

Advice to Authors – Revised and Final Submissions

All submissions will use the WCCE2013 template and the styles prescribed within that document.

Failure to comply with the template and the use of styles may result in non-publication in proceedings.

HOW TO SUBMIT

All submissions are made on the website <http://icms.schule.at/>.

The name of the Word file containing the proposal should include the first authors name and then the proposal type. E.g. Smith – Short paper.

To submit a proposal, follow these instructions:

1. Go to the website <http://icms.schule.at/>.
2. Log on to the website using your Login-name and password.
3. Click on **Presentation/Update submitted presentation**.
4. If you are submitting to a different format than originally submitted based on results of review ensure that the new format is selected (Drop-down menu 'Suggested Format')

WHAT TO SUBMIT:

If submitting ABSTRACT ONLY (Short Paper, Poster etc.) [WCCE2013 Example Abstract format](#) only submit an abstract – you don't need to submit a PRESENTATION – that refers to the complete paper.

If submitting a FULL PAPER please submit both abstract and presentation (full paper) [WCCE2013 Example document format - WITH AUTHOR](#) and [WCCE2013 Template](#)

If you wish to submit your SLIDES (PowerPoint, PDF) please use 'File containing slides' box.

WORD LIMITS AND ABSTRACT LENGTH

Please follow these limits. All papers have been reviewed and comments sent to authors about length of papers/abstracts. Please do not attempt to work around word limits by placing extra material in tables or figures.

PRESENTATION ONLY REFERS TO A FINAL COMPLETE PAPER – not PowerPoint slides.

All submissions will use APA reference style throughout your paper and the reference section. Please refer to the Sixth Edition of the APA Publication Manual or the links below for full details and extensive examples

<http://www.lib.unimelb.edu.au/recite/citations/apa6/generalNotes.html?style=1>

<http://www.apastyle.org/>

http://library.nmu.edu/guides/userguides/style_apa.htm

FILE FORMAT:

All submissions must be in Microsoft Word files. **Acrobat (PDF) format documents are NOT acceptable.** The Word document *MUST* be based on the template file WCCE2013 template.docx that is available here [WCCE2013 Template](#).

Do NOT change any of the style definitions in this template file or create new styles. You must use the pre-defined styles to format your paper.

Paper format and style usage is illustrated in the guide that is also available on the conference website.

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FOOTNOTES

Do NOT include footnotes in your paper; they will be removed! If you do need to include notes please use a numbered superscript as a marker eg¹ and then include the notes in a Notes section just before the references. The [WCCE2013 Example document format – WITH AUTGHORS](#) illustrate this.

HEADERS AND FOOTERS

Do not include page numbers or any other header or footer material

It is essential that you follow this guide and the conference templates. Inclusion in proceedings is entirely dependent on accurate adherence to these documents. If you apply the styles as provided and follow instructions regarding referencing, footnotes and so on this should be a relatively simple process for you and will ensure timely publication.