Template and Instructions for Preparation of Your Conference Paper

**Author Name**a,b **and Author Name**c  
  
a IADE, Universidade Europeia, Lisbon, Portugal

b UNIDCOM/IADE, Lisbon, Portugal

c University Name, City, Country

chapman@gmail.com; smith.adam@universidadeeuropeia.pt

# Abstract

This is an example paper which contains the general guidelines for submission of your SHORT paper, for Senses & Sensibility 2019: Lost in (G)Localization. Styles are included in order to format your contribution to the conference to assure the standardization of the submissions. While there is a page limit for each submission type, namely, short paperssize must not exceed SIX (6)formatted pages,we suggest that authors rely instead on the word count of 4000 words for short papers, including references. The submission’s title must be up to 70 characters long. Abstract should not exceed 200 words. The font type and size for your abstract and main text must be Calibri (10) points, for references, figures and tables caption use Calibri size (9) points. Your paper must be formatted to fit A4. Top, bottom, left and right margins: 2,54 cm. When submitting your paper, name your word document file using the following file name format “AuthorLastName\_FirstName\_PaperID.PDF”. Your formatted document paper must be submitted to EASYCHAIR Conference system: [**https://easychair.org/conferences/?conf=ss19**](https://easychair.org/conferences/?conf=ss19). Please do not update the old submission but create a NEW ONE.

**Keywords**: A list of up to five words, separated by commas. 10 point Calibri flush left.

# Introduction

This document describes the format of SHORT paper contributions submitted to the 10th International Conference Senses and Sensibility: Lost in (G)Localization. The text must be flush left, using the font Calibri – 10 points, line spacing single + space after.

Papers submitted to S&S 2019 do have a fixed page/size **limit of 6pages for short papers**, including bibliography, figures, tables and appendices, formatted according to this template. The papers may not have been previously presented or published.

Contributions should be submitted in **electronic format (PDF)**.

# Multimedia Attachments

We encourage authors to submit multimedia attachments using the more common formats (JPEG, etc.) to complement and enrich the textual submissions. Images should have print quality, at full size with 300 ppi resolution (no lower than 200 ppi) and **the author must be the author of the image/drawing/chart or have written permission to use it.** For appendices larger than 10Mb, you should ask for the Senses and Sensibility Organizing Committee agreement beforehand.

# Text Area and Margins

The document’s text must be flush left, to A4 page size, with top, bottom, left and right margins: 2,54 cm. **Header and footnotes should be set off 1,25 cm from margins. Do not number pages. Do not use headers or footers.**

# Text Formatting

Text format should follow the guidelines set forth in the following sections organisation, layout and style. Table 1, shown in appendix, summarises the styles used in this document.

## Language

We only accept contributions written in **English language**. In case of acceptance, the Oral Presentation should also be made in English.

## Normal Text

Normal text should be flush left, 10point *Calibri* font and line spacing single + space after – 6 points.

A numbered list is made of normal text, where a number sets off each line:

1: Items in numbered lists should be indented by 0,63 cm.

Bulleted lists also use normal text, where each line is preceded by a special symbol:

* Text in a bulleted list is also indented by 0.63 cm.

Highlights in the text should be made by *italic* text.

## Titles and Author Information

After the paper Title (*Calibri* 28 point bold, only the first letter of each significant word in the title is uppercase), may appear a Subtitle, if meaningful (*Calibri 22* point bold).

Following this appears the author first and last names (*Calibri* 16 point font), affiliations (*Calibri* 9 points, Italic), flush left and e-mail address. If there are more than three co-authors, the layout should use multiple lines containing only names and affiliations.

## Citations and References

Footnotes[[1]](#footnote-1) should be set using 9-point *Calibri* flush left. All bibliographic references should use the **APA System, v.6** of Referencing.

# Section

Section headings should be set in Calibri 16 pt bold, flush left.

## Subsection Headings

Subsection headings should be set in Calibri 12 point bold with all words Capitalised.

# Figures, Tables, Images and Captions

Figures, tables and images should be placed as close as possible to the text that references them. These elements should not appear without being referred to in the body text or without a caption. Whenever possible, these should be as wide as the text or appear centred, if narrower, without exceeding the *document margins*.

Captions should use *Calibri* 9 point bold, and should be numbered (e.g: “Table 1“, “Figure 1”) and centred immediately below their corresponding image, table or figure.

## Equation Numbers

When numbering equations, enclose the numbers in parentheses and place them flush with the right margin. Here is an example:

2007 – 1957 = 50 (1)

## Symbols and Abbreviations

Use only standard symbols and abbreviations. The use of SI (metric) units is required. Consult the APA Publication Manual (Tables 4.4 and 4.5).

# Acknowledgements

If there are acknowledgements, these should appear at the final, immediately before the references.

# References

Use APA style, v.6., of referencing.

References should be placed at the end of the text, listed alphabetically by the surname of the first author. Do NOT number references. Hanging indentions are preferred, with no additional spacing between references. Citations in the text should contain the author's surname and year of publication in parentheses (e.g., Johnson, 2012). For more information, consult the APA Publication Manual (6th edition).

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1. Footnotes should appear on the page containing the reference. [↑](#footnote-ref-1)