



Faculty of Informatics & Communication

GUIDELINE FOR AUTHORS

ITiRA 2003

ITiRA 2003 will be the 5th conference to be hosted by the Faculty of Informatics & Communication featuring the use of Information Technology in Regional Areas.

The ITiRA 2003 Conference explores strategies that link ICT enhanced economic, social and cultural development efforts with emerging opportunities in such areas as electronic commerce, community and civic networks, telecentres, electronic democracy, on-line participation, self-help and virtual health communities, advocacy, cultural enhancement and others.

Papers will be accepted into two categories:

- Refereed (including case studies provided they meet the criteria for research)
- Non Refereed (including case studies)

For refereed papers, the focus is on research and all issues related to research. Papers can be 'works in progress' and case studies (provided they meet the definition of research). Research and experimental development comprises:

- creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humanity, culture and society, and the use of this stock of knowledge to devise new applications.
- any activity classified as research is characterised by originality; it should have investigation as a primary objective and should have the potential to produce results that are sufficiently general for humanity's stock of knowledge (theoretical and/or practical) to be recognisably increased.

Research includes pure basic research, strategic basic research, applied research and experimental development

TRACKS

- Community Informatics
- IT for Developing Countries

- Indigenous Voices on IT for Indigenous Peoples
- IT for Regional Culture, Media and the Arts
- IT for Regional Education and Training
- e-Democracy
- IT for Regional Health
- IT for Regional Industry and e-Commerce
- IT for Tourism in Regional Areas
- IT for Social Marketing in Regional Areas

TIMELINES

Case Studies & Non Refereed Papers

Submission of case studies & non-refereed papers: 20 September 2003

Notification of Changes: 30 September 2003

Final print-ready papers due: 15 October 2003

Refereed Papers

Deadline for submission of full papers: Closed

SUBMITTING PAPERS FOR REVIEW

Papers should be double spaced, with ample margins and bear the title of the contribution. Please ensure that manuscripts are fully anonymous, and identifying information is removed from the text in headers and footers. Paper title, name(s) of author(s) and for the case of multiple authors the contact person should be included on a separate Title page.

Papers should be sent electronically to the Conference Secretary, at enquiries-itira2003@cqu.edu.au. Please send files in Microsoft Word (.doc) or Rich Text Format (.rtf).

Each manuscript will be peer reviewed and, when appropriate, also reviewed by an Advisory Editor.

GENERAL GUIDELINES AND FORMAT

Attention to matters of style can save considerable time in the editing process. We request all writers to adhere to this format when the papers are submitted. Please note the referencing style used by the Faculty of Informatics & Communication and the requirement for non-sexist language. Please ensure your original submission includes an Abstract, author contact details and biographical notes on contributors (ensure all the authors are included).

Deadline

The deadline for final paper submissions for case studies and non refereed papers is 20 September. The deadline for the return of final papers for the refereed section is 15 October.

Paper length

Typically, papers should be in the range of 10 - 20 pages (fully double-spaced lines, 12-point font, A4 size). The length should not exceed 5000 words.

Margins

Side margins are to be 3.0 cm with 2.5 cm top and bottom.

Page numbers

Do not show page numbers.

Typeface

Use 12-point Times Roman type for the text. Do not underline any general text or headings.

Line spacing and justification

Use full double-line spacing, with a (blank) line after paragraphs. All body text should be left justified only.

Title page

The title should be in 12-point **BOLD CAPITALS** and centred but not underlined. It should be followed by a single (blank) line space. Author details should follow in normal, 12-point type. These details should be centred, with the author name(s) on one line, the organization(s) on the next line, and the relevant country on the line after that.

The contact name for the authors should appear in normal text at the bottom-left of the title page. These should be in the following sequence for each author: surname, title, firstname; organization; mail address; E-mail address. The name of the track for which the paper has been submitted should appear following the contact name.

First page (body of text)

The title of the paper should be in 12-point **BOLD CAPITALS** and centred but not underlined. It should be followed by two (blank) line spaces and then by the abstract. No author names should appear here (this is required to keep the anonymity of authors during the refereeing process - author names and details will appear in the published version).

Abstract

Show the heading **ABSTRACT** in 12-point **BOLD CAPITALS**, centred but not underlined. This heading should be followed by a single (blank) line space and an abstract of not more than 100 words which is indented 1 cm left and right. The abstract should be followed by two (blank) line spaces and then the first heading of the paper contents.

Main heading

Use 12-point **BOLD CAPITALS**, flush left, followed by a blank line space (do not underline or number headings).

Subheadings

For first-level subheadings use 12-point bold type, flush left with **Initial capital** only,

followed by a line space. For second-level subheadings use 12-point, bold, italic type, flush left with ***Initial capital*** only, followed by a line space. Do not underline or number headings.

Table and figures

Include tables and figures in the body of the paper, not at the end. Graphics should be supplied in a standard graphics format along with the paper. Titles of tables, graphs, etc. should appear underneath in *12-point italic* using the format: *Figure 1. Title for the figure.*

References

Examples of referencing

Journal article, one author

Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48 (1): 674-576.

References to books - one author

Shaller, G. B. (1993). *The last panda*. University of Chicago Press: Chicago.

Reference to chapter in an edited book

Ladd, G. W., & Coleman, C. C. (1993). Young children's peer relationships: Forms, features, and functions. In B. Spodek (Ed.), *Handbook of research on the education of young children* (pp. 57-76). Great Books: Ames, Iowa.

Article on the Web

Schrage, M. (1998). *Technology, Silver Bullets and Big Lies: Musings on the Information Age with author Michael Schrage*, *Educom Review*, 33 (1). Retrieved January 26, 2000, from <http://www.educause.edu/pub/er/review/reviewArticles/33132.html>

Document from a university or department Web site

Mercot, S., & Bridges, N. B. (2000). *Technology gone wild? The search for meaning in cyberspace*. Retrieved June 15, 2002 from Pardee University, Center for Media Research Web site: <http://www.pardee.edu/CMR/papers/Mercot1200.htm>

Web document, no author identified, no date

Evaluative statements from students using TEM software. (n.d.). Retrieved August 23, 2001 from <http://www.contech.edu/pmi/studevalsTEM2.html>

References in the text

References in the text should give the author's name and year of publication (with page numbers if necessary) in the following style:

The analytic approach adopted here is similar to that used by Morris Zapp (1978, 1983) which, as David Lodge (1984, p. 5) observes, assumes that 'every decoding is another encoding'. Similar approaches have been refined by other scholars working in the parodic tradition (see, for example, Bradbury 1987, 1991, Mensonge 1981, 1984).

Please observe the following conventions:

- Do not use 'ibid.' (and the like) when repeating references;
- Multiple references within parentheses should be divided by a comma, not a semicolon, and there should be no use of 'and' within such multiple references;
- Single quotation marks ('...') should be used rather than double ("...") except for quotes within quotes.

Footnotes and Endnotes

Footnotes should be avoided. If necessary (as in some forms of historical referencing), numbered endnotes can be used to elaborate matters which may be difficult to present in the journal's reference style. These should be kept to a minimum.

Spelling

Please use Australian English. For example, globalisation, organisation, focused, counselling.

Tables, figures, diagrams and illustrations

It would be appreciated if graphics could be supplied as JPG, TIF or PDF files. The image must be legible when reduced to 130mm wide.

Acknowledgements

Any acknowledgements authors wish to make should be included in a separate section at the end of the manuscript. Please do not incorporate these into the biographical notes on contributors.

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