



Preparing E-CRC Proceedings articles with MS Word for Procedia - Social and Behavioral Sciences

Dear Author

Thank you for submitting your manuscript to Procedia - Social and Behavioral Sciences. Documentation is provided here to assist you in the preparation of your paper in electronic form using MS Word for use as camera ready copy.

Yours sincerely
Procedia - Social and Behavioral Sciences Publishing Team

Points to note on formatting your MS Word file

Files should be in MS Word format only and should be formatted ready for publication, using the CRC MS Word template provided. Figures and tables should be embedded and not supplied separately. Please make sure that, wherever possible, you use normal fonts in your text. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. To avoid unnecessary errors you are strongly advised to use the 'spellchecker' function of MS Word.

1. How to download the CRC MS Word template

Please download the file Procedia S+BS_template.dot from the following website:

<http://www.elsevier.com/locate/procedia>

(Note: The scripts contained may be picked up as a virus on your firewall.)

2. Paper structure

Papers should be prepared in the following order:

Introduction, to explain the background work, the practical applications and the nature and purpose of the paper

Body, to contain the primary message, with clear lines of thought and validation of the techniques described

Conclusion

Acknowledgements (when appropriate)

References

Appendices (when appropriate)

Section headings should be left justified, with the first letter capitalised and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc, and left justified, with second and subsequent lines indented.

3. Formatting your document

Please do not alter the formatting and style layouts which have been set up in the template document `Procedia S+BS_template.dot`.

As indicated in the template, papers should be prepared in single column format suitable for direct printing onto A4 paper (8.3in x 11.7in/210mm x 297mm). Do not number pages as page numbers will be added later in the publication process. Leave a line clear between paragraphs.

All the required style templates are provided in the file `Procedia S+BS_template.dot` with the appropriate name supplied, e.g. choose `1. Els1st-order-head` for your first order heading text, `els-abstract-text` for the abstract text etc.

i. Title page

The first page should include:

- (a) Conference Title
- (b) Title;
- (c) Each author's name and affiliation, including present address;
- (d) Abstract
- (e) Keywords.

Please follow the template style for all the above features.

(a) Conference Title

(b) Title

Click on the existing template title text and enter the title of the paper using the existing formatting as set in the template.

(c) Authors names and affiliations

Remember to include correct the correct superscript linking to the appropriate affiliation and author details as appropriate.

(d) Abstract

Insert an abstract of 50-100 words, giving a brief account of the most relevant aspects of the paper.

(e) Keywords

Insert 5 – 10 keywords.

ii. Heading styles

Insert your heading text and choose the appropriate heading level from the style menu.

iii. Tables

All tables should be numbered with Arabic numerals. Headings should be placed above tables, underlined and centred. Leave one line space between the heading and the table. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table. Tables must be embedded into the text and not supplied separately.

iv. Illustrations

All figures should be numbered with Arabic numerals (1,2,...n). All photographs, schemas, graphs and diagrams are to be referred to as figures.

Line drawings should be good quality scans or true electronic output. Low-quality scans are not acceptable. Figures must be embedded into the text and not supplied separately.

Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure. Figures should be placed at the top or bottom of a column wherever possible, and as close as possible to the first reference to them in the paper.

The figure number and caption should be typed below the illustration and left justified.

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v. Equations

All equations should be numbered with Arabic numerals (1,2,...n).

vi. References

Reference style = 'APA' (American Psychological Association)

Citations in the text should follow the referencing style used by the American Psychological Association. You are referred to the Publication Manual of the American Psychological Association, Fifth Edition, ISBN 1-55798-790-4, copies of which may be ordered from <http://www.apa.org/books/4200061.html> or APA Order Dept., P.O.B. 2710, Hyattsville, MD20784,USA. or APA,3 Henrietta Street,London, WC3E 8LU,UK.

Details concerning this referencing style can also be found at <http://humanities.byu.edu/linguistics/Henrichsen/APA/PA01.html>.

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton R. A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51 - 59.

vi. References continued

Reference to a book:

Strunk, W., Jr., & White, E. B. (1979). *The elements of style*. (3rd ed.). New York: Macmillan, (Chapter 4).

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing Inc.

vii. Footnote

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript numbers. The footnotes should be typed single spaced, and in smaller type size, at the foot of the column in which they are mentioned, and separated from the main text by a line extending to just over halfway across the column. Leave a one-line space above and below this line.

viii. General guidelines for the preparation of your text

Avoid hyphenation at the end of a line.

Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics.

Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided.

ix. File naming and delivery

Please title your files in this order and the conference acronym will be given to you by the Guest Editor coordinating the Procedia.

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Submit only the pdf file to the Guest Editor.

In conclusion

We wish you success with your publication. Should you experience any difficulties during the preparation of your paper, please contact support@elsevier.com for further information.

