**Instructions for Preparing a Paper for Publication in the TAKE Conference Proceedings**

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**Abstract:** This document contains information about the formatting requirements for the TAKE conference proceedings. Format your paper in Calibri 12pt (single-space) throughout, using bold and italics as appropriate. Full papers should be 5000 to 6000 words in length, whereas posters, working papers and doctoral workshop papers should have between 3000 and 4000 words. This includes the abstract, figures and references. References should be in the APA referencing style. The overall length of the paper, including tables, diagrams, charts, abstract and references must not exceed 15 pages. Page numbers will be added later by the typesetter. The abstract (100‐200 words) summarizes the topic and important results presented in the paper. It should preferably not contain formulas, pictures, or references. After the abstract skip a line space.

**Keywords:** Include up to 5 keywords or key phrases here. Choose these carefully as they will ultimately be used by search engines to access your paper.

**1 Introduction**

Papers accepted are published in the conference proceedings. We ask all authors to follow these guidelines in order to maintain a high standard of consistency.

**2 Page size**

The proceedings are published electronically. Basic format is A4 with page margins of 2.5 cm all round. Fully justify the main text, centre the title and author information, and align headings on the left.

Do not use headers and footers; do not insert page numbers!

**3 Type set text**

Use normal capitalisation within the text and do not use bold face for emphasis. Italics are acceptable. All headings should use initial capitals only, except for using acronyms (be sure to define all acronyms before use). Avoid the use of footnotes. Endnotes are not permitted and papers containing them will be returned. Font should be Calibri 12pt. Text should be single-spaced with 8pt spacing at the end of a paragraph, with double spacing between paragraphs, and with a 3-space paragraph separation from the next section.

**3.1 Title and authors**

In the paper title only, the first letter of all words of 4 or more letters should be capitalised. The title should not exceed 12 words in length. It should appear after double line spacing from the top of the first page; centre the titel with Calibri 16pt bold font.

Space down one line, then type the name of the author (first name first), author's business or school affiliation, town and country, using upper and lower case letters and give an e-mail address. Make it a complete mailing address.

Multiple authors from the same institution should appear as detailed at the start of this document. Multiple authors from different institutions should appear as:

Andrew Nonymous1, Second Author2 and Third Author1

1 Affiliation, Town, Country

2 Affiliation, Town, Country

Give first and last name, in that order. Do not use all caps. Email addresses should be given beneath, one per line and in the same order as the authors are listed. Please provide full first name and not just initials.

Insert 3 blank lines between the authors' addresses and the abstract.

**3.2 Headings**

Use headings to properly structure your paper. You may use up to three levels of heading, as illustrated in this document. Do not use any further levels of heading.

**3.2.1 Major headings**

Number major headings as illustrated (without dot), align them left and use Calibri 12pt bold font. Skip line space, then begin section text or add subheading. Insert one blank line (double-line spacing) before each major heading

**3.2.2 Subheadings**

Number subheadings as illustrated (with dots to separate levels), align them left and use Calibri 12pt bold font. Skip line space, then begin section text.

**3.3 Footnotes and endnotes**

Do not use footnotes or endnotes, instead incorporate such material into the text directly or parenthetically. If you want to acknowledge a grant or support, include an extra acknowledgements section at the end of the paper.

**4 Figures and tables**

You are invited to use figures and tables in your paper wherever they will help to illustrate your text. The proceedings are delivered to conference participants in electronic format and therefore support colour figures.

**4.1 Figures**

Figures should appear following the paragraph on which the figure is first referenced. They should be numbered consecutively throughout the paper using Arabic numerals and not numbered according to the section in which they appear. Figure captions should be centred and appear below the figure. Use the word Figure in full, rather than Fig or F.

Due to the conversion process, some images can cause larger than necessary pdf files. It is preferable to paste images into your document as .gif or .jpg format. Please ensure figures fit between the margins and are referenced in the text.

Linked diagrams, inserted from other packages, cause particular problems when typesetting. PLEASE DO NOT DO THIS. Instead create an image as a gif or jpg and insert. The figure below gives information about the placing of figures.



**Figure 1:** This is how a figure should appear

**4.2 Tables**

Tables should appear in the document following the paragraph in which the table is first referenced. Create tables using the table option of your word processing package. Do not use tabs and spaces. Use Calibri 10pt font within the table. Table captions should be centered and appear above the table. Use the word Table in full, rather than Tab or T. See the example below.

**Table 1:** A sample table

|  |
| --- |
| Sample table for illustration purposes |
|  | Heading text | Heading text |
| Subject text | Detail text | Detail text |
| Subject text | Detail text | Detail text |
| Subject text | Detail text | Detail text |

Tables should be set as ”Autofit to contents” and centred on the page. If your table runs over two pages, please ensure that headings are also carried over. Do not allow rows to split across pages.

**Acknowledgements**

If you wish to make acknowledgements in your paper, these should appear immediately before the references at the end of the paper. Do not include them in section numbering.

**References**

In text, references should be cited by the last name of the author and the year of publication, all in parentheses. Please refer to the following examples:

* (Smith 1978) -- one author
* (Jones and Miller 1983) -- two authors
* (Arthur et al. 1985) -- more than two authors
* (Andrews 1982a) -- a trailing lowercase letter should distinguish multiple papers by the same author(s) published during a single year.
* (Dijkstra 1972; Hoare et al. 1980; Smith and Kim 1984b) -- more references

The Reference List should be organized alphabetically by the name of the author, followed by the author's initials, year of publication, and other complete information about the published work. It may not be numbered. Only references that may be readily obtained should be cited in the list. Others may be referred to as "personal communication" in the text. In the reference list, multiple entries with the same author are arranged chronologically. Use a Calibri 10pt font and italicize the name of the publication in which the article is found, or the title itself if a separate publication. For laboratory, company, or government reports, all information on how to obtain the report should be included. For Ph.D. and M.S. theses, the institutions granting the degree should be given. References to proceedings must include the full name of the proceedings, how to obtain it, year of publication, and page numbers of article cited. A reference to part of a book must include the range of pages in which the material is cited. Names of periodicals must be written out in full, and the range of pages cited. Citing websites as references should not be done.