



Formatting instructions for final papers for publication

Authors are kindly requested to submit their final papers in Word format so that they can be copy-edited by TERENA staff members and the programme committee. You may upload a different format to the conference programme on CORE and submit the Word version as an email attachment to horvath@terena.org.

This document illustrates the correct format and layout for papers submitted to the TERENA Networking Conference 2009 Publications. A4 paper format and UK English should be used. The paper should be submitted electronically in Word format.

TITLE: EXAMPLE PAPER FOR THE TERENA NETWORKING CONFERENCE 2009 PUBLICATIONS

Gyöngyi Horváth

TERENA Secretariat, Singel 468 D, 1017 AW, Amsterdam, Netherlands
e-mail: horvath@terena.org

Abstract

Abstracts should contain no more than 250 words, and presented in Times New Roman in 10pt. Follow the description for structured abstracts below. Write concisely and clearly. The abstract should reflect only what appears in the original paper.

Keywords

4 or 5 keywords should be included

1. Headings

Headings should be numbered as illustrated, and presented in **bold** Times New Roman at 14pt.

1.1 Second level headings

Second level section headings should be 12pt **bold** Times New Roman numbered as shown.

1.1.1 Third level heading - Normal text

The main text of the paper should be presented in 10pt Times New Roman single line spaced with full justification. The language of the conference is United Kingdom (Oxford) English. The paper should be presented in single column, one side format. Any images or tables should be included in the document at the position the author wishes them to appear. They should be centred with respect to the text and provided with a numbered caption. Images should be monochrome. Caption text should be below the image or table in Times New Roman 10pt.

Figure 1 Some shapes.

References

- [1] D.B. Johnson, C. Perkins, J. Arkko: “Mobility Support in IPv6”, IETF Internet Draft, Rel. 24, 26 Jul. 2003, work in progress.
- [2] T.C. Schmidt, M. Wählisch, H.L. Cycon, M. Palkow: “Global Serverless Videoconferencing over IP”, Future Generation Computer Systems 19, pp. 219 - 227, Amsterdam, 2003.
- [3] H.L. Cycon, M. Palkow, T.C. Schmidt, M. Wählisch, D. Marpe: “A Fast Wavelet-based Video Codec and its Application in an IP Version 6-ready Serverless Videoconferencing System”, in J.P.Lee et. Al.: “Wavelet Analysis and its Applications”, Vol 2, 2003.

Biographies

Authors biographies should be presented in Times New Roman in 10pt, single line spaced with full justification. Each biography should be a maximum of 100 words and in separate paragraphs.

To assist us in publishing your work

In order to provide faster and more accurate processing of your manuscripts through the editorial, review and publishing process, we ask that you:

- carefully read the author guidelines of the journal to which you submit your work
- carefully check for spelling, grammar and syntax
- ensure that your references are carefully and accurately cited in Harvard style (name, date)
- ensure that the work is original and free from copyright encumbrances
- promptly address any revisions as specified by editors and reviewers
- submit your manuscript in the format specified by the editor or in the author guidelines
- complete, sign and return the Journal Article Record (JAR) form and include any authorization for the inclusion of copyright materials in your article
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Please ensure that all sections of the Journal Article Record form, particularly author contact details, are completed as fully, accurately and legibly as possible. Please find JAR form at:

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Instructions for writing a structured abstract for TERENA

Paper type

Please choose a category for your paper:

Pick the category, which most closely describes your paper. We understand that some papers can fit into more than one category but it is necessary to assign your paper to one of the categories - these are listed and will be searchable within the database.

Research paper

This category covers papers, which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.

Viewpoint

Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces.

Technical paper

Describes and evaluates technical products, processes or services.

Conceptual paper

These papers will not be based on research but will develop and test hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking.

Case study

Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category.

Literature review

It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views.

General review

This category covers those papers, which provide an overview or historical examination of some concept, technique or phenomena. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive.

Advice to authors for selecting keywords

Supply up to six keywords for tagging the paper when archived in the database. Researchers will be more likely to retrieve the paper when conducting a keyword search of our database if the paper is suitably tagged. Pick keywords that reflect the specificity of the paper. Avoid overarching terms like "Management" unless the paper discusses the topic with such a wide focus. Use the most common term for a concept. Do not make up new terms for an old concept. Try to think broadly: if the paper discusses performance appraisal in an electronics factory it may be worthwhile supplying the industry as a keyword. If an activity/research takes place in a particular country then supply the country's name as a keyword.

Writing the abstract

To produce a structured abstract for TERENA, please complete the following fields about your paper. There are four fields which are obligatory (Purpose, Design, Findings and Value); the other two (Research limitations/implications and Practical implications) may be omitted if they are not applicable to your paper.

<i>Purpose of this paper</i>	What are the reason(s) for writing the paper or the aims of the research?
<i>Design/methodology/approach</i>	How are the objectives achieved? Include the main method(s) used for the research. What is the approach to the topic and what is the theoretical or subject scope of the paper?
<i>Findings</i>	What was found in the course of the work? This will refer to analysis, discussion, or results.
<i>Research limitations/implications (if applicable)</i>	If research is reported on in the paper this section must be completed and should include suggestions for future research and any identified limitations in the research process.
<i>Practical implications (if applicable)</i>	What outcomes and implications for practice, applications and consequences are identified? Not all papers will have practical implications but most will. What changes to practice should be made as a result of this research/paper?
<i>What is original/value of paper</i>	What is new in the paper? State the value of the paper and to whom.