

# **Author Guidelines for Full length Paper**

## **English language**

### **Ethics**

1. The submitted papers should not have been previously published or are not under consideration for publication elsewhere.
2. For multi-author papers, the corresponding author must affirm that all of the authors read and approved the manuscript.
3. A Declaration of Authenticity form (obtainable from the conference committee) is to be signed by the author(s).

### **Abstract**

- 1- Abstract on a separate file , with the paper title, in 14-point Times, boldface type.
- 2- Title of the paper in the center of top edge of the page in font 14 -point Times New Roman, boldface type.
- 3- The author name(s), affiliation(s), and e-mail address, contact numbers, twitter-facebook, city, country, in the center of top edge of the page under the title of the abstract and should be typed in plain capital letters, in font 12- point Times New Roman.
- 4- Leave two blank lines spaces between the author name(s) and the word “abstract”.
- 5- The word ABSTRACT as a heading flush left, font 14- point Times New Roman, boldface type.
- 6- The rest of the text should be in font 12-point Simplified Arabic, single Times New Roman and single - spaced.
- 7- The Abstract should be followed –in a separate line- by up to 10 words of “KEYWORDS” in font 12-point, Times New Roman, single – spaced.

### **General**

1. Manuscript may be submitted in Arabic, English or French.
2. The text must be typewritten, 1.5 line spacing -except the abstract.
3. Subsequent Final version of the paper should be submitted in electronic IBM PC format using WINWORD, Times New Romans font, size 12, in all parts of the paper.
4. The Margins in all pages are 3cm from the top and bottom, and 2.5cm from the left and right. Text should be justified to the left and right margins.
5. Only the abstract, the acknowledgment, the list of references, and the list of symbols (if applicable) are to be single line spacing. Other sessions are to be 1.5 line spacing.
6. Each paper should start with Abstract and end with Conclusions with the main body of the paper arranged in between. Acknowledgment, if applied, must be placed before references. List of symbols and Appendixes are to be placed after the references.

### **Main Title & Author Name(s) and affiliation(s)**

- a. Center the title 3cm from the top edge of the first page. It should be capitalized and in Times 14-points, boldface type
- b. The author name(s) and affiliation(s) should be typed in plain capital letters, size 12, and are to be centered beneath the title after two blank lines below it.
- c. Another 2 line spaces are to be provided between the author name(s) and the title of the abstract.

### **Abstract**

English Abstract should be provided at the beginning of the paper before the Introduction following the same guidelines mentioned above.

### **Headings:**

- Major headings are to be boldface, all capital letters flush left with Arabic numerals, with one blank line before and after (for example, **1. INTRODUCTION**).
- Second level headings are to be boldface, initial capital and flush left (for example **2.2 Case Study and Analysis**).
- Third level headings are to be boldface, with only the first letter of the heading capital and flush left (for example, **3.2.2 Hypermedia systems**).

### **References**

- In the text refer to author's last name and year of publication, i.e. Amin (1999). For two authors refer to both last names, i.e. Amin and Elkadi (1995). For more than two authors, refer to the last name of the first author followed by et al and the year of publication (i.e. Dimes et al (1998)).
- The list of references should be arranged alphabetically by author's last.

### **Figures, Tables and Illustrations**

- Figures, Tables and photographs must be integrated within the text and must be provided in a camera-ready form, suitable for reproduction.
- Captions should be located under figure/ table. They should be distinguished from the text. They should start with the word Fig or Table in plain text followed by the number (**e.g. Fig. 1**)
- Figures and tables are referred to in the text by their number (e.g. not in parenthesis)