

PPIG 2014: Author Instructions and Template File (**Ariel bold size 12**)

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Abstract (Ariel bold size 11)

This file both describes and exemplifies the required format for papers submitted to PPIG 2014. Users of Microsoft Word should be able to use this file as a template, inserting their own text. Note that submissions should be in PDF format. This document is an updated version by Ben du Boulay of the template for PPIG 2010. **Font styles and sizes are indicated in red for Latex users.**

1. Word Paragraph Styles (Ariel bold size 11)

Microsoft Word associates a paragraph “style” with every paragraph in a document. The paragraph style defines the default font, character size, character style, line width and line spacing of the text in the paragraph (**Times New Roman size 11**). Many users of Word change these things manually by using the commands on the Format:Character and Format:Paragraph menus. **Please don’t do that with this document!**

Instead of changing the paragraph format or the character format, decide what kind of paragraph you are creating, and select that paragraph style from the toolbar, or from the Format:Style menu. The paragraph styles used in this document include: PPIG Normal, PPIG Heading Level 1, PPIG Heading Level 2, PPIG Keywords, PPIG Abstract, PPIG Reference, PPIG Title, PPIG Author, PPIG Affiliation. It should be clear from the names how we intend these to be used. All paragraphs in this template document have been defined as the appropriate style. This paragraph that you are reading, for example, is defined in the style PPIG Normal.

1.1. Style Definition (Ariel size 11)

Most of the paper will use paragraphs in the style PPIG Normal (**Ariel size 11**). There are only two levels of heading – PPIG Heading Level 1 and PPIG Heading Level 2. We have provided styles for a few other normal types of text:

- Bulleted lists (PPIG Bullet) look just like this. In some versions of Word, bullets seem to get interpreted as numbers.
- Numbered lists (PPIG Numbered) look as expected.
- Indent paragraphs (PPIG Indent) are indented (use them for definitions etc).

Authors should be listed in separate columns which can be setup using the ‘columns icon’ (under Page Layout in Word 2007).

1.2. References

The references section at the end of this template shows the style that should be used for references (PPIG Reference). 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).

1.3. Figures and Tables

More complicated formatting (Tables and Figures) should fit within the boundaries of the text on this template file, and should be centred on the page. Use your own judgement to create suitable tables. We have provided a paragraph style – PPIG Table Entry – that you might find useful. Figures are always a problem but should be included within the PDF file submitted in their correct locations. Captions for both figures and tables should use the PPIG Caption style, as follows:

Column A	Column B
Row 1A	Row 1B
Row 2A	Row 2B

Table 1 – A simple table, with caption (Times New Roman italic size 11).

2. Things Not To Do

Please do not use the built-in heading levels of Word (Heading 1, Heading 2), or the built-in Normal style, even though these appear on your menu. Most importantly – please do not change the Page Setup, the Margins, or anything else in this document that might result in your paper not conforming to the page boundaries set in this template.

3. Submission Procedure

3.1. Keywords

Please choose keywords for your paper, following the instructions on the PPIG web site (<http://www.ppig.org/keywords.html>). Include these at the start of the paper, as has been done at the beginning of this template.

3.2. Submission

Submissions must be in PDF format. Submit the file via EasyChair

<https://www.easychair.org/conferences/?conf=ppig2014>

Deadline

The submission deadline for final copy of accepted papers is **as specified on the conference web-page**

4. Acknowledgements

Thank you 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. (Times New Roman size 11)