



Guidelines for Authors

Authors are requested to have a quick overview on the following point to remember before submitting final paper/ camera ready paper.

1. The last date for submission of final papers 31st July 2015.
2. The length of the paper must be between 3000 to 4000 word counts strictly.
3. The paper must be adhere to comply Author Guidelines as attached/ already been sent with acceptance notification.
4. The paper must be sent accompanying with Copyright Form as attached/ already been sent with acceptance notification.
5. Final Paper would be considered including in conference proceeding only after submission of Conference fee.
6. The authors who already submitted full paper would be requiring re-submitting the Full Paper/Camera Ready Paper again with requisite changes as per author guidelines till submission deadline. (Re-submission is mandatory).
7. Authors are requested to quote paper ID number while submitting paper. (Refer <http://www.slp.org.in/collnet2015/>)
8. COLLNET Team highly encourages original work. Authors are requested to submit original work to avoid plagiarism. Paper submitted shall be evaluated through Turnitin plagiarism check software.
9. Poster presenters may follow the guidelines specially designed for better visualization of their work. Posters shall get separate presentation area with stipulated time to be presented as per schedule (to be announced).

For Standard letter (21.59 x 27.94 cm) Conference Proceedings Manuscripts

Author(s) Name(s) Author
Affiliation(s), E-mail

Abstract

The abstract must be in fully-justified, italicized text as it is here, below the author information. Use the word “Abstract” as the title, in 12-point Times New Roman, boldface type, centered relative to the column, initially capitalized. The text is to be in 11-point, single-spaced type, and may be up to 150 ~ 250 words. Leave two blank lines after the abstract, then begin the main text. All manuscripts must be in English. All text material for standard letter (21.59 x 27.94 cm) proceedings will be formatted in a single column per page.

Keywords: Provide 4 to 5 keywords to describe what your article is about

Topic: Indicate which Sub-theme you are submitting to. (Contents, Services, Profession)

1. Introduction

As you prepare your paper, please follow the steps outlined below when submitting your final draft to the Conference Committee. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. If you have questions, please contact the Conference Committee at collnet2015@gmail.com

2. Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within the parameters of the 22.7 cm column length and 15.08 cm column width. Text must not extend outside of the column parameters. Margins are 3.3 cm of an inch on the sides, 2.2 cm of an inch on the top, and 3 cm of an inch on the bottom.

3. Main title

The main title (on the first page) should begin 3 cm from the top edge of the page, centre, and

in Times New Roman 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). Please initially capitalize only the first word in other titles, including section titles and first, second, and third-order headings (for example, “Titles and headings” — as in these guidelines). Leave two blank lines after the title.

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

Author names and affiliations are to be centred beneath the title and printed in Times New Roman 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 centred below each author name, italicized, not bold. Include e-mail addresses if possible. Avoid using academic degrees and society affiliations. Follow the author information by two blank lines before main text.

5. Second and following pages

The second and following pages should begin 2.54 cm from the top edge. On all pages, the bottom margin should be 2.86 cm from the bottom edge of the page for 21.59 cm x 27.94 cm paper; for A4 paper, approximately 4.13 cm from the bottom edge of the page.

6. Type-style and fonts

Wherever Times is specified, Times Roman, or New Times Roman may be used—as well as Helvetica—throughout the text, including figures and tables. If neither is available on your word processor, use the font closest in appearance to Times. All fonts must be Type 1 or 3 Postscript fonts from the Latin 1 Fontset. Do not use TrueType, bitmapped, or Ryumin fonts.

7. Main text

Type your main text in 11-point Times New Roman, single-spaced with 13-point interline spacing. Do not double space text. All paragraphs should be indented 0.422 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.

Figure and table captions should be 11-point Helvetica boldface (or a similar sans-serif font). Callouts should be 10-point Helvetica, non-boldface. Capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts”, “Table 1. Input data”. Place figure captions below the figures; center table titles above the tables.

8. First-order headings

For example, “1. Introduction”, should be Times New Roman 12-point boldface, initially capitalized, flush left, with one blank line before. Use a period (“.”) after the Arabic heading

number, not a colon.

8.1. Second-order headings

As in this heading, they should be Times New Roman 11-point boldface, initially capitalized, flush left, with one blank line before, and one after.

8.1.1. Third-order headings: Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 11-point Times New Roman, boldface, initially capitalized, flush left, and preceded by one blank line, followed by a colon and your text on the same line.

9. Page numbering: Do not paginate.

10. Footnotes

Avoid using footnotes; incorporate footnotes as parenthetical material. Only when necessary, place footnotes at the bottom of the column on the page on which they are referenced. Use Times New Roman 9-point type, single-spaced with 10-point interlining spacing.

11. References

List and number all bibliographical references in 11-point Times New Roman, single-spaced with 10-point interlining spacing, at the end of your paper. The style of the manuscript should follow

American Psychological Association (APA).

References should be cited in the text using the 'name and date' style, e.g. "Summers & Kim (1993) said that ..." or "research shows that ... (Summers & Kim, 1993)".

References at the end of the article should be listed in alphabetical order. The following are examples of the recommended reference style:

- Book
 - Rushdie, Salman. (1999). *The Ground beneath Her Feet*. New York: Henry Holt.
 - § Harnack, A., & Eugene K. (2000). *Online! A Reference Guide to Using Internet Sources*. New York: St. Martin's Press.
- o Book - edited no author
 - § Soltes, Ori Z. (1999). *Georgia: Art and Civilization through the Ages*. London: Philip Wilson.
- o Book – organization, association, or corporation as author

§ University of Chicago Press (2003). *The Chicago Manual of Style*, 15th ed. Chicago: University of Chicago Press.

○ Chapter or other titled parts of a book

§ Mith, K. & Brown, M. (2012). Author impact factor by weighted citation counts. In G. Martin (Ed.),

§ Bibliometric approach to quality assessment (pp. 101-121). New York: Springer.

○ Article from a journal

§ Mcmillen, Sally, G. (1994). Antebellum Southern Fathers and the Health Care of Children. *Journal of Southern History*, 60(3), 513-32.

○ Conference paper

§ Smith, K. & Brown, M. (2012). Digital curation of scientific data. In G. Martin & L. J. Jones (Eds.), *Proceedings of the 12th International Conference on Digital Curation* (pp. 41-53). New York: Springer.

○ World Wide Web site

§ Evanston Public Library Board of Trustees (2014). "Evanston Public Library Strategic Plan, 200-2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html>.

12. Special issue of the COLLNET Journal of Scientometrics and Information Management

13. All authors are invited to submit their articles to a special issue of the COLLNET Journal of Scientometrics and Information Management. Please indicate if you plan to submit your articles.

- Submit to a special issue of the COLLNET Journal: YES / NO

- Refer to journal website (<http://www.tandfonline.com/toc/tsim20/current>) in order to decide submission

13. Copyright forms

Complete and sign the Conference copyright release form when you submit your paper. We must have this form before your paper can be published in the proceedings.