

# secau Security Congress

## Academic Camera Ready Paper Format Guidelines

### Paper Length

The paper should be no more than **3500 words** including the abstract and text but excluding the references.

### Document Layout

Paper size should be A4. Margins should be 2.5 cm all sides

Do not include page numbering, headers or footers – these will be included in the proceedings publication process.

Do not use footnotes.

Do not use Endnote – while endnote provides an effective way to manage the references of a written paper, it does so at the expense of managing a paper's format. Given that the purpose of authors using a template format is to help in the overall presentation of the Conference Proceedings, we request that authors disable endnote when writing their submissions for the Conference.

### Template Document

Helpful Hint – you can use the 2011 Template\_Congress document available on the Conference WebSite as this has the formatting inbuilt.

### MAIN HEADING

**Font:** Times New Roman; **Size:** 14pt; **Style:** Bold and CAPITALS

**Paragraph:** Line spacing=single. Alignment=Centred. Place two lines after the paper title

**Content:** This is the title of your paper

### Affiliation

**Font:** Times New Roman; **Size:** 10pt

**Paragraph:** Line spacing=single, Alignment=Centred

**Content:** The types of details included in your affiliation are illustrated below. Do not put any more than is necessary.

**Line 1:** Author's Name  
**Line 2:** Organisation that Author represents  
**Line 3:** Email Address

If more than one author, separate each author and email address by commas

### Abstract Heading

**Font:** Times New Roman; **Size:** 12; **Style:** Bold

**Paragraph:** Line spacing=single, Alignment=Justified

**Content:** The heading "Abstract". This must not be changed

### Abstract Paragraph

**Font:** Times New Roman; **Size:** 10pt; **Style:** Italics

**Paragraph:** Line spacing=single, Alignment=justified. Place two lines after the abstract paragraph

**Content:** The abstract should summarise the contents of the paper and be 100-200 words.

### Keywords Heading

**Font:** Times New Roman; **Size:** 10pt; **Style:** Bold

**Paragraph:** Line spacing=single, Alignment=justified.

**Content:** The heading “Keywords”. This must not be changed.

### Keywords Paragraph

**Font:** Times New Roman; **Size:** 10pt

**Paragraph:** Line spacing=single, Alignment=justified. Place two lines after the keywords

**Content:** A set of keywords *must* be included in the submission. The format of the Keywords paragraph is the same as the body of general text in the document.

## MAJOR HEADINGS

**Font:** Times New Roman; **Size:** 12; **Style:** Bold & CAPITALS

**Paragraph:** Spacing Before=18pt, After=0pt, Line spacing=single, Alignment = Justified

**Content:** Major headings include things such as Introduction, Conclusion, References etc.

### Minor Headings

**Font:** Times New Roman; **Size:** 10; **Style:** Bold

**Paragraph:** Spacing Before=18pt, After=0pt, Line spacing=single, Alignment = Justified

### Very minor headings

**Font:** Times New Roman; **Size:** 10; **Style:** *Italics*

**Paragraph:** Spacing Before=18pt, After=0px, Line spacing=single, Alignment = Justified

### Paragraphs and Normal Text

**Font:** Times New Roman; **Size:** 10

**Paragraph:** Spacing Before=8pt, After=0pt Line spacing=single, Alignment = Justified.

DO NOT indent the first line of each paragraph

**Content:** The text of the paper

### • Standard Bullet

**Font:** Times New Roman; **Size:** 10;

**Paragraph:** Spacing Before=6pt, After=0pt, Line spacing=single, Alignment = Justified

**Content:** There are two bullet variants available to authors. The first is the standard bullet type and the second is a numbering bullet. Authors may use variants of the numbering bullet (i.e.: I, II, III, IV) if they already used the 1, 2, 3 type within a paragraph.

### 1. Numbering Bullet

**Font:** Times New Roman; **Size:** 10;

**Paragraph:** Spacing Before=6pt, After=0pt, Line spacing=single, Alignment = Justified

**Content:** Authors may use variants of the numbering bullet (i.e.: I, II, III, IV) if they already used the 1, 2, 3 type within a paragraph.

### Figure Caption

**Font:** Times New Roman; **Size:** 10; **Style:** *Italic*

**Paragraph:** Spacing Before=6pt, After=0pt, Line spacing=single, Alignment = Centred. **Must appear beneath the figure.**

**Content:** Figures and their captions should be placed as close as possible to the first reference made to them within the text. Diagrams or illustrations are best inserted into the document as a \*.gif formatted image file as this will eliminate a great deal of the formatting issues where pieces of text within a diagram vary in size on different PCs. Using an image format for diagrams can also help protect an author against a user manipulating their diagram. Diagrams must be ‘screen readable’. Figures should be numbered and aligned centred beneath the figure / diagram.

#### *Table Caption*

**Font:** Times New Roman; **Size:** 10; **Style:** Italic

**Paragraph:** Spacing Before=6pt, After=0pt, Line spacing=single, Alignment = Centred. **Must appear above the table.**

**Content:** Tables and their captions should be placed as close as possible to the first reference made to them within the text. Table references should be numbered and aligned centred at the top of the table.

#### **CONCLUSION**

**Font:** Times New Roman; **Size:** 12; **Style:** Bold & CAPITALS

**Paragraph:** Spacing Before=18pt, After=0pt, Line spacing=single, Alignment = Justified

#### **REFERENCES HEADINGS**

**Font:** Times New Roman; **Size:** 12; **Style:** Bold & CAPITALS

**Paragraph:** Spacing Before=18pt, After=0pt, Line spacing=single, Alignment = Justified

**Content:** The heading “References”. This must not be changed

#### **Reference text**

**Font:** Times New Roman; **Size:** 10; **Style:** Left aligned

**Paragraph:** Spacing Before=8pt, After=0pt, Line spacing=single, Alignment = Justified  
Use the ECU referencing style (APA reference style).

**Content:** Sufficient descriptions should be given to enable the reader to locate all publications referred to in the text. They should be arranged in alphabetical order by surname of first-named author, then date. References to electronic documents should include an appropriate Universal Resource Locator (URL) and date of access.