Word Template Documentation for iConference 2014

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Abstract

The abstract shall not contain more than 150 words in English language.

Keywords: Enter up to five keywords separated by a semicolon (keyword1; keyword 2; keyword3; keyword4; keyword5)

Citation: Editor will add citation

Copyright: Copyright is held by the authors.

Acknowledgements: If there is an acknowledgement add it here. This field is optional.

Research Data: If there is any research data / raw data contact the editor. The editor will add research data information such as a DOI. This field is optional.

Contact: Editor will add e-mail address.

1 System Requirements

This template was created using Word 2013 for Windows. It has been tested on Word 2010 for Windows, Word 2011 for Mac and LibreOffice for Linux with the following results.

1.1 Word Template for Windows

Fully compatible with all recent versions of Microsoft Word for windows. Also works with versions of LibreOffice and OpenOffice.

1.2 Word Template for Mac

Fully compatible with all recent versions of Microsoft Word versions for Mac OS X. Also works with versions of LibreOffice and OpenOffice. You cannot use the template with Pages.

1.3 Word Template for Linux

The template works with versions of LibreOffice and OpenOffice.

2 Installing the Template

The template uses makro-buttons instead of makros. Installing the template is not necessary. Just save the template on your PC and open the .docx file in your favourite word processing software and start to write. Text already in existence can also be formatted with this template. The finished document has to be saved as docx, doc or rtf.

3 General

The template is formatted for U.S. letter page size, 8.5 x 11 inches, with 0.8-inch margins on top and bottom and 1-inch margins on sides.

The template uses Latin Modern Roman and Latin Modern Sans. These fonts are not embedded in the template.[1]

You can use any standard font instead, but the final proceedings will be published in Latin Modern.

4 Paragraph and Character Styles

Standard text is written in Latin Modern 10 pt. All paragraphs are formatted as "standard" or "standard indent". After a heading "standard" text is following. Each paragraph after a "standard" paragrah is

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[1] https://www.ibi.hu-berlin.de/forschung/infomanagement/iconference2014/latin-modern.zip

automatically 0,5 " indented. Exceptions are possible after lists, block quotes, tables and figures. Please do not use any colored text. Standard text is written in justification with English hyphenation.

4.1 Headings

An article should not contain more than three layers of heading. An article begins with an introductory chapter and ends with a discussion or conclusion. After those there should be a table of figures and table of tables as appendix.

Headings are numberd and formatted in Latin Modern Sans. The first layer of heading is 12 pt., second is 11 pt. and third layer is 10 pt. All headings but the third layer shall be in title style capitalization (ex.: Word Template Guide for Conference).

4.2 Lists

There are two accepted types of lists: Bulleted and ordered lists (alphabetically). This is an example of a bulleted list:

- Item
- Item
- Item

Lists are indented half an inch.

This is an example of an ordered list:

a) Item
b) Item
c) Item

4.3 Tables

Heading	Heading	Heading
*	Value	Value
Value	*	Value
Value	Value	*

Table 1. Title of Table (Description)

This is an example of a table. All tables should have a caption with a title and description. The position is under the table. The title is shown in the table of tables.

4.4 Figures

Figure 1. iConference Logo

This is an example of an embedded figure. It should be formatted as "figure". Also it should have a caption with title and description. The title is shown in the table of figures.

4.5 Quotation / Citation

Citations are all in-text citations. Links shall not be in text but in footnotes.

Quotes stand in quotation marks. Quotes which are longer than a line shall be indent and formatted as "Block Quote":

> "Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua."

4.6   Footnotes

Add footnotes[2] for citations or comments. Click on add -> footnote and your word processing software will add a footnote automatically. Footnotes are formatted in LM 10 pt. Add a space character between footnote-number and following text. Links shall not be underlined and are all in black (not blue).

4.7   References

The iConference 2014 Proceedings adhere to the reference/citation style of the American Psychological Association, 6th ed.[3]

APA style uses author-date text references (not numbers) that match full citations in an alphabetical (unnumbered) reference list. Full citations include DOI numbers (if available).

It is recommended to use a reference management system such as Zotero, EndNote or Citavi. APA style is provided within these systems. Authors can send/upload BibTeX-files with references.

4.8   Table of Figures

The table of figures is generated automatically and only needs to be updated. All titles of tables and their descriptions will appear in this field.

4.9   Table of Tables

The table of figures is generated automatically and only needs to be updated. All titles of tables and their descriptions will appear in this field.

5   File format

Submissions must be in Word or comparable word processing file formats: .doc, .docx, or .rtf for purposes of final processing. Authors using the LaTeX template are required to submit all working directory files in a zip-file.

5.1   Submission site

Go to https://www.conftool.com/iConference2014/ to make your submission.

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[2] This an example of a footnote

[3] http://www.apastyle.org/index.aspx & http://academic.wsc.edu/conn_library/research/citation/APAExamples6.pdf