Author Guidelines for Nord-IS 17 Proceedings Manuscripts

Author(s) Name(s)

*Author Affiliation(s)*

**Abstract**

Much of the following detail will be automatically if you simply replace the content in this file with the content of your paper, and correctly mark the styles (heading 1, normal text etc.). The abstract is to be in the document’s normal body style. Use the word “Abstract” as the heading, in 12 pt Times New Roman, boldface type, left aligned.

# 1. Introduction

A word-file of this sample manuscript is available (<http://www.nordis.org>), which you can use as a template to prepare your paper. Papers should be submitted in **pdf** format, with **no page numbers**, and with all fonts embedded. Please note that your paper should be limited to **6 pages**.

# 2. Formatting your paper

The paper format is A4, with two columns. Columns should be 8 cm wide with 1 cm separation. Right and left margins should be 2 cm, top margin 2.5 cm and bottom margin 2.7 cm. Hyphenation should be enabled. Pages should not be numbered.

# 3. Main title

The main title (on the first page) should be written in Times New Roman 14 pt boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinating conjunctions or prepositions, unless at the start of the title. Leave one blank line after the title.

# 4. Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times 12 pt, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations below their respective names. Affiliations are centered below each author name, italicized, not bold. Follow the author information by two blank lines before main text.

# 5. Main text

Type your main text in 10 pt Times New Roman, single-spaced. Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs; there is already a 6 pt vertical space before each new paragraph.

Figure and table captions should be 9 pt Times New Roman, with boldface for the ‘Fig. x’ part. Initially capitalize only the first word of each figure caption and table title.

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**Fig. 1 –** A small NORD-IS 17 logo.

Figures and tables must be numbered separately, e.g. “**Fig. 1** - Database contexts”, or “**Table 1 -** Input data”. Figure captions are to be *below* the figures. Table titles are to be *above* the tables.

# 6. First-order headings

For example, “1. Introduction”, should be Times 12 pt boldface, initially capitalized, and aligned left, with a 12 pt space above. Use a dot, not a colon, after the heading number.

## 6.1. Second-order headings

As in this heading, they should be Times 11 pt boldface, initially capitalized, aligned left, with a 10 pt space above.

# 7. Illustrations, graphs, and photographs

All graphics should be centered.

# References

List and number all bibliographical references in 10 pt Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, “Article Title”, *Journal name*, vol(issue), year, pp. 1-10.

[2] C.D. Jones, A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, date.

[3] E.F. Roberts and A.B. Smith, “Paper Title”, Proceedings title or Conference name, date, pp.C1-6.