

Authors Guide *

General

All papers will be edited for the Conference Proceedings and selected papers will be refereed and considered for publication in a special edition of an *International Journal or an edited book*. Please follow the instructions while preparing the paper.

Manuscripts

The original manuscript should be submitted on 8 ½" X 11" paper, with **double spaced typing and 1" margin on all sides**. The text should be typewritten on one side of the paper only. **Papers should be 15 - 40 pages in length upon submittal**. Please submit your paper electronically, preferably in MS Word.

A complete typescript should include, in the following order: title, author(s), address(es), abstract, keywords, biographical notes, introduction, text, acknowledgements, references, and notes, tables, figure captions, figures.

Title, abstract, keywords, addresses, biographical notes

Title: Maximum 25 words

Abstract: Maximum 150

Keywords: Maximum 10 words or phrases

Address: Author/s title, affiliated department & institution, full mailing address, and e-mail

Biographical notes: 60 words per author, maximum 150.

References and notes

A list of references should directly follow the text and acknowledgements. A numbering system in which references and notes are placed in the same sequence should be used. In the text, a reference is indicated by a number in square brackets, e.g. [1]. This system avoids footnotes.

Full references and short notes should then be placed in number order at the end of the text.

References should be made only to works that are *published, accepted* for publication (not merely 'submitted'), or *available* through libraries or institutions. Any other source should be qualified by a note regarding availability. Full reference should include all authors names and initials, date of publication, title of paper, title of publication (underlined), volume and issue number (of a

journal), publisher and form (books, conference proceedings), page numbers.

Figures

Figures should be submitted in a form suitable for direct reproduction. All illustrations are referred to as Figures and are numbered sequentially.

Originals of line diagrams will be photographically reduced and used directly, so please prepare them to the highest possible standards. Submission of digital images means more efficient production. Please bear in mind that lettering may be reduced in size by a factor of 2 or 3, and that fine lines may disappear.

Tables

Tables should be typed on separate sheets without vertical lines.

Formulae and symbols

Formulae and symbols must be written legibly. Characters that are easily confused [e.g. 0 (numeral) and O (letter)] should be distinguished clearly.

Formulae and symbols are typeset in *italics* and should be written or marked for such in the manuscript, unless they require a different styling.

Equations and displayed formulae should be numbered consecutively. In mathematical expressions, the proper hierarchy of parentheses {{()}} is to be observed.

The international system of units of measurement (SI) should be used.

Acronyms should also be spelled out.

Submission Deadline: September 15, 2009

Please send your manuscripts as an email attachment to Mickie Sundberg at msundber@pacific.edu

*Use these instructions only if you are preparing a paper.