point Times New Roman, single-spaced. Do **not** use double-spacing. Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

**Figure and table captions** should be 9-point Times New Roman, boldface. Callouts should be 9-point Times New Roman, non-boldface. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “**Fig. 1** - Database contexts”, “**Table 1 -** Input data”. Figure captions are to be *below* the figures. Table titles are to be *above* the tables.

# 6. First-order headings

For example, “1. Introduction”, should be Times 12-point boldface, initially capitalized, and aligned left, with one blank line before and one blank line after. Use a period (“.”) after the heading number, not a colon.

## 6.1. Second-order headings

As in this heading, they should be Times 11-point boldface, initially capitalized, aligned left, with one blank line before.

# 7. Illustrations, graphs, and photographs

All graphics should be centered. The proceedings will be printed in black and white. Resolution is 300 dpi.

# 8. References

List and number all bibliographical references in 10 pt Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, “Article Title”, *Journal*, Publisher, Location, Date, pp. 1-10.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, Date.