

# Titles of Papers: This is How to Format and Capitalise Them Using Bold Arial 16pt

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## 1. Introduction

The purpose of providing these notes is to standardise the format of short discussion papers (benchmark data/problem) *and* overview presentations submitted to MPA10. These notes are reworked from author guidelines for the extended abstracts for GIScience 2010, Geocomputation 2007, GISRUK 2007 and Geomorphometry 2009 conferences.

The page size must be A4 (not US Letter) and the margins must be 2.5 cm (top and bottom) and 3.1 cm (left and right) respectively.

Each section of the paper (except the *Acknowledgements* and *References* sections) should be numbered, as shown in this example. The section heading should be left-aligned with bold Arial 14pt.

The main text is set in Times New Roman 12pt. The main text should just be justified, as in this example. The first line of the first paragraph in each section, the first line of the first paragraph on each page, the first line after a figure and the first line after a table should *not* be indented. The rest of the paragraphs should be indented by 0.5 cm, as in this example.

Submissions should be written in English. Authors should keep to the limit of **1500 words**. Submissions which fail to follow the specified format and prescribed length will not be considered for inclusion.

### 1.1 Sub-sections and Their Formatting

Sub-sections should be numbered as shown in this example. The sub-section heading should be left-aligned with bold Arial 12pt. The use of sub-sub-sections is discouraged.

## 2. Equations, Figures and Tables

### 2.1 Equations

Equations should be centred on the page and numbered consecutively in the right-hand margin as (1), (2), etc. They should be referred to in the text as follows: “Equation 1 is applied to compute ...” or “Weighted correlation coefficient (2) is used for ...”.

### 2.2 Figures

Figures should be presented at relevant locations in the text and not at the end of the paper. They should be referred to in the text as Figure 1, Figure 2, etc. The figure caption is **centred** and **placed below** the figure. As can be seen from Figure 1, figures are centred on the page. Figure captions should be ended with a full stop.



# University of Zurich

Figure 1. The logo of the University of Zurich.

Note how this line is not indented, since it follows a figure. Colour figures are acceptable, however, as printed versions will be black and white, so authors should ensure that figures will reproduce sufficiently well in black and white. The authors should also ensure that the figures are of a minimal sufficient quality: 200 dpi for photographic images and 300 dpi for line drawings.

## 2.3 Tables

Tables should be in the style shown below and should be referred to in the text as Table 1, Table 2, etc. The table caption is **centred** and **placed above** the table. The lines at the top and the bottom end of the table are 1pt, the line separating the header from the body of the table is 0.5pt. Like figures, tables are centred on the page (see Table 1).

Table 1. Venues of GIScience conferences 2000–2010.

Year	Location	Country
2000	Savannah	USA
2002	Boulder	USA
2004	Adelphi	USA
2006	Muenster	Germany
2008	Park City	USA
2010	Zurich	Switzerland

Please make sure that there is not too much whitespace in your paper by suitable placement of figures, tables and text. Note also how the first line of this paragraph is not indented since it is the first after a table.

## 3. References and Citations

A list of references cited must be provided at the end of the paper. Citations of these within the text should be given as follows. There are several good papers in this area (Authority 1973, Learned and Expert 1982), although the work by Fudgit et al. (1997) is an exception. Note that “et al.” is not italicised. There is no need for a comma between author(s) and year, and a citation with page number should be made as in Learned and Expert (1982: 121).

The reference list should be formatted as in the example below, using 10pt Times New Roman, justification and 1 cm hanging paragraphs for each reference. Do *not* use abbreviations of journal titles.

## 4. File Format and Submission

Submissions should be sent as PDFs to [patrick.laube@geo.uzh.ch](mailto:patrick.laube@geo.uzh.ch).

## **Acknowledgements** (note that this heading has no number)

Acknowledgement should be made of any funding bodies who have supported the work reported in the paper, of those who have given permission for their work to be reproduced, or of individuals whose particular assistance is due recognition.

## **References** (note that this heading has no number)

Authority F, 1973, Stating the obvious: An interdisciplinary approach. *Journal of Entirely Predictable Results*, 63(2):1037–1068.

Fudgit B, Publish HWP and Writer AB, 1997, *Looming deadlines and how to deal with them*. Partridge & Co, Norwich, UK.

Learned C and Expert M, 1982, Reworking previous publications for fun and profit. In: Doctor K and Professor B (eds), *Proceedings of the 2<sup>nd</sup> International Conference on Something You Thought Was Relevant But Isn't Really*, Los Angeles, USA, 120–149.

GIScience, 2010, GIScience 2010: Sixth international conference on Geographic Information Science, <http://www.giscience2010.org>.