

17th ECQTG PAPER FORMAT

Stamatis KALOGIROU^{1,*}, Petros KATSAFADOS²

¹*Lecturer, Department of Geography, Harokopio University of Athens, El. Venizelou 70, Athens, 17671, Greece. Tel. +30 210 9549163, Email: skalo@hua.gr.*

²*Lecturer, Department of Geography, Harokopio University of Athens, El. Venizelou 70, Athens, 17671, Greece. Email: pkatsaf@hua.gr.*

ABSTRACT

This document presents an explanation of the rules that have to be considered for final version of written materials to 17th ECQTG 2011. They are based on the 17th ECQTG template. Accepted papers (full version) will be published in the proceedings. They must follow the rules herein described to guarantee a high quality of Conference proceedings. Each paper requires a brief abstract up to 200 words written with clear language to help readers and Conference attendees. A clear explanation of the main ideas presented, theme, framework, methodologies and findings is essential in this section. The 17th ECQTG is committed to give the proceedings a single, good quality appearance. To achieve this goal, authors must follow the guidelines described here. In essence, you are asked to make the paper look exactly like this document. The best way is to simply edit the content of this template to contain the paper. The organization reserves the right to reject full papers for publication if format guidelines are not adhered to (the programme committee will not re-edit papers), and/or the registration fee has not been paid by July the 1st, 2011.

KEYWORDS

Conferences, Proceedings, Electronic publishing, Templates, Submission rules (up to 5)

1. INTRODUCTION

The proceedings of the 17th ECQTG 2011 will be available in USB stick format. Authors of selected papers may be asked to update their contributions to be published in a book or a journal's special issue after the Conference. All submissions must be made in electronic format.

The basic structure of the paper is composed of Title, Abstract, Keywords, Introduction, Body (Sections, Subsections) Conclusion, Acknowledgements and References. Maps, Figures, Tables and Charts must be inserted in the appropriate place and numbered separately.

2. FORMAT

Documents should be submitted in Portrait A4 format. Defined Page Setup measures are 2 cm for Top, 2 cm for Bottom, 3 cm for Left and 2 cm for Right margins, 0 cm for Gutter and both Header and Footer placed at 1 cm from edge. These parameters apply to all sections.

2.1. Structure

All papers should have a Title, Author's identification, Abstract and Keywords. The paper body comprises all the sections needed to describe the work presented, such as problem statement, methodologies, results, main findings, conclusions, further developments and acknowledgments.

At the end of the paper all the important references must be listed. Contact information of the corresponding or all authors must also be included.

2.2. Title, Subtitle, Author's Names and Keywords

The title, author's names, affiliations, and contact details as well as and keywords run across the full width of the page. Styles should be as follows:

- Title: left justified, one single line using Arial capitals font size 14.
- Author's names: Names are left justified and separated by commas except the last one separated

by and. Please use only two names and one initial (if needed) per author. Last names are capitalized, first names begin with a capital character followed by non capitals and initials are in capitals followed by a dot (.). For author's names use Times New Roman font size 12 Bold.

- For affiliation use Times New Roman font size 11 Italic. All data about the authors is asked to be included here. Please place the "*" symbol after the last name of the author responsible for communication with the organization committee. The full address, office telephone and working email of this author are necessary.
- Keywords: Maximum 5. Section is left justified and begins with the word "Keywords" in capitals, Times New Roman font size 11 Bold, followed by the main topics for paper theme identification. This list must be no longer than two lines using Times New Roman font size 11.

2.3. Body

The paper body always begins with an introductory section named Introduction, ending with a section of Acknowledgments when applicable. The body can be structured around Sections and Subsections. Each of those follows different title types highlighting their hierarchy and relative importance. Please notice that they are numbered.

3. SECTIONS

The title of a section should be in Times New Roman font size 12 bold in all capitals.

3.1. Subsections

The title of subsections should be Times New Roman font size 11 bold italic with only the initial letters capitalized. Words like "the", and "a" are not capitalized. Normal text should be in Times New Roman font size 11.

4. REFERENCES AND CITATIONS

Place references and citations at the end of the document using simple standard rules. Briefly they should consist of a list of items, ordered alphabetically by last name of first author and referenced in the article by the last name of the author(s) and the date of publication in parenthesis.

Note that this document provides examples for referencing entire books (Cliff and Ord, 1981), papers published in conference proceedings (Kalogirou and Katsafados, 2008), journal papers (Winkleby et al., 1992) and book chapters (Bivand, 2010).

5. PARAGRAPHS

Except when using bullets or numbering and for references and author's information (see specific rules below), lines are single spaced and fully justified. Paragraphs have one line after the last line. In the same paragraph each period (.) is followed by a single space.

5.1. Bullets, Numbering, References and Author's information

Text is single spaced and fully justified. In the case of bullets and numbering, paragraphs have a 3 point spacing after, except in what concerns to the last item where the general format is applied (an empty line).

References. The general format of a single empty line after each reference is applied.

5.2. GRAPHIC ELEMENTS

Graphic elements must be inserted at the appropriate point in your text. Four types of graphic elements are considered and should be numbered independently: Maps, Charts, Tables and Figures. Graphic elements may occupy the width of the text area, depending on their size. All graphic elements should be centered horizontally relative to the text.



Figure 1 (or other type of graphic element): Captions and references should be in Times New Roman font size 10, left aligned.

7. LANGUAGE

The written and spoken official language of the Conference is English. Spelling of the whole document is required to avoid mistakes.

8. HEADERS AND FOOTERS

Headers and footers are not allowed. Those are reserved areas for copyright notice and page numbering that will be added during proceedings assemblage.

9. WRITING STYLE

To guarantee the overall quality of the 17th ECQTG 2011 materials, please keep the following suggestions in mind when writing your submission:

- Use a straightforward style, simple sentence structure, common vocabulary and gender neutral pronouns;
- Explain all technical terms, acronyms and specific terms, remembering that the readers may not have a sufficient knowledge of English to understand the full meaning of contextual sentences;
- Avoid all specific local references, inside comments, ambiguous terms and irony that can be misunderstood by the readers and audience.

10. INFORMATIONS

Other complimentary data such as additional administrative information should be included in the accompanying e-mail. Do not include any other elements than the ones here explicitly requested in your submitted material for the proceedings.

If you have any other questions, please contact the 17th ECQTG 2011 Organizing Committee at the e-mail ecqtg11@gisc.gr.

11. ACKNOWLEDGMENTS

Many thanks to our colleagues of the organizing committee of the 14th and the 15th ECTQG conferences: they are the authors of the original form of the present template, which has simply been reproduced here with some style changes.

Besides personal acknowledgments, internal documents and private communications are supposed to be mentioned in this section. Important Internet sites and organizations responsible for its maintenance should also be acknowledged here.

12. REFERENCES

Bivand, R.S. (2010) *Spatial Econometric Functions in R*, in Handbook of Applied Spatial Analysis (Ed.) M. M. Fischer and A. Getis, Berlin: Springer-Verlag, pp. 53 – 71.

Cliff, A.D., and Ord, J.K. (1981) *Spatial processes: models and applications*, London: Pion.

Kalogirou, S., and Katsafados, P., *Climate impacts on human migration*, 48th Congress of the European Regional Science Association, Liverpool, UK, 27 – 31 August 2008.

Winkleby, M. A., Jatulis, D. E., Frank, E., and Fortmann, S. P., 1992, Socioeconomic status and health: how education, income, and occupation contribute to risk factors for cardiovascular disease, *American Journal of Public Health*, **82** (6), pp. 816 – 820.