Style guide for the ‘ISMA15’ conference proceedings

Abstract

*The abstract is to be in fully-justified italicised text. Use the word "Abstract" as the title, in 14-point Times, boldface type, left justified initially capitalised. The abstract is to be in 12-point, single-spaced Times, and should be short. There should be two blank lines between the author’s name(s) and the abstract and none between the word ‘abstract’ and the abstract text.*

1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your ISMA proceedings manuscripts. Please follow them and if you have any questions, direct them to [cec@ifpug.org](mailto:cec@ifpug.org). Note that the **maximum length** of the paper is **12 pages**. For your (and our) convenience a Word style template is attached to the guidelines. If possible, please use it (double clicking the template file start Word with a new document based on the right template). In the template styles have been provided (see table 1). Please only use these styles. This style guide has been formatted using this template.

Table 1: styles provided

Escom normal Escom second order heading

Escom title Escom third order heading

Escom author name Escom reference

Escom abstract title Escom caption

Escom abstract Escom footnote text

Escom first order heading Escom bullet

1. Formatting your paper

Formatting should assume A-4 size paper. All margins (bottom, top, left, right) should be 2.54 cm (1 inch). The gutter should be 0 cm (0 inch) and the header and footer should be 1.27 cm (0.5 inch) from the edge. All printed material, including text, illustrations, and charts, must be kept within this area. A similar area can be achieved on legal size paper by using top/bottom margins of 5.53 cm (2.17 inch) and left/right margins of 2.57 cm (1.01 inch).

1. Main title

The main title (on the first page) should be centred, and in Times 16-point, boldface type. Capitalise the first letter of the title only. Leave one blank line after the title.

1. Author name(s)

Author names are to be centred beneath the title and printed in Times 12-point, non-boldface type.

Do not add the affiliations, email addresses and sponsorship in the paper. These will be presented in a separate chapter of the proceedings. We will publish for all authors:

1. name,
2. affiliation,
3. country and
4. email address.

For this purpose you will be required to input this information for all authors when you send the paper to the following address: [cec@ifpug.org](mailto:cec@ifpug.org).

1. Type-style and fonts

Wherever Times is specified, Times Roman, New Times Roman or Dutch may be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to.

1. Main text

Type your main text in 12-point Times, single-spaced. This might seem to be a large font size, but remember that the text will be reduced in size before printing. Do not use double-spacing. All paragraphs should be indented approximately 0.2-inch or 0.5 cm). Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

1. Figures and Tables

Figure and table captions should be in 12 point Times italic. Figures and tables must be numbered separately. Figure captions are to be centred below the figures. Table titles are to be centred above the tables.

1. First-order headings (“sections”)

For example, "1. Introduction", should be Times 14-point boldface, initially capitalised, flush left, preceded by one blank line. Use a full stop or period (".") after the heading number, not a colon. Use a single space character after the full stop.

* 1. Second-order headings (“subsections”)

As in this heading, they should be Times 13-point boldface, initially capitalised, flush left, preceded by one blank line. Use a single space character after the full stop.

* + 1. Third-order headings (“sub-subsections”)

Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 12-point Times, italic, initially capitalised, flush left, preceded by one blank line. Use a single space character after the full stop.

1. Page numbering

Do not add page numbers.

1. Illustrations, graphs, and photographs

All graphics should be centred. Your artwork must be in place in the article, printed as part of the text. As colour is too expensive its use will not be allowed.

1. Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the page on which they are referenced. Use Times 10-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

1. References

List and number all bibliographical references in 11-point Times, single-spaced, at the end of your paper. Line up all the references as below. This was accomplished by leaving five spaces between the number and the first name. (Four spaces for numbers greater than [9]). Where references take more than one line, indent the hanging line 0.4 inches (or whatever required to make them line up properly). When referenced in the text, enclose the citation number in square brackets [1]. Where appropriate, include the name(s) of editors of referenced books. Do not use italics or bold.

1. Smith, A.B., Jones, C.D. and Roberts, E.F., "Article Title", Journal Title, Date, pp. 1-10.
2. Jones, C.D., Smith, A.B. and Roberts, E.F., “Book Title”, Publisher, Location, Date.
3. Maxwell, K. and Kusters, R.J., “Project Control: The Human Factor”, in xyz conference proceedings, Location, Date.

1. Spelling

Spell check the document using British English.

1. Delivering your manuscript

Electronic submission in Word form is required. The papers should be submitted via e-mail to: [cec@ifpug.org](mailto:cec@ifpug.org).

1. Copyright forms

You must return the fully-completed and signed copyright release form (Figure 1) when you submit your paper. We must have this form with the signature of at least one author before your paper can be published in the proceedings. We would also like to publish your paper on the internet. A second signature on this form will allow us to do so. Please sign the form, scan and send it as a pdf file to [cec@ifpug.org](mailto:cec@ifpug.org).

**Copyright release form  
ISMA15 – 15th IFPUG Int. Software Measurement & Analysis Conference**

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Author(s): ............................................................................................................

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For publication on conference website

The undersigned: ............................

Authorised **signature**: **.............................**

Date: .............................

Figure 1: copyright release form – sign twice: once for proceedings, once for website

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