

# INSTRUCTIONS FOR PREPARING CAMERA-READY PAPERS FOR INCLUSION IN THE CONGRESS PROCEEDINGS

*(Bold, in all caps, 14-point Times New Roman)*

Coauthor's name  
Institution/organization  
E-mail

Coauthor's name  
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*(12- point Times New Roman)*

**Abstract:** The abstract shall be limited to one paragraph, within *200 words* in English/French, using 10.5-point Times New Roman. The word "Abstract" shall be bold. The same applies to the "Key Words" section below.

**Key Words:** key word 1; key word 2; key word 3...

## **1. GENERAL REMARKS**

The body text shall use *10.5-point* Times New Roman all through except for the headings and shall all *flush left* with single line space within paragraphs. The length of your paper shall be within *5,000 English/French words*. Please mark your headings with Arabic numbers with decimal subdivisions. **Do not indent paragraphs**; leave a blank line between paragraphs.

## **2. HEADINGS –FIRST LEVEL**

The first level headings are bold, in *all caps*, 12-point Times New Roman.

### **2.1 Headings –Second Level**

The second level headings are bold, in *initial caps*, 12-point Times New Roman.

#### **2.1.1 Headings – third level**

The third level headings are bold in 10.5-point Times New Roman, with the first character of the first word capitalized.

## **3. IN-TEXT CITATIONS**

In-text citations shall include the name of the author, followed by the year of publication, such as (Hamilton, 1999). If more authors are cited, it shall be presented alphabetically by author and semi-colons are needed between the authors. "Titles of articles" shall be placed between quotation marks, and *titles of books* shall be in italic.

## **4. FIGURES, TABLES AND ILLUSTRATIONS**

Figures shall be centered and numbered consecutively. Captions shall be placed below the figure diagram, centered and in initial caps.



Figure 1: Sample Figure Caption

Tables also need to be centered and numbered consecutively. The title shall appear before the table, centered and in initial caps.

Table 1: Sample Table Title

Part1	Part 2

Illustrations and photographs must be provided in electronic form as separate files with printing quality (300 DPI, high resolution).

## 5. NOTES

Please use the NOTES section placed immediately before the REFERENCES section, and do NOT use footnotes at the bottom of the page in question.

[1] Notes shall be in 9-point Times New Roman and shall be numbered as [1], [2], [3], etc.

## 6. REFERENCES

References shall be arranged alphabetically by author. All are numbered correspondingly in 9-point Times New Roman.

[1] Alexander, J.A. & Mozer, M.C. (1995) "Template-based algorithms for connectionist rule extraction". In G. Tesauro, D. S. Touretzky and T.K. Leen (eds.) *Advances in Neural Information Processing Systems 7*. Cambridge, MA: MIT Press, 609-616.

[2] Baek, Seung Wook. (2000) "The Changing Trade Unions in China". *Journal of Contemporary Asia*, 30 (1): 46-66.

## PLEASE NOTE:

- Please submit your contribution in MS Word format and name your file as follows: **fullname/initials\_fit2008.doc**; use the same basic format for any additional files as well (e.g. **fullname\_illustration\_fit2008.jpg**);
- Please **proofread your paper** very carefully as it will not be copy edited. They will be included in the *Congress Proceedings* (CD version and printed version) just as you have prepared them;
- The deadline for submission of full paper is **May 31, 2008**. If your proposal is accepted as a **presentation**, please email your camera-ready copy to: [fit2008proceedings@gmail.com](mailto:fit2008proceedings@gmail.com). If your proposal is accepted as a **poster**, please email your camera-ready copy as well as your summary (within *1500 English/French words* or *3000 Chinese characters*) for display to: [fit2008papers@gmail.com](mailto:fit2008papers@gmail.com). If your proposal is accepted **for inclusion in the Congress Proceedings** (CD version only), please email your camera-ready copy to [fit2008fullpapers@gmail.com](mailto:fit2008fullpapers@gmail.com). In the subject field, please write "Paper for the 2008 FIT Congress Proceedings".