

## Submission Guidelines ICOIS 2013

The actual formatting according to the Springer guidelines will follow *after* the conference. At this point, we only provide some rough guidelines. Feel free to adapt them as long as you keep your paper well and consistently structured.

### Submission

- Submit your paper in \*.doc format. The manuscript should additionally be submitted as pdf file with all the fonts embedded, especially if text or figures contain special characters or unusual fonts.
- Use a single **main font** for the entire text. We recommend *Times Roman, 12 pt.*
- For **special characters**, please use *Symbol* or *Arial Unicode*.

### Structure and Headings

Please use the decimal system of headings with no more than three levels. Additional levels of headings should be unnumbered.

- Title, Abstract, Key words, Authors (incl. e-mail address and affiliation)
  - 1. Section
    - 1.1 Subsection
      - 1.1.1 Sub-Subsection
- Appendix
- Acknowledgement
- References

### References

#### Reference Citations

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list (SpringerSocPsychAuthorDate.ens).

References may be cited in the text as:

- Author name/s and year of publication in parentheses:
  - one author: (Miller 1991),
  - two authors: (Miller and Smith 1994),
  - three authors or more: (Miller et al. 1995);

#### Bibliography Style

##### Journal article

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213–245.

##### Journal article only by DOI

Kreger, M., Brindis, C.D., Manuel, D.M., & Sassoubre, L. (2007). Lessons learned in systems change initiatives: benchmarks and indicators. *American Journal of Community Psychology*. doi:10.1007/s10464-007-9108-14.

##### Book

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

##### Book chapter

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.

##### Online document (no DOI available)

Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. [http://www.psych.org/edu/other\\_res/lib\\_archives/archives/200604.pdf](http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf). Accessed 25 June 2007.