

## IATUL 2015: Instruction for Authors

### 36th Annual IATUL Conference in Hannover, Germany / 5 - 9 July 2015

Authors who submitted paper proposals that have been accepted by the IATUL Programme Committee are requested to follow these guidelines when submitting your full paper. Your paper will be reviewed before being published on the IATUL website. Authors are responsible for the grammar of their papers.

#### 1. Deadline for submission

A Conference Programme Guide with speaker information and abstracts will be published and distributed to all delegates of the Conference. To ensure that we can publish this on time, please submit a biographical note on the speaker and final abstract to us on or before 13 April 2015.

Due to limitation of space in the guide, please keep the length of your biographical note to 500 characters incl. spaces and the abstract to 2,000 characters incl. spaces.

**Full text paper and IATUL copyright form** please no later than **15 May 2015**.

#### 2. Paper format

- Paper must be submitted in MS-Word-compatible format
- Paper must be written in English
- The paper length should not exceed 4,000 words incl. spaces (approx. 10 A4 pages)
- Paper is to be typed single spaced using Arial font size 10 points
- Pages are to have 25 mm margins (top and bottom) and 30 mm (left and right)
- Do not number the pages
- Do not use headers or footers

#### 3. Paper title

The title of the paper is to be typed in Uppercase Letters (boldface 16 pt) and centered on the page. The author's name in bold letters and centered on the page. Directly under the author's name and also centered is the author's affiliation institution and country, plus email address in Arial font size 10 points.

#### 4. Abstract

Underneath the paper title section, please type the heading “Abstract” and insert the text of the abstract which summarizes the material contained in the paper. Keywords are to be placed after the abstract.

#### 5. Figures and tables

Figures and tables are to be inserted at the appropriate place in the text, centered, numbered consecutively throughout the text, and each should have a caption underneath. Care should be taken that the lettering is not too small. The use of colour in figures and tables is permitted and encouraged.



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## 6. Acronyms

All acronyms are to be defined the first time they appear.

## 7. Acknowledgements

The acknowledgement for funding organizations etc., are to be placed in a separate section at the end of the text.

## 8. References

Authors are requested to use the APA referencing style. Details are available at <http://www.apastyle.org>. The list of references must be ordered alphabetically according to the first author surname. All references are to be cited in the text, and using square brackets.

## 9. IATUL's copyright policy

IATUL, in line with open access principles, does not claim shared copyright with the author, only a non-exclusive right to publish. IATUL may publish both the abstract and the full-text of the paper on the IATUL Web site. IATUL may also disseminate or license the content of the paper to appropriate third parties.

Please complete the copyright form or download it from the IATUL 2015 website (under "Call for papers"). This form which must be signed, scanned and emailed or faxed to the IATUL Programme Committee 2015: [iatulconference2015@tib.uni-hannover.de](mailto:iatulconference2015@tib.uni-hannover.de)  
Fax: +49 511 762 19130

## 10. PowerPoint presentations

All presentations must be brought to the Conference on USB flash drive or emailed prior to the conference opening to [iatulconference2015@tib.uni-hannover.de](mailto:iatulconference2015@tib.uni-hannover.de). The IATUL Conference cannot guarantee connection for individual laptop computers. A technician will be on duty to assist you. Please submit your Power Point presentation to us on or before **12 June 2015**.

## 11. Electronic submission

All submissions should be directed to [iatulconference2015@tib.uni-hannover.de](mailto:iatulconference2015@tib.uni-hannover.de)

**Thank you for your cooperation in complying with these instructions.**