

Guidelines for authors and link to submission template

Authors are encouraged to submit original and previously unpublished scientific or technical research work in the form of an **Extended Abstract**, which is not under review in any other journals and/or conferences. If meeting the general criteria and ethical standards of the scientific programme committee, they will be rapidly forwarded for peer-review by experts of high scientific competence, carefully evaluated, and considered for selection for the Conference.

Updated versions of conference presentations following the reviewers' recommendations may be considered for publication in **Advances in Printing and Media Technology** as formal Conference Proceedings.

When preparing an **Extended Abstract**, please comply strictly with the conference guidelines. The scientific programme committee retain the right to reject without comment or explanation manuscripts that are not prepared in accordance with these guidelines and/or if the appropriate level required for scientific publishing cannot be attained.

A - General

The text should be cohesive, logically organized, and thus easy to follow by someone with common knowledge in the field. Do not include information that is not relevant to your research topic(s) stated in the introduction. Only contributions submitted in English will be considered for publication. If English is not your native language, please arrange for the text to be reviewed by a technical editor with skills in English and scientific communications. Maintain a consistent style with regard to spelling (either UK or US English, but never both), punctuation, nomenclature, symbols etc. Make sure that you are using proper English scientific terms. Literal translations are often wrong. Terms that do not have a commonly known English translation should be explicitly defined in the manuscript. Acronyms and abbreviations used must also be explicitly defined. Generally, sentences should not be very long and their structure should be relatively simple, with the subject located close to its verb. Do not overuse passive constructions. Do not copy substantial parts of your previous publications and do not submit the same manuscript to more than one journal at a time. Clearly distinguish your original results and ideas from those of other authors and from your earlier publications - provide citations whenever relevant.

For more details on ethics in scientific publication consult:

<http://www.elsevier.com/authors/journal-authors/policies-and-ethics>

If it is necessary to use an illustration, diagram etc. from an earlier publication, it is the author's responsibility to ensure that permission to reproduce such an illustration, diagram etc. is obtained from the copyright holder. If a figure is copied, adapted or redrawn, the original source must be acknowledged.

Submitting the **Extended Abstract**, the author(s) confirm that it has not been published previously, that it is not under consideration for publication elsewhere and - once accepted and published in the Conference Proceedings - it will not be published under the in the same form, in English or in any other language. The published **Extended Abstract** may, however, be republished as part of an

academic thesis to be defended by the author. The publisher retains the right to publish the printed **Extended Abstract** online in the electronic form and to distribute and market the Proceedings containing the respective **Extended Abstract** without any limitations.

B - Structure of the Extended Abstract

Total number of **words 2000 – 3000** (should **not exceed 3 000**)

Title: Should be concise and unambiguous, and must reflect the contents of the Conference submission. Information given in the title does not need to be repeated in the abstract (as they are always published jointly), although some overlap is unavoidable.

List of authors: i.e. all persons who contributed substantially to study planning, experimental work, data collection or interpretation of results and who wrote or critically revised the manuscript and approved its final version. Enter full names (first and last), followed by the present address, as well as the e-mail addresses. Separately enter complete details of the *corresponding author* - full mailing address, telephone, fax numbers and email. Iarigai will communicate only with the corresponding author.

Short Abstract: should **not exceed 300 words**. Briefly explain why you conducted the research (background), what question(s) you answer (objectives), how you performed the research (methods), what you found (results: major data, relationships), and your interpretation and main consequences of your findings (discussion, conclusions). The abstract must reflect the content of the article, including all keywords, as for most readers it will be the major source of information about your research. Make sure that all the information given in the abstract also appears in the main body of the article.

Keywords: include **3-5 relevant scientific terms** that are not mentioned in the title. Keep the keywords specific. Avoid more general and/or descriptive terms, unless your research has strong interdisciplinary significance.

Introduction and background: explain why it was necessary to carry out the research and the specific research question(s) you will answer. Start from more general issues and gradually focus on your research question(s). Describe relevant earlier research in the area and how your work is related to this.

Materials and Methods: describe in detail how the research was carried out (e.g. study area, data collection, criteria, origin of analysed material, sample size, number of measurements, equipment, data analysis, statistical methods and software used). All factors that could have affected the results need to be considered. Make sure that you comply with the ethical standards, with respect to the environmental protection, other authors and their published works etc.

Results and Discussion: present the new results of your research (previously published data should not be included in this section). All tables and figures must be mentioned in the main body of the article, in the order in which they appear. Make sure that the statistical analysis is appropriate. Do not fabricate or distort any data, and do not exclude any important data; similarly, do not manipulate images to make a false impression on readers.

Answer your research questions (stated at the end of the introduction) and compare your new results with published data, as objectively as possible. Discuss their limitations and highlight your main findings. At the end of the Discussion or in a separate section, emphasise your major conclusions, pointing out scientific contribution and the practical significance of your study.

Conclusions: the main conclusions emerging from the study should be briefly presented or listed in this section, with the reference to the aims of the research and/or questions mentioned in the Introduction and elaborated in the Discussion.

Start numbering these sections with page 1 and continue without interruption until the end of Conclusions. Number the section titles consecutively as 1., 2., 3., ... while subsections should be hierarchically numbered as 2.1, 2.3, 3.4 etc. Only Arabic numerals will be accepted.

Note: Some papers might require different structure of the scientific content. In such cases, however, it is necessary to clearly name and mark the appropriate sections.

Acknowledgments: place any acknowledgements at the end of your manuscript, after Conclusions and before the list of literature references.

References: the list of sources referred to in the text should be collected in alphabetical order at the end of the **Extended Abstract**. Make sure that you have provided sources for all important information extracted from other publications. References should be given only to documents which any reader can reasonably be expected to be able to find in the open literature or on the web, and the reference should be complete, so that it is possible for the reader to locate the source without difficulty. The number of cited works should not be excessive - do not give many similar examples.

Responsibility for the accuracy of bibliographic citations lies entirely with the authors. Please use exclusively the **Harvard Referencing System**. For more information consult, for example, the referencing guide at <http://libweb.anglia.ac.uk/referencing/harvard.htm>.

List of symbols and/or abbreviations: if non-common symbols or abbreviations are used in the text, you can add a list with explanations. In the running text, each abbreviation should be explained the first time it occurs.

Appendix: if additional material is required for better understanding of the text, it can be presented in the form of one or more appendices. They should be identified as A, B etc. and not Arabic numerals.

*The above sections are supplementary, though integral parts of the Scientific content of the **Extended Abstract**. Continue page numbering after Conclusions.*

C - Technical requirements for text processing

File format and name: when preparing your manuscript, apply Word text processing with the document extensions .docx or .doc. Papers submitted in other formats (like .pdf, .cdr, LaTeX, etc.) will not be accepted. Give the file a name that makes it easily identifiable, e.g., "Author.doc". As soon as received, your document will be assigned a code under which it will be furthermore processed.

Paper size: only A4 (210 x 297 mm²) format. Ensure that your page layout is not set to another format.

Apply the following settings for the **margins**:

TOP: 2.5 cm, BOTTOM: 2.5 cm, LEFT: 2.5 cm, RIGHT: 2.5 cm

Set the **footer** of the page to 1.5 cm and enter page numbers centred at the bottom of the page, starting with 1, using Times or Times New Roman 12 pt font size. Do not enter anything in the header of the page.

Text formatting: the entire text, including cover page, abstract and keywords, as well as the supplementary sections, should be formatted strictly according to the rules given below. Remove all the styles you are regularly using, and make sure to adjust settings as required.

Font: except for special symbols, use only Times (or Times New Roman) in the following sizes:

- Title 14 pt Normal; Authors 12 pt *Italic*
- Address(es) 11 pt Normal
- Abstract and keywords 10 pt
- Body of the text 11 pt Normal
- Level 1 - Section headings 12 pt **Bold (1. Title)**
- Level 2- Subsection headings 12 pt Normal (2.1 Subtitle)
- Level 3 - Sub-sub section headings 12 pt *Italics (3.2.1 Sub-sub title)*
- Captions of illustrations (below) and tables (above) 11 pt *Italics*
- Supplementary sections (acknowledgements, references, list of abbreviations, appendices) 11 pt Normal, with titles in **Bold**
- Text of references 10 pt Normal

Where necessary, use Greek characters and/or special mathematical symbols from the Symbol font. Avoid inserting them as graphic objects. Never apply colour to the text. If you want to emphasize a term or a part of a sentence, enter the text in *italics*, never in **Bold**, capital letters or underlining it.

Paragraphs and line spacing: set the paragraph text to justified, without left or right indents. Single line spacing throughout the complete text should be used, but without any additional spacing before or after the paragraph. Separate paragraphs with an empty line (Return/Enter). Do not begin paragraphs with an indentation. Do not break the text into columns.

Hyphenation: turn off automatic hyphenation and do not apply manual hyphens to the text except for compound words.

Formulae and equations: wherever applicable, place the mathematical and logical expressions and/or equations in a separate line in the body text, wherever possible using Microsoft Equation 3.0. Number consecutively all your equations in square brackets as [1], [2] etc., even if you do not again refer to them in the text. Provide the definition of all variables and/or symbols when they first appear. If such an expression is embedded in the text as an object, make sure that the size of symbols corresponds to the size of the body text.

Units: coherent units should be applied following the metric SI-system wherever possible.

Footnotes: avoid all the footnotes in the text, especially those referring to the literature sources. If an additional explanation is necessary, use the option of endnotes, but without automatic linking. Instead, mark endnotes in the text with the appropriate number in superscript.

Links within the text: remember that your manuscript should not contain any automatic links within the text to the references, illustrations, tables etc. When referring to web sources, make sure that the hyperlink option is turned off or removed (blue underlined text).

Tables: tabular data cannot be presented in the same text as graphs or diagrams and vice versa. Make tables as clear as possible. Insert tables in the text as close as possible to where they are referred to. Use Table option in the text processor for creating the tables. Do not embed tables as pictures or objects. Number the tables in the order they appear, separately from figures and pictures. Place caption centred above the table in not more than two lines. Do not link the number or the caption with the reference in the body text.

Illustrations: all graphics must be inserted into the text in an appropriate position, as close to its reference in the text as possible. Never place graphic objects (images, charts) into table cells and make sure that they do not float. The text in all your figures should be legible and performed in only one font and of the same size. If you wish to use coloured illustrations in your text, make sure that they are prepared in a way which ensures that they are intelligible in black-and-white as well. Use solid, dotted and dashed lines rather than, for example, red and blue lines, and do not refer to such terms as "the red line" in your text.

Number consecutively all figures and refer to them in the text as "Figure X". Do not refer to "the Figure above" or "the Figure below", since errors can later arise. Please make sure that the captions are not integrated with pictures, graphs or charts, but entered as a separate text beneath the illustration in one or two lines. Do not make an automatic link between the figure number/caption with its reference in the body text.

Illustrations of lower resolution (though legible) and in any commonly accepted standard format (e.g., .jpg) are acceptable for the processing of the manuscript. However, if the **Extended Abstract** is accepted for publishing, author(s) will be asked to provide figures as TIFF files of high resolution.

Literature references: only the Harvard Referencing system will be accepted (see Section A). References in the body text should not be numbered; they have to be indicated by the author's name and year of publishing in parenthesis (Aaa, 2009). Please do not link these indications with the reference list at the end of the paper.

The list of sources referred to in the text should be collected in alphabetical order, without numbering them.

D - Submission of the Extended Abstract and further procedure

Before sending your **Extended Abstract**, check once again that it corresponds to the requirements explicated above, with special regard to the ethical issues, structure of the paper as well as formatting.

Once completed, send your **Extended Abstract** as an attachment to your Conference EasyChair Account by following the link in the Invitation to Submit. If necessary, compress the file before sending it.

The Programme Committee will check the manuscript and inform you whether it has to be updated regarding the structure and formatting. The format corrected manuscript is expected within 10 days.

Your paper will be forwarded for anonymous evaluation by two experts of international reputation in your specific field. Their comments and remarks will be in due time disclosed to the author(s), with the request for changes, explanations or corrections (if any) as demanded by the referees.

After the updated version is approved, the Programme Committee will decide on the suitability of the **Extended Abstract** for inclusion in the Conference. However, the Board retains the right to ask for a third independent opinion, or to reject the contribution.

E - Example Template

<http://iarigai->

warsaw2018.systemcoffee.pl/userfiles/file/iarigai/Template%20Conference%202018.doc