Appendix B
ABSTRACT FORMAT GUIDELINES

BE ADVISED: ABSTRACTS ARE SUBMITTED VIA TEXT BOX ONLY. PLEASE NOTE THE FOLLOWING:

Title:
1. *Title*: The title must be included
2. *Author and Affiliation*: Submissions are done in a double anonymous. No author or affiliation information is to be included on any abstracts.
3. *Footers*: Do not include any in your abstract.

Body of the Abstract (beginning under title information)
1. *Length*: Abstracts should generally be between 250 - 500 words.

Biographical Information
    Biographical information is to be saved in NEMO on the Author/Co-Author page. It will be automatically added to your paper at the end of the process.

Other
    Do not include session numbers in any part of the document, unless specifically requested to do so by a Call for Papers.

Additional Guidelines and Suggestions:

• As appropriate, include the pedagogical theory or approach being used;

• Indicate the form that your outcome(s) will take as appropriate;

• As applicable, methods of assessment should be made clear.

Appendix C
DRAFT PAPER FORMAT GUIDELINES

Title Page (top part of first page only)
1. *Title of Paper*: The title must be centered with at least a one and one-half inch margin on the left and right.
2. *Font*: Times New Roman typeface is required, bold faced, 14 point.
3. *Author and Affiliation*: Submissions are done in a double anonymous . No author or affiliation information is to be included on any abstracts or draft papers.
4. *Footers*: These will be automatically added to your papers. Please leave them blank.

Body of the Paper (beginning under the title information on the first page and continuing with all subsequent pages)
1. *First Page*: The paper will be in a one-column format with left justification.
   There must be a one inch margin on the left, right, and bottom.
   Font: Times New Roman typeface is required, 12 point, skipping one line between paragraphs.
2. *Second and All Subsequent Pages*: There must be a 1 inch margin all around (top, bottom, right, left) in one column format, left justification, skipping one line between paragraphs.
   Font: Times New Roman typeface is required, 12 point, using only standard symbols and abbreviations in text and illustrations.
3. *Abstracts*: Abstracts are not required but can be included between the title and the body of the paper, but not on a separate page.
4. *Headings*: Headings are not required but can be included. If used, headings must be left justified, lowercase, with the same font and size as the body of the paper. There must be only one blank line between the heading and the paragraph.
5. *Page Numbering*: Do not number the pages.
6. *Length*: There is no set limit for the number of pages a paper can or must be. (Please note, even though there is no current limit for the number of pages, reviewers as well as readers of your work appreciate conciseness.)

References:
   The preferred reference style is IEEE - see appendix F

Biographical Information
   Biographical information is to be saved in NEMO on the Author/Co-Author page. It will be automatically added to your paper.

Other
   Do not include session numbers in any part of the document.

Appendix D
FINAL PAPER FORMAT GUIDELINES

Title Page (top part of first page only)
1. *Title of Paper*: The title must be centered with at least a one and one-half inch margin on the left and right.
2. *Font*: Times New Roman typeface is required, bold faced, 14 point.
3. *Author and Affiliation*: No author information is to be included since that is saved in NEMO. Any placeholders used to disguise affiliation in the draft paper (such as "University of _____") should be replaced with the affiliation information
4. *Footers*: These will be automatically added to your papers. Please leave them blank.

Body of the Paper (beginning under the title information on the first page and continuing with all subsequent pages)
1. *First Page*: The paper will be in a one-column format with left justification.
There must be a one-inch margin on the left, right, and bottom.
Font: Times New Roman typeface is required, 12 point, skipping one line between paragraphs.
2. *Second and All Subsequent Pages*: There must be a one-inch margin all around (top, bottom, right, left) in one column format, left justification, skipping one line between paragraphs.
Font: Times New Roman typeface is required, 12 point, using only standard symbols and abbreviations in text and illustrations.
3. *Abstracts*: Abstracts are not required but can be included between the title and the body of the paper, but not on a separate page.
4. *Headings*: Headings are not required but can be included. If used, headings must be left justified, lowercase, with the same font and size as the body of the paper. There must be only one space between the heading and the paragraph.
5. *Page Numbering*: Do not number the pages.
6. *Length*: There is no set limit for the number of pages a paper can or must be. (Please note, even though there is no current limit for the number of pages, reviewers as well as readers of your work appreciate conciseness.)
7. Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.

Biographical Information
Biographical information is to be saved in NEMO on the Author/Co-Author page. It will be automatically added to your paper.

References:
The preferred reference style is IEEE - see appendix F

Other
Do not include session numbers in any part of the document.

APPENDIX F:

What is IEEE Style?

The Institute for Electrical and Electronics Engineers (IEEE) is a professional organization supporting many branches of engineering, computer science, and information technology. In addition to publishing journals, magazines, and conference proceedings, IEEE also makes many standards for a wide variety of industries.

IEEE citation style includes in-text citations, numbered in square brackets, which refer to the full citation listed in the reference list at the end of the paper. The reference list is organized numerically, not alphabetically. For examples, see the IEEE Editorial Style Manual.

The Basics:

In-text Citing   It is not necessary to mention an author's name, pages used, or date of publication in the in-text citation. Instead, refer to the source with a number in a square bracket, e.g. [1], that will then correspond to the full citation in your reference list.

- Place bracketed citations within the line of text, before any punctuation, with a space before the first bracket.
- Number your sources as you cite them in the paper. Once you have referred to a source and given it a number, continue to use that number as you cite that source throughout the paper.
- When citing multiple sources at once, the preferred method is to list each number separately, in its own brackets, using a comma or dash between numbers, as such: [1], [3], [5] or [1] - [5].

The below examples are from Murdoch University's IEEE Style LibGuide.

Examples of in-text citations:

"...end of the line for my research [13]."

"This theory was first put forward in 1987 [1]."

"Scholtz [2] has argued that..."

"Several recent studies [3], [4], [15], [16] have suggested that...."

"For example, see [7]."

Creating a Reference List   The Reference List appears at the end of your paper and provides the full citations for all the references you have used. List all references numerically in the order they've been cited within the paper, and include the bracketed number at the beginning of each reference.

- Title your list as **References** either centered or aligned left at the top of the page.
- Create a hanging indent for each reference with the bracketed numbers flush with the left side of the page. The hanging indent highlights the numerical sequence of your references.
- The author's name is listed as first initial, last name. Example: Adel Al Muhairy would be cited as A. Al Muhairy (NOT Al Muhairy, Adel).
- The title of an article is listed in quotation marks.
- The title of a journal or book is listed in italics.

The below examples are from the IEEE Citation Reference Guide and Murdoch University's IEEE Style LibGuide.

Examples of citations for different materials:

Material Type	Works Cited
Book in print	[1] B. Klaus and P. Horn, *Robot Vision*. Cambridge, MA: MIT Press, 1986.

Chapter in book	[2] L. Stein, "Random patterns," in *Computers and You*, J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.
eBook	[3] L. Bass, P. Clements, and R. Kazman, *Software Architecture in Practice*, 2nd ed. Reading, MA: Addison Wesley, 2003. [E-book] Available: Safari e-book.
Journal article	[4] J. U. Duncombe, "Infrared navigation - Part I: An assessment of feasability," *IEEE Trans. Electron. Devices*, vol. ED-11, pp. 34-39, Jan. 1959.
eJournal (from database)	[5] H. K. Edwards and V. Sridhar, "Analysis of software requirements engineering exercises in a global virtual team setup," *Journal of Global Information Management*, vol. 13, no. 2, p. 21+, April-June 2005. [Online]. Available: Academic OneFile, http://find.galegroup.com. [Accessed May 31, 2005].
eJournal (from internet)	[6] A. Altun, "Understanding hypertext in the context of reading on the web: Language learners' experience," *Current Issues in Education*, vol. 6, no. 12, July 2003. [Online]. Available: http://cie.ed.asu.edu/volume6/number12/. [Accessed Dec. 2, 2004].
Conference paper	[7] L. Liu and H. Miao, "A specification based approach to testing polymorphic attributes," in *Formal Methods and Software Engineering: Proceedings of the 6th International Conference on Formal Engineering Methods, ICFEM 2004, Seattle, WA, USA, November 8-12, 2004*, J. Davies, W. Schulte, M. Barnett, Eds. Berlin: Springer, 2004. pp. 306-19.
Conference proceedings	[8] T. J. van Weert and R. K. Munro, Eds., *Informatics and the Digital Society: Social, ethical and cognitive issues*: IFIP TC3/WG3.1&3.2 Open Conference on Social, Ethical and Cognitive Issues of Informatics and ICT, July 22-26, 2002, Dortmund, Germany. Boston: Kluwer Academic, 2003.
Newspaper article (from database)	[9] J. Riley, "Call for new look at skilled migrants," *The Australian*, p. 35, May 31, 2005. [Online]. Available: Factiva, http://global.factiva.com. [Accessed May 31, 2005].

Technical report	[10] J. H. Davis and J. R. Cogdell, "Calibration program for the 16-foot antenna," Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.
Patent	[11] J. P. Wilkinson, "Nonlinear resonant circuit devices," U.S. Patent 3 624 125, July 16, 1990.
Standard	[12] *IEEE Criteria for Class IE Electric Systems*, IEEE Standard 308, 1969.
Thesis/Dissertation	[1] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.