PPIG Papers: Author Instructions and Template File

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Abstract

This file both describes and exemplifies the required format for papers submitted to PPIG 2016. Please review this file even if you have submitted to PPIG before as some formatting details have changed relative to previous years.

# 1. Introduction

This format is to be used for all PPIG 2016 paper submissions for review and camera-ready versions. The easiest way to do this is to replace the current content of this file with your own material.

The rest of this document describes the format you should use when preparing your submission.

# 2. Formatting instructions

## 2.1. Page size

The paper should be A4 (21 × 29.7 cm or 8.27 × 11.69 inches). The margins around the text should be of 1 inch (2.54 cm) each and the text should be justified, not left-aligned/ragged. The length of the paper should not exceed the maximum 12 page limit. Pages should not be numbered.

## 2.2. Fonts

The fonts used in this paper are Times Roman or Times New Roman, Arial or Helvetica for headings and Courier for source code. Table 1 summarises the font sizes and styles used for each part of this file. For Microsoft Word users, the default styles have been replaced to follow the settings here. For LaTeX users, the ppig.cls applies the settings described here to your .tex file.

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| --- | --- | --- | --- |
| Type of text | Font | Font size | Style |
| Paper title | Arial/Helvetica | 12pt | Bold |
| Author names | Times Roman | 11pt | Bold |
| Author affiliations | Times Roman | 11pt |  |
| The word “abstract” | Arial/Helvetica | 11pt | Bold |
| Abstract text | Times Roman | 11pt |  |
| Section level 1 | Arial/Helvetica | 11pt | Bold |
| Section level 2 | Arial/Helvetica | 11pt |  |
| Document text | Times Roman | 11pt |  |
| Caption | Times Roman | 11pt | Italic |
| Code | Courier | 11pt |  |
| Bibliography | Times Roman | 11pt |  |
| Footnotes | Times Roman | 10pt |  |

Table 1 – Font guide.

## 2.3. Title and authors

The title, author’s name(s) and affiliation(s) should be centred at the top of the first page. The title should be in Arial or Helvetica 12pt bold font. The author’s name(s) should be in Times New Roman or Times Roman 11pt bold font, and their affiliation(s) should be in Times New Roman or Times Roman 11pt font.

The author’s name(s) and affiliation(s) is created using a table with invisible borders and one row in Microsoft Word and a table with no borders and a row for each line in LaTeX. In order to add a new author in Microsoft Word, add a new column to the table and enter the author’s details. For LaTeX users, please follow the instructions in the ppig-submission-template.tex file.

If all authors have the same affiliation, you may choose to have a single affiliation block, with author’s name(s) and email address(es) separated by commas. To do so, use a single column table.

## 2.4. References

The references section at the end of this template shows the style that should be used for references. The references themselves should preferably follow the format of the APA (American Psychological Association) style guide, although we won’t be too strict about the details. Citations should be in APA format: Blackwell (1999) says the year should be in parentheses after mention of the author’s name. In cases where the author’s name is not in the sentence, the citation gives name and year in parentheses (Blackwell, 1999).

## 2.5. Figures and Tables

Tables and Figures should fit within the boundaries of the text on this template file, and should be centred on the page. Both figures and tables can be placed inline with the text (e.g. Fig. 1), but the text shouldn’t wrap around their sides. Use your own judgement to create suitable tables and figures. Figures and tables should have captions. Captions for both figures and tables should use the caption style defined in Table 1.

ppig-latex/sample-figure-eps-converted-to.pdf

Figure 1 - An example figure, with caption

# 3. Submission Procedure

Submissions must be in PDF format.

TBD

# 4. Acknowledgements

Thank you to Mariana Mărășoiu for updating this template for PPIG 2016 and to Eleonora Bilotta, Thomas Green and Paola Kathuria for their help in defining and testing this template.

# 5. References

Blackwell, A.F. (1999) How to format PPIG submissions. International Journal of PPIG Administrivia, 1(1), 1-3.