Guidelines for PEPE 2008 conference proceedings

General

Presenters of research or practice papers are invited to submit their full paper for peer-review and inclusion in the conference proceedings. Successful papers will be made available online after the conference. The final date for submission of papers for the proceedings is 29th February 2008.

Full papers should be of no more than 5000 words in length (including everything from the title to the references) with an abstract of 150 words maximum. References should adhere to APA 5th edition style.

The names of authors, their designation, organization and contact details (including email) should appear on the front page of the submission and nowhere else in the body of the paper.

The paper should be submitted as a Microsoft Word document (or rtf) and named according to the following convention:

<conference paper number: available on PEPE website or programme>_<lead author surname>_<lead author first name> So, for example, 842_Daly_Ellen.

Formatted text

Since all papers will be re-formatted as html pages there is no need to adhere to a specific font or layout but please ensure that the headings or subheadings are clear and consistent throughout. The headings of sections should be left aligned, bold and in sentence case (i.e. only the initial letters of the first words and proper names capitalized.) The headings of subsections should be left aligned, italicized, and in sentence case, i.e. only the initial letters of the first words and proper names capitalized. Figures and tables should be inserted at the appropriate point in your text.

Language, style and content

Please make sure that your paper is in clear, readable, proper English.

Spelling and punctuation may consistently use any dialect of English (e.g., British, Canadian or US). Hyphenation is optional. Please write for an international audience:

- Write in a straightforward style. Use simple sentence structure. Try to avoid long sentences and complex sentence structures. Use semicolons carefully.

- Use common and basic vocabulary (e.g. use the word "unusual" rather than the word "arcane").
- Briefly define or explain all technical terms.
- Explain all acronyms the first time they are used in your text.
- Explain local references (not everyone knows all city names in a particular country).
- Explain "insider" comments. Ensure that your whole audience understands any reference whose meaning you do not describe
- Explain colloquial language and puns. Understanding phrases like "red herring" requires a cultural knowledge of English. Humour and irony are difficult to translate.
- Use unambiguous forms for culturally-localized concepts, such as times, dates, currencies and numbers (e.g., "1-5-99" or "5/1/99" may mean January 5th or May 1st, and "seven o'clock" may mean 7:00 am or 19:00).
- Be careful with the use of gender-specific pronouns (he, she) and other gendered words (chairman, manpower). Use inclusive language (e.g., she or he, s/he, they, chair, staff, staff-hours, person-years) that is gender-neutral. If necessary, you may be able to use "he" and "she" in alternate sentences, so that the two genders occur equally often.

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