

# Author Guidelines

## FORMAT YOUR PAPER AS FOLLOWS:

### **Title of paper**

(bold; Arial 14; sentence case; centre on page)

Initials only + surname (Arial 12)

Institute (Arial 12)

City (Arial 12), Country (Arial 12)

e-mail address (Arial 12)

Same info/same style for each additional author

**Abstract** (Bold, Arial 12): An informative summary consisting of a maximum of 500 words.

**Keywords** (Bold, Arial 12): Single words or phrases: sentence case, words separated by a comma, maximum ten words in Arial 12

Main body of paper:

- All text in Arial 12, including headings/subheadings
- Headings/subheadings in bold, Arial 12
- Captions for figures/tables in bold, Arial 10
- Captions for figures/tables to appear above the figure/table

## 1. Introduction

Authors are responsible for the quality of their paper and are kindly requested to observe these guidelines for the preparation and delivery of manuscripts.

Please follow the layout of this document with regard to the format in which your paper should be produced. Additional source material (for example video or sound clips) and hypertext links may be included in the text as the proceedings will be published in digital format only. The paper may therefore also contain colour illustrations and images.

Use a UK SA spell checker.

## 2. Formatting

### 2.1 Page formatting

Arial 12 should be used for all text, including headings and subheadings. All headings and subheadings should be in bold. The only exception is the title of the paper, which should be in Arial 14 (bold) and centred. Within the main body of the paper, a maximum of **three** levels of

subheadings may be used (for example, 2.1.6). Use bullets, letters or numerals to indicate smaller divisions.

**Sentence case MUST be used in the titles of all headings and sub-headings, that is, no capitalisation in a heading except for proper names.**

The top, left, bottom and right margins should be 2.0 cm and in A4 size portrait. Full justification (left and right) should be used.

NO page numbering.

The final document is to be uploaded in MS Word format.

Maximum length: 5,000 words.

## **2.2 Paragraphs**

A new paragraph is created by adding a double [Enter] - thus no indentation. Add only ONE space at the end of a sentence (after a full stop) and the next sentence of the same paragraph.

## **2.3 Tables and figures**

Tables and figures should be numbered sequentially but separately (Table 7; Figure 3) and placed close to the point where they are referred to within the text. Justify and format a table or figure caption as in the following example (**bold; Arial 10; left justified**). Captions should appear above a particular table or figure.

**Table 1: Different evaluation tools (bold; Arial 10; left justified)**


Captions should be clear and simple, although sufficient information should be provided for the table or figure to be understood without further reference to the text.

## **3. Reference style**

### **3.1 Referencing within the text**

Only references referred to or cited are to be included in the list of references at the end of the paper. Use the Harvard Referencing Style to refer to the work of other authors. Include only the author's surname, publication date and page numbers in round brackets. In cases of multiple publications of the same author in the same year, add a letter after the date (see the example below).

The exact page number(s) of a source should be provided. Omit page numbers for documents in electronic format.

Examples:

Johnson (2002a:13-14) is of the opinion...

Johnson (2002b:33) is of the opinion...

Different variations of the same pattern were developed (Davis, 2004:10).

Various authors discussed this matter (Oliver, 2001:12; Smith 2000:14-18).

### **3.2 List of references**

References should appear in ONE alphabetical order by author or corporate author or by title if anonymous. Use sentence case for titles of books and article (not journal) titles and title case for the titles of journals. Please follow these examples (contact Pieter at vanbrakelp@gmail.com to discuss examples not included in the list):

#### **Books:**

Rosen, A. 1997. *Looking into intranets and the Internet: advice for managers*. New York: American Management Association.

#### **Paper-based journals:**

Raybould, B. 1995. Performance support engineering: an emerging development methodology for enabling organizational learning. *Performance Improvement Quarterly*, 8(1):7-22.

#### **Electronic journals:**

mith, A. 2012. An evaluation of Web development tools. *South African Journal of Information Management*, 14(4). Available <http://www.sajim.co.za> (accessed 16 July 2005).

#### **Conferences:**

Cullen, R. 1998. Does performance measurement improve organizational effectiveness? A post-modern analysis. In: *Proceedings of the 2nd Northumbria International Conference on Performance Measurement*, September 1997. London: Newcastle-upon-Tyne: 22-56.

If the same conference was consulted in digital format:

Cullen, R. 1998. Does performance measurement improve organisational effectiveness? A post-modern analysis. In: *Proceedings of the 2nd Northumbria International Conference on Performance Measurement*, September 1997. London: Newcastle-upon-Tyne. Available <http://www.nut.ac.uk/paper1> (accessed 29 November 2004).

### **General Web-based documents:**

White paper on portals.[n.d.]. Available <http://www.rasdf.com/documents> (accessed 23 August 2001).

Emtage, A., Heelan, B. and Rodgers, R.P.C. 2004.Publishing a multimedia journal via the Web. Available <http://www.nrf.ac.za> (accessed 16 March 2002).

#### **4. Acknowledgements**

Acknowledgements (if any) to be added in an unnumbered section following the **List of references**. It should acknowledge sources and individuals whose support, information or work has contributed to the content, or assisted the development of the paper.