GUIDE-LINES FOR CONTRIBUTION PREPARATION TO THE ICETA 2009 – 7th INT. CONFERENCE ON EMERGING eLEARNING TECHNOLOGIES AND APPLICATIONS

Title - Times New Roman, size 12, capital letters
(2 lines space below the title, size 10 pt.)

Full Name (first name and surname) of Author 1, etc.　　*(All text by Times New Roman, size 10)*
Institution(s) and mailing address (number the authors - [1], if from various working places)
Contact (telephone and fax numbers, e-mail, http)

(2 lines space)

7th Int. Conference on

Emerging eLearning Technologies and Applications

The High Tatras, Slovakia
November 19-20, 2009

Abstract. Instructions for typing your manuscript for the ICETA 2009 International Conference are given in these guidelines, which are similar to those of well-known conferences in this field. This sheet is intended to show you what your final paper should look like after it will be printed in the Symposium Proceedings. The abstract itself has to outline in brief the problem described, method used and results obtained and **it should not exceed 12 lines.**

(1 line space)

Keywords: choose at least 3 of them from the List of Recommended Keywords (important for searching on the CD ROM). You can also add own ones (but they will not be listed on the CD ROM).
(3 lines space)

1. INTRODUCTION　　*(centred)*
(1 line space)

General rules
The length of the paper for oral an poster sessions **must not exceed 6 pages**, including tables and illustrations. Extra pages are charged. *This limitation does not concern invited papers for plenary sessions.* The papers that will not comply with these instructions and **the papers shorter than 4 full pages will be rejected**.

(1 line space)

Recommended structure of the paper
To obtain a unified form of the papers from various authors, the following structure is recommended:

- Title, author(s), affiliation(s) and contact address(es),
- Abstract and Keywords,
- Introduction - introduce the problem to the reader,
- Main body - the main text may be divided into paragraphs and subparagraphs, ev. numbered,
- Conclusions - summarise the results obtained,
- Nomenclature - if some unusual one is used,
- References,
- Appendices - if any,
- Biography(-ies) - for each author,
- Acknowledgement - if any.

(2 lines space above the heading)

2. TYPING INSTRUCTIONS
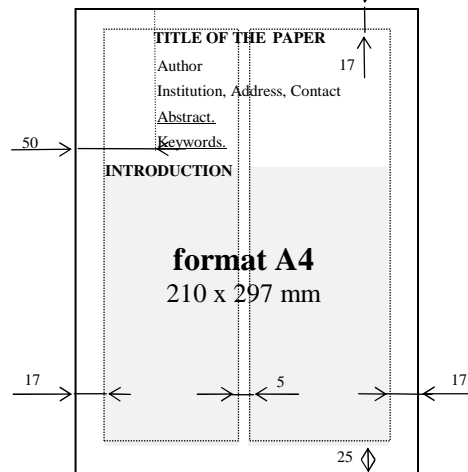*(1 line space below the heading)*

Layout of the text and formatting
The paper should be provided in camera-ready form on **the format A4** with the characters and layout similar to the guidelines. For the text use preferably the text processor **MS WORD**, or a similar one, with **the Times New Romans font**, **size 10, single spacing**. The title is typed by **capital letters of the size 12, bold**. The layout of the text for A4 format is shown in Fig. 1. The title, author's name(s), affiliation, abstract and keywords on the first page are **intended 5 centimetres** from the left border (of the sheet).

Further text is typed into two columns and is to be justified. Keep blank lines between parts of the text: headings, subheadings, paragraphs and illustrations as shown here.
(1 line space above the figure)
Figure, photo (if possible, without any frame):

(1 line space)
Fig. 1. Graphical layout of the first page of the manuscript
(1 line space before the following text but 2 lines before a heading)

3. HEADINGS

Major headings are typed in capital bold letters and are centred in the text (e.g. see heading "**HEADINGS**"). There are two lines of space above it and one line below.

Subheadings
They are typed in capital and lower case letters, underlined and shifted to the left margin (see above written "Subheadings"). There is one line space above it. The following text starts on the next line below as a new paragraph (no free line).
Sub-subheadings. These are typed similarly as subheadings but with the dot and the following text has to appear in the same line as shown here.

Paragraphs are not indented. Normally there is one blank line over it (apply exceptionally applies 6 pt. in case of lack space). Important terms and ideas within the paragraph can be emphasised by typing them *italic* or underlined.

- In order to save space we do not recommend to intend the bullets and/or numbering, but to align them with the left border of the column.

- For a better legibility you can increase the line distance between the items by 6 pt. After last item leave one free line.

4. ILLUSTRATIONS

Drawings, tables or photos have to be inserted to the text in the right position, preferably over the whole width of the column. For large drawings leave out a free space across both columns. Leave two lines space between the text and illustration, one between illustration and caption and two lines between caption and following text, as shown bellow.

Drawings are to be drawn in the text using appropriate paint or chart program and centred with the column. The caption begins with the abbr. "Fig. " followed by the sequential number: Fig. 1.

Tables. The table caption consists of the abbr. "Tab. " and its sequential number. e.g. Tab. 1.

Photos. Only well-contrasted glossy prints are acceptable.

Equations are typed using an appropriate space above and below (1 line). They are simply numbered in parentheses: (1), (2), (3), ... The numbering is flushed with the right border of the column.

5. REFERENCES

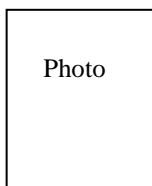For citation of references in the text use numbers in square brackets, e.g.:
Other important results have been published in [2].
The references must be collected at the end of the paper under the heading "**REFERENCES**". The structure is:
[1] Surname, Initial.: Title. Publisher or Journal. Vol. ...,
    Year, issue, pp. from-to

THE AUTHOR(S)

At the end of your paper write for each author:

Photo

His/her **full name** (bold): information about his/her professional career, scientific activity, publications, etc., in max. 10 lines. Photo of the author is highly recommended (2 x 2,5 cm) but not compulsory.

APPENDIX – FURTHER INFORMATION

Write the paper in British English. Have in mind that your paper gives the first and permanent impression of your work. Ensure that the text is written correctly, without any grammatical errors and that drawings are of high quality. It is recommended to finish the text on the last page in both columns simultaneously, - more–or–less at the same height, if possible (break the last but one column properly).

The procedure of sending paper is as follows:
1. Upload your full paper in the pdf form using the Online Submission System that is integrated in the conference web page (www.iceta.sk) till the deadline stated there (follow kindly the steps written there).

2. After reviewing the full paper by members of the ICETA 2009 International Steering Committee you will be notified about acceptance and simultaneously you will get proposals to make correction in the paper. It is expected to perform only minor changes there.

3. After correcting, upload again the camera ready paper till the deadline and register yourself to the conference.

4. If you have any problem to upload the file contact kindly the Conference Secretariat.

5. In case the camera ready paper will not meet the instructions, you will be asked by the Organising Committee to re-format the paper.

6. In case, the file will be corrupted, the Organising Committee will contact you in order to send a new version.

7. As each paper has to be presented by at least one of the authors or an authorised representative, one of them has to register himself/herself to the conference.

8. Only those papers will be accepted for printing whose registration fee is assured of. If the Organising Committee will not receive any information about your payment till **September 30, 2009**, it will lead to withdrawing your paper(s) from Conference Final Programme and Conference Proceedings.