

# FOSS4G2008 Author Guidelines (Times New Roman, 16pt, Bold, Center)

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## Abstract

*Abstract of the paper, 500 to 600 words. Use Times New Roman, 12pt, Italics. with line spacing of at least 18pt. Indent the first line of the paragraph with 0.5 cm (2 spaces). Justify the text in a paragraph on the left and right hand side. Separate sections with a single line.*

## 1. Introduction

The Guide for Authors and Presenters is intended to share with you some suggestions and to provide you with important information as you develop your paper and presentation for the conference. We encourage you to read and adhere to the suggestions and instructions. This will facilitate the presentations during the conference, and ensure consistency in appearance of published documents.

If you have any questions regarding your paper, presentation or the technical program please contact Serena Coetzee ([scoetzee@cs.up.ac.za](mailto:scoetzee@cs.up.ac.za)) for the academic track (peer-review) and Inge Netterberg ([inge.netterberg@gmail.com](mailto:inge.netterberg@gmail.com)) for all other tracks.

## 2. Copyright and Disclosure

### 2.1 Copyright

Authors who submit to this conference agree to the following terms:

a) Authors retain copyright over their work, while allowing the conference to place this unpublished work under a Creative Commons Attribution License, which allows others to freely access, use, and share the work, with an acknowledgment of the work's authorship and its initial presentation at this conference.

b) Authors are able to waive the terms of the CC license and enter into separate, additional contractual arrangements for the non-exclusive distribution and subsequent publication of this work (e.g., publish a revised version in a journal, post it to an institutional repository or publish it in a book), with an acknowledgment of its initial presentation at this conference.

c) In addition, authors are encouraged to post and share their work online (e.g., in institutional repositories or on their website) at any point before and after the conference.

## 2.2 Disclosure

As a condition of acceptance authors understand that all materials presented at FOSS4G2008 are a contribution to information sharing and knowledge exchange in the area of geo-information. Your submission of a paper and presentation for the conference implies that you and/or the organization you represent are granting permission to FOSS4G, to publish and distribute these materials on CD-ROM to conference attendees, and also publish on the FOSS4G2008 web site for public access and use.

If the submission must be cleared or approved by your institution, company or government agency before publication, the author(s) should ensure that they have the necessary permission in writing to the effect that the information described in the abstract, paper, poster and/or workshop can be made public on CD-ROM or published on the internet by FOSS4G, and that the paper can be presented at FOSS4G2008. The organizers do not require that copyright be transferred to them. Author(s) and/or their organizations retain(s) the right to reuse the work in whole or in part, and neither OSGeo nor GISSA controls the commercial use of material that is published. However, *conference organizers will assume that all submissions have been duly cleared by the author(s), that the author(s) have permission to disclose information contained in the submission, and that the author(s) understand(s) that the information so submitted will be made public.*

## 3. Disclaimer

*Electronic versions of all presentations (keynote addresses, technical papers, posters, and synopses of workshops) will be published “as is” on CD-ROM and on the web. All documents submitted must, at least, be viewable without any restrictions (e.g., password protection). The organisers assume no responsibility whatsoever for reviewing, editing, formatting, nor for checking spelling nor grammar.*

Authors assume full responsibility for factual accuracy for materials submitted.

## 4. How to submit an abstract

When you as the author are ready to submit your abstract for workshops/labs, peer-review papers and/or normal papers you will need to visit the [www.foss4g2008.org](http://www.foss4g2008.org) website, and select *Proposal Submission*.

This will take you to a login page, where you can enter your existing account information, or if you are new to the site, register for a user account before you can proceed. **NOTE:** To submit an abstract, you will need to be logged in as an Author: *From the User Home page, under Roles, select Authors. If you do not have a role of Author available then go to the “my profile” link and check the Author checkbox. You will then have an Author role under the User Home page.*

You will then be taken through a step by step process to submit your abstract.

Please make sure that you select the correct track for your presentation. The choices are Workshop/Lab, Academic Paper (i.e. peer-review) or Presentation.

After your submission you will be able to monitor how far through the process of review your

submission has progressed via the website.

Presenters are expected to upload a digital copy of their presentation materials (slide shows, papers, etc) to the conference web site prior to the conference. You can do this by adding Supplementary Files to your submission at a later stage.

## 5. Author registration

All conference participants, including speakers, are required to register for the conference. Authors must ensure that they are duly registered for the conference. If the paper is co-authored at least one of the authors must attend the conference to present it. Papers will not be formally and finally accepted for inclusion in the conference proceedings until the receipt of both the full paper and the registration fee (or participation) is confirmed.

## 6. Paper formatting guidelines (Times New Roman, 14pt, Bold)

### 6.1 General (Times New Roman, 12pt, Bold)

Refer to the table below for an overview. The rest of this section illustrates the formatting.

Table 1. Formatting summary

Item	Description
Page size	A4 Portrait
Margins	All margins 2 cm
Page numbers	Unnumbered
Footer / Headers	None
Title	Times New Roman, 16pt, Bold, Center - followed by a single blank line
Author and co-authors	Times New Roman, 12pt, Center - author and co-author names in one line, the presenting author should be underlined, followed by a single blank line.
Author affiliations	Times New Roman, 12pt, Center – each author’s full affiliation (i.e. company / organization), full contact details of the corresponding author only, followed by two blank lines.
Abstract	Times New Roman, 12pt, Italics, with line spacing of at least 18pt. Indent the first line of the paragraph with 0.5 cm (2 spaces). Justify the text in a paragraph on the left and right hand side. Separate sections with a single line. 500 – 600 words
Headings and numbering	Times New Roman, 14pt, Bold, left-justified, in proper case, one blank line above.
Sub-headings	Times New Roman, 12pt, Bold, left-justified, in proper case. One blank line above.

Although you do not need to submit your paper in hardcopy, please make sure that your paper file is printable and the printout looks fine, before you submit the file.

## 6.2 Body Text (Times New Roman, 12pt, Bold)

Body Text should be Times New Roman, 12pt, with line spacing of at least 18pt. Indent the first line of the paragraph with 0.5 cm (2 spaces). Justify the text in a paragraph on the left and right hand side. Separate sections with a single line.

## 6.3 Symbols and units (Times New Roman, 12pt, Bold)

SI units shall be used.

## 6.4 Equations (Times New Roman, 12pt, Bold)

Equations should be numbered in square brackets e.g. [1] consecutively through the text. The equation should be indented by 2cm, with the equation number on the right. The Equation Editor or function should be used.



## 6.5 Figures, photographs and illustrations (Times New Roman, 12pt, Bold)

Figures shall be numbered consecutively with a brief caption. The figure caption should be in Times New Roman, 12pt, below the figure, centered, and *not* in bold. The figure, photograph or illustration should also be centered. Authors are encouraged to make use of color in all graphics, figures and photographs. The figure shall be located in the document, as close as practicable to the first reference to it. Refer to the example below.



Figure 1. Picture from ISO Website (Times New Roman, 12pt, Center)

## 6.6 Tables (Times New Roman, 12pt, Bold)

Tables should be numbered consecutively and should have a caption. The table caption should be in Times New Roman, 12pt, positioned above the table, centered, and *not* in bold. Text inside the table should preferably be Times New Roman, 10pt. Each table shall be located in the document, as close as

practicable to the first reference to it. Refer to the example below.

Table 2. Important Dates (Times New Roman, 12pt, Bold, Center)

Date	Description
12 May 2008	Submission of abstracts
17 June 2008	Notification of acceptance of abstracts
18 August 2008	Submission presentation / papers for the proceedings
29 September – 3 October 2008	FOSS4G2008 Conference

### 6.7 References (Times New Roman, 12pt, Bold)

For references use Times New Roman, 11pt, first line hanging by 0.5 cm. Use the Harvard style for referencing: [http://www.usq.edu.au/library/help/ehelp/ref\\_guides/harvardonline.htm](http://www.usq.edu.au/library/help/ehelp/ref_guides/harvardonline.htm). References should be listed in alphabetical order and presented as shown in the examples at the end of this document.

References should be indicated in the text in brackets with the last name of the first author and year of publication as in: (Riecken et al, 2003). Ensure that all hyperlinks are valid at the time of submitting the paper.

### References (Times New Roman, 14pt, Bold)

#### Book

Author Year, *Book Title*, Edition (if any), Publisher, Place of publication.

Example:

Czinkota, MR and Ronkainen AI, 2004, *International marketing*, 7th edition, Thomson/South-Western, Mason, Ohio.

#### Chapter in Book

Author Year, 'Chapter' Edition (if any) in Editors *Book Title* Publisher, Place of publication.

Example:

North, D 1980, 'Energy use at home', in S Scott, and N Peel (eds.), *Energy conservation*, Academic Press, London.

#### Journal article on the WWW

Author Year, 'Article title', *Journal Title*, volume, issue, viewed Day Month Year, <URL>.

Example:

Griffith, AI 1995, 'Coordinating family and school: mothering for schooling', *Education Policy Analysis*

*Archives*, vol. 3, no. 1, viewed 12 February 1997, <<http://olam.ed.asu.edu/epaa/>>.

### **Full-text journal article**

Author Year, 'Article title', *Journal Title*, volume, issue, pages.

Example:

Rasid, ZM & Parish, TS 1998, 'The effects of two types of relaxation training on students' levels of anxiety', *Adolescence*, vol. 33, no. 129, pp. 99-110.

### **Newspaper article in electronic database**

Author Year, 'Article title', *Newspaper Title*, Day Month, page number (if given), viewed Day Month Year, Name of database, item number (if given).

Example:

Pianin, E 2001, 'As coal's fortunes climb, mountains tremble in W.Va; energy policy is transforming lives', *The Washington Post*, 25 February, p. A03, viewed 8 March 2001, Electric Library Australasia.

### **Newspaper article on the WWW**

Author Year, 'Article title', *Newspaper Title*, Day Month, page number (if given), viewed Day Month Year, <URL>.

Example:

Cleary, P & Lewis, S 2001, 'It's the end of a long boom', *The Australian Financial Review*, 8 March, viewed 8 March 2001, <<http://afr.com/australia/2001/03/08/FFXIM9PU0KC.html>>.

### **Personal email**

In-text references to emails are dealt with in the same way as in-text references to other types of personal communication and in general, it is not necessary to provide further details. If there are occasions where readers will be keen to pursue the subject, the email address can be provided in the reference list.

Please note: Email addresses should never be cited without the permission of the owner of the address.

Sender's name followed by year of posting, email, Day and Month of posting, <email address>.

Example:

Davis, A 2002, email, 24 April, <davis@unitc.edu.au>.

### **Web document**

Author/editor or compiler Year of the most recent version, *Title*, version number (if applicable), description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>.

Examples:

Anderson, J (Minister for Transport and Regional Services) 2000, *CASA approves avgas contamination test*,

media release, 23 January, Department of Transport and Regional Services, Canberra, viewed 7 February 2000, <[http://www.dotrs.gov.au/media/anders/archive/2000/jan\\_00/al6\\_2000.htm](http://www.dotrs.gov.au/media/anders/archive/2000/jan_00/al6_2000.htm)>.

### **Web document (no author)**

*Title* Year, version number (if applicable), description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>.

Example:

*Educating America for the 21st century: developing a strategic plan for educational leadership by Columbia University 1993-2000(initial workshop draft)* 1994, draft workshop report, Institute for Learning technologies, Columbia University, viewed 16 May 1995, <[http://ariel.adgrp.com/~ghb/trips/940717\\_ICT/policy/ILT/EdPlan.html](http://ariel.adgrp.com/~ghb/trips/940717_ICT/policy/ILT/EdPlan.html)>.

### **Web document (no publication date)**

Author n.d., *Title*, version number (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location or just main site details>.

Example:

Sherman, C n.d., *The invisible web*, Free Pint Limited, UK, viewed 27 November 2000, <<http://www.freepint.co.uk/issues/080600.htm#feature>>.

### **Web site**

Author (the person or organisation responsible for the site) Year (that the site was created or last revised), name and place of the sponsor of the source, viewed Day Month Year, <URL>.

Example:

The Body Shop Australia 2003, The Body Shop Australia, Mulgrave, Victoria, viewed 31 January 2003, <<http://www.thebodyshop.com.au/>>.