Template for CITRENZ 2019 Papers

1st Author

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ABSTRACT

In this paper, we describe the content, style and formatting guidelines for CITRENZ conference proceedings. The paper can also be used as a template for creating articles. A separate version of this paper, with all text removed, is also available as a blank template. The abstract should be a single paragraph of no more than 150 words.

**Keywords**: keywords are your own designated keywords

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# INTRODUCTION

The proceedings are the record of the conference. CITRENZ hopes to give these conference by-products a single, high-quality appearance. To do this, we ask that authors follow some simple guidelines. In essence, we ask you to make your paper look exactly like this document. The easiest way to do this is simply to replace the content of this template with your own material. Alternatively, you can just enter your material into the blank template available on the CITRENZ web site. The blank template is a copy of this document with all text removed. Papers should ideally be four to six pages in length but may be up to ten pages inclusive of references.

# Style and Content

Refer to the sixth edition of the APA Publication manual (American Psychological Association, 2010) for guidance on writing style. In particular, note that we prefer the use of the active voice. The language of the conference is New Zealand English; so please set the proofing language of your word processor accordingly. If New Zealand English is not available in your Word Processor, use UK English.

Your article should be organised into headed sections. The article should begin with the title, author information and abstract as shown in this document. The first section should be named: INTRODUCTION. Naming of the remaining sections is at your discretion. The last section should be a reference list.

Subsections may be used to add further structure to your article. Do not use more than three levels of sections. Section headers should have styles of heading 1, heading 2, or heading 3 according to the level. There should be at least one sentence between successive headings.

## Title

The title should summarise simply the main idea of the article. It should have no more than ten words. Capitalise the initial letters of major words, but not conjunctions, articles or short prepositions, unless they are the first word. Use a style of *citrenzTitle*,

## Authors

Authors should be specified as given name then family name. Omit all titles (e.g. Dr, Prof) and degrees (e.g. PhD). Use a style of *citrenzAuthor*. The affiliation should identify the institution of the author at the time of the research. Do not include the author’s position or department names. Use a style of *citrenzAffiliation*. The email address should be the address to which the author(s) would like readers to send any correspondence about the article. Use a style of *citrenzEmail* for the email address.

The authors section of this template is set to allow three address blocks (3 columns). Adjust the number of columns as necessary, but do not use more than three columns; if you need more than three blocks, use an additional row or rows. If there are more than three authors and there are multiple authors from the same organisation, use a single address block and use commas to separate the author’s names and email addresses. The first author should be the principal author of the work, also known as the executive or corresponding author; all correspondence from the editors will be addressed to the first author. The remaining authors should be listed in descending order of their contribution to the work. Note that the proceedings are the official record of the conference; at least one of the authors must attend the conference and present the paper. Eligibility for authorship should be based on the *Vancouver Protocol* (Australian Government, 2007; ICJME, 2000). In short, authorship should be based on the following 4 criteria:

* Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
* Drafting the work or revising it critically for important intellectual content; AND
* Final approval of the version to be published; AND
* Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Note that all four criteria must be met for *each* author; in particular, all authors are expected both to have made a significant contribution to the paper and to stand by the conclusions (Wager & Kleinert, 2011). Consider acknowledging contributions when this is not the case.

## Abstract

The abstract is a brief comprehensive summary of the contents of the article. The abstract should be a single paragraph of no more than 150 words. Use a style of *citrenzAbstract* for the text and *citrenzHeading* for the heading, which should be the single word: ABSTRACT.

The abstract is used at the reviewing stage to match reviewers to articles and is used to prepare the conference programme to help attendees decide which sessions to attend. Please note that the abstract is not the start of the introduction and should not contain any references. It should be possible to read the abstract independently of the paper, and to read the paper independently of the abstract.

The abstract should be followed by a single line for keywords. Use a style of *citrenzAbstract* for this line and start the line with **Keywords** in bold, as shown at the top of this document.

## Main Body

Use the style *Normal* for your main text. Use a single space after each sentence and a single paragraph separator (Enter) between each paragraph. Do not include any empty paragraphs.

## Numbers

Numbers should be formatted with commas separating thousands and a single decimal point if needed. Take care with the number of decimal places used. Decimal places give an implicit assurance of precision to a reader, so do not use more decimal places than warranted. For example, do not use any decimal places when reporting proportions of a sample of less than 100 participants as percentages.

## Figures, Tables and Captions

Place tables, figures/and images in text as close to the reference as possible (see Table 1). If possible, centre tables and figures within a single column. If this is not possible, they may extend across both columns to a maximum width of 17.78 cm (7”).

Do not use any vertical lines in tables and use horizontal lines sparingly. Normally, use horizontal lines only to delimit major sections. Avoid the use of colour. Add a note line at the foot of the table to explain any non-standard abbreviations or calculations.

Captions should be given a style of *citrenzCaption*. They should be numbered (e.g., “Table 1” or “Figure 2”), and the names Table and Figure stated in full rather than abbreviated. Captions for figure should be centred beneath the image or picture and captions for tables should be centred above the table body.

## Acknowledgements

You should acknowledge anyone who has made a substantial contribution to the work but does not meet authorship criteria. You should also acknowledge external sources of funds. You should not acknowledge contributions arising from the routine performance of duties. For example, do not acknowledge reviewers for reviewing, an ethic committee for granting approval, or the editors for editing.

## References

Include a reference list at the end of the work. Use the “APA 6th Reference format” for reference. See examples of some typical reference types at the end of this document. Use the style named *citrenzReference* for the text. Note that your word processor may automatically underline hotlinks in your references; the correct style is NO underlining.

References should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e. you can give the address to obtain the report within your citation) and may be obtained by any reader. Proprietary information may not be cited. Private communications should be acknowledged in the text, e.g., “(Robertson, 2010, personal communication)”, but should not be included in the list of references. Note that a citation is not a noun; a sentence should always make sense if anything in parentheses is deleted.

We recommend that you use reference management software such as Endnote™ (Thomson Reuters, 2014) or the built-in referencing of Microsoft Word™. Such software makes it easier to check that all citations are correctly included in the list of references and that all entries in the reference list are actually cited in the text.

# Formatting

Use the built-in styles (as shown in Table 1) for all formatting.

 Table 1: Built-in styles

|  |  |  |
| --- | --- | --- |
| Element | Built-in style | Format |
| Title | citrenzTitle | Helvetica 18 |
| Author | citrenzAuthor | Helvetica 12, italic |
| Affiliation | citrenzAffiliation | Helvetica 10 |
| Email | citrenzEmail | Helvetica 10, italic |
| Abstract  | citrenzAbstract | Times, 10 |
| Heading 1 | Heading 1 | Times, 12, bold, all caps |
| Heading 2 | Heading 2 | Times, 12, bold |
| Heading 3 | Heading 3 | Times, 11, italic |
| Main text | Normal | Times, 9, justified |
| Captions | citrenzCaption | Times, 9, bold |
| References | citrenzReference | Times, 9, ragged |
| Bulleted | citrenzBullet | Normal, hanging 0.5cm |

Do not change the styles in any way. We use a semi-automated process for the preparation of the CITRENZ proceedings and changes to styles cause havoc!

## Page Size and Format

The page size is A4 with top, right and left margins of 1.9 cm and a bottom margin of 2.54 cm. All material on each page should fit within these margins. The body of the paper should be in two 8.45 cm columns with a .83 cm gutter. Do not include headers, footers or page numbers in your submission. These will be added when the publications are assembled into the proceedings.

## Pages

Papers should be between four and ten pages in length, inclusive of references. Please leave 3.81 cm of blank text box at the bottom of the left column of the first page for the copyright notice.

For pages other than the first page, start at the top of the page, and continue in double-column format. The two columns on the last page should be as close to equal length as possible.

## Footnotes, Endnotes and Lists

Do not use endnotes. Footnotes should be used sparingly. Footnotes should be Times New Roman 9-point, and justified to the full width of the column.

Do not use numbered lists. Use bulleted lists with a style of *citrenzBullet*.

# Quality Assurance

Before acceptance, all full papers are double-blind reviewed by at least two independent reviewers. You should prepare a blind version of your paper for this process. In the blind version, you should remove authors’ names, affiliations, acknowledgements and any references to authors’ prior work. You should also make sure that the identity of any author is not inadvertently disclosed by any metadata or document properties and that any reference to a qualification or institution is made in general terms. For example, describe a qualification as a three-year computing degree rather than using a specific name.

When the review process is complete, the corresponding author will be given a notice of acceptance (or otherwise) together with a summary of the reviewers’ comments. For accepted papers, the author(s) should then prepare the final *camera-ready* copy of the work and send this to the editors together with a note of how they have addressed the reviewers’ comments.

This camera-ready copy should be in PDF or DOCX format. If PDF is used, it should be in PDF/A (ISO 19005) format. However, we prefer that a DOCX version is submitted. This allows the editors to make minor adjustments as the proceedings are collated.

# ACKNOWLEDGMENTS

This template is based on the previous CITRENZ template, which was, in turn based on the ACM SIGCHI template. Our thanks to ACM SIGCHI for allowing us to modify templates they had developed. The changes in this version have been made mainly to accommodate an A4 page size, APA style and referencing, and to include more details on the processes we follow.

# REFERENCES

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: APA.

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ICJME. (2000). ICMJE criteria. *Annals of Internal Medicine, 133*, 229-231. Retrieved from www.icmje.org

Thomson Reuters. (2014). *End Note [Computer Software]*. Retrieved from End Note: http://endnote.com/

Wager, E., & Kleinert, S. (2011). Responsible research publication:Iinternational standards for authors. In T. Mayer, & N. Steneck (Eds.), *Promoting research integrity in a global environment* (pp. 309-316). Singapore: Imperial College Press / World Scientific Publishing.

Make the columns on the last page as close as possible to equal length