

# **BOBCATSSS 2018: Guidelines for Submission**

1. Contribution Template for Abstracts
2. Contribution Template for Full-Text Submissions
  - A. Papers
  - B. Posters
  - C. Workshops
  - D. PechaKucha

## **1. Contribution Template for Abstracts**

Abstracts must be submitted using the conference tool. Submit your abstract of 300 - 500 words in MS Word format (doc.) or similar (.rtf, .odt, .docx). The abstract should include:

- Description of the author (first name, surname, department, academic title (if applicable), university, city, country, email).
- Title (optionally - a subtitle).
- Three to six keywords.

Requirements for style and format:

- Formatted for A4 paper using MS Word with a minimal use of formatting.
- Contains only plain text (no figures or tables).
- Right and left margins should be aligned and justified.
- 12 point font in Times New Roman style only, spacing 1.5.
- Include your references and citations using APA style.

## 2. Contribution Template for Full-Text Submissions

### A. Papers

Papers must be submitted using the conference tool. Paper length is restricted to 8 pages (minimum 2,000 and maximum 3,500 words), including the following content:

- The background and purpose of the study.
- Details of the methods, procedures or instruments used.
- Findings, discussion and conclusions.
- Appendices (if necessary).

### First page

First page should include:

**Title:** 15 point font and boldface.

**First Author:** Author's name, academic title (if applicable), affiliation, city, country, e-mail.

**Second Author:** Author's name, academic title (if applicable), affiliation, city, country, e-mail.

**Abstract:** An abstract of maximum 250 words should be included on the title page. The abstract should briefly state the objectives and scope of the paper along with research questions, findings and results. Use 10 point Times New Roman font in italic face.

**Keywords:** There should be 3-6 keywords.

### Style and Format

Papers should be formatted for A4 paper using MS Word or Rich Text Format with a minimal use of formatting.

- Use only 12 point font in Times New Roman style.
- First level section headings should be in boldface and subsection headings in italics.
- Right and left margins should be aligned and justified.
- Sections should not be numbered.

## Tables and Figures

- Tables and figures should be incorporated as close to the in-text reference as possible.
- Tables and figures should be sequentially numbered in separate series. Captions above all tables and below all figures. Captions should be 10 point font and centered.

Table 1. Table captions above the table

	<b>Header 1</b>	<b>Header 2</b>	<b>Header 3</b>
Item 1	Aaa	Bbb	Ccc
Item 2	Ddd	Eee	Fff

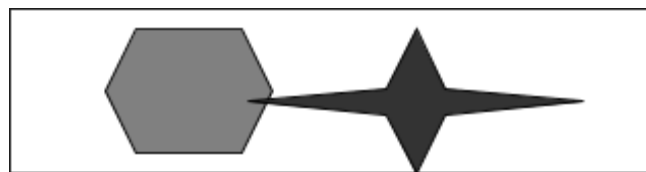


Figure 1. Figure captions below the figure

## Acknowledgements

Acknowledgement to individuals and/or organizations for their contribution can be presented before the list of references. For example: “This template is based mainly on the template of BOBCATSSS 2018.”

## Citation

The author is solely responsible for the accuracy and completeness of the references. References to personal letters, papers presented at meetings, and other unpublished material may be included.

The format for citation follows the Publication Manual of the American Psychological Association (APA). Citation of an author's work in the text should follow the author-date method of citation. For example: “Smith (1999) found that...”; “other researchers (Black & Tan, 2000)...”

References should be in 12 point font and listed alphabetically at the end of the paper using an unnumbered style with a hanging indentation.

*For example:*

## **References**

- Buckland, M., & Gey, F. (1994). The relationship between recall and precision. *Journal of the American Society for Information Science*, 45 (pp.12-19).
- Borgman, C.L. (Ed.). (1990). *Scholarly communication and bibliometric*. London: Sage.
- Bauin, S., & Rothman, H. (1992). Impact of journals as proxies for citation counts. In P. Weingart, R. Sehringer, & M. Winterhager (Eds.), *Representations of science and technology* (pp. 225-239). Leiden: DSWO Press.
- Hoppe, K., Ammersbach, K., Lutes-Schaab, B., & Zinssmeister, G. (1990). EXPRESS: An experimental interface for factual information retrieval. In J.-L. Vidick (Ed.), *Proceedings of the 13th International Conference on Research and Development in Information Retrieval* (ACM SIGIR '91) (pp. 63-81). Brussels: ACM.

## **B. Posters**

The printed poster size shouldn't exceed 1.8 m in height and 0.8 m in width. The final presentation of the poster in the conference will be 2 minutes long. Uploaded posters in the conference tool should be submitted as PDF files and include first page (see instructions below) and the poster.

### **First page**

First page should include:

**Title:** In 15 point font and boldface.

**First Author:** Author's name, academic title (if applicable), affiliation, city, country, e-mail.

**Second Author:** Author's name, academic title (if applicable), affiliation, city, country, e-mail.

**Abstract:** An abstract of maximum 250 words should be included on the title page. The abstract should briefly present the content of the poster. Use 10 point Times New Roman font in italic face.

**Keywords:** There should be 3-6 keywords.

## **C. Workshop**

The workshops will be of max. 60 minutes in length. Description of the workshop in the conference tool should be submitted as a PDF file which include first page and the contents described below.

### **First page**

First page should include:

**Title:** In 15 point font and boldface.

**First Author:** Author's name, academic title if applicable, affiliation, city, country, e-mail.

**Second Author:** Author's name, academic title if applicable, affiliation, city, country, e-mail.

**Abstract:** An abstract of maximum 250 words should be included on the title page describing the workshop. Use 10 point Times New Roman font in italic face.

**Keywords:** There should be 3-6 keywords.

### **Style and Format**

- Use only 12 point font in Times New Roman style.
- First level section headings should be in boldface and subsection headings in italics.
- Right and left margins should be aligned and justified.
- Sections should not be numbered.

### **Workshop topics**

Topics to be covered in the workshop should be listed.

### **Objectives/Outcomes**

The learning objectives and outcomes should be explicitly stated.

### **Target Audience**

If there is a target audience it should be stated.

## **Duration**

The total amount of time needed for the workshop should be stated along with the details of how much time will be allocated for each session/task (if applicable). Please note that the duration of the workshop should not exceed 60 minutes.

## **Number of participants and Prerequisites**

The final workshop will have min. 25 participants. (max. 50) State here whether participants need to be prepared beforehand, i.e. include tutorials to be read, and list the materials they should be provided with.

## **Method**

Describe the method to be employed and list the examples of exercises and hands-on applications.

## **D. PechaKucha**

PechaKucha is a presentation which includes 20 slides that are shown for 20 seconds each (6 minutes and 40 seconds in total). Presentation and first page (described below) must be submitted using the conference tool. The format of the presentation can be MS PowerPoint presentation (.ppt) or other format. Online tools may also be used. The presentation link must be submitted using the conference tool. The first page must be submitted as a PDF file.

### **First page**

First page should include:

**Title:** In 15 point font and boldface.

**First Author:** Author's name, academic title (if applicable), affiliation, city, country, e-mail.

**Second Author:** Author's name, academic title (if applicable), affiliation, city, country, e-mail.

**Abstract:** An abstract of maximum 250 words should be included on the title page describing the workshop. Use 10 point Times New Roman font in italic face.

**Keywords:** There should be 3-6 keywords.