

# ***Instructions to Authors for Technical Paper Submission***

## **General Guidelines**

Authors may submit their manuscript electronically as a virus-free e-mail attachment. Please use a compressed format (.zip, .sit, or .sea compression) to reduce the size of large files. Text (including tables) should be provided as either Microsoft Word files or WordPerfect. Please underline all text that should appear in italics.

If figures form a part of the manuscript, please submit these as separate high-resolution JPEG or TIFF files, noting their desired position in the text with an appropriate caption. Do not embed figures with the text in the word processing files.

If tables form a part of the manuscript, group these at the end of the document, noting their desired position in the text with an appropriate caption. All figures and tables should be referred to at least once in the text.

***The word limit for technical papers is 4 000 words.***

## **Formatting Guidelines**

**Title:** The title of the document should convey the content of the document in as few words as possible. (Title of paper, 18 point, bold)

**Author documentation:** Include the names of all authors, along with their job titles and institutional affiliations, mailing address, city, postal code, and e-mail address. Please place the primary author's contact information first. (Authors names, 14 point, bold)

**Abstract:** The abstract should appear at the beginning of the manuscript and contain 300 words or less. It should provide a description of the report's main topic and purpose as well as an overview of its contents.

**Keywords:** Submit up to ten words or short phrases that describe the paper's topic. A mix of general and specific terms will help readers conducting keyword searches.

**Headings and subheadings:** These should cover all the major concepts in the manuscript and indicate the relationship between the sections. Try to use no more than needed (i.e., 1 LEVEL ONE; 1.1 Level Two; 1.1.1 Level Three).

- First order heads should be 12-point bold text, ALL CAPS
- Second order heads should be 12-point, bold
- *Third order heads should be 12-point text, italic*
- Copy should be 11-point, first paragraph after each heading should be flush left, no indent.
- For examples see attached mock-up

**Acronyms:** Make sure all acronyms are spelled out at first reference. This will save our editors time tracking you down to find out what your acronym means.

**Graphics:** Provide graphics in their original format. What does this mean? For example, if you created a chart in Microsoft Excel and then inserted it into a Microsoft Word document, please

make sure you send us the original Excel file, along with the Word document. However, if your graphics were created in a graphics design program such as Adobe Illustrator, Corel Draw or Freehand, please make sure you send us that file and that is of high-quality resolution (300 dpi) We also need you to save it in a format our programs will recognize. These formats:

- **tiff file** (e.g., graph.tif)
- **eps file** (e.g., graph.eps)
- **jpg file** (e.g., graph.jpg)

**References:** Use the author-date system when citing published works or acknowledging unpublished material in the text. List these references alphabetically at the end of the manuscript. Try to keep explanatory footnotes to a minimum. For examples of bibliographic citation style refer to the B.C. Ministry of Forests' Research Program Style Guide and Author Manual, available on-line at: on-line at: <http://www.for.gov.bc.ca/hfd/pubs/Docs/Mr/Mr041.htm>

**Footnotes:** Please do not include these on the page where the footnote occurs, but save them for the end of the paper.

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**Publication:** Depending on the results of the review committee, a final decision will be made on the acceptance or rejection of the manuscript. If a paper has been accepted for the conference, it will be included in the resulting proceedings publication. A copyright release will be required of all accepted papers. Authors will have the opportunity to approve the final proofs of their publications.

If you have questions please contact Karyn Sutherland at 250-371-3955

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Joe Who, Data Engineer, Whocomputing Inc. (Authors names, 14 point, bold.  
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