

Guide for Authors

The full papers should be submitted until the date indicated in the workshop announcement in digital form by uploading it in the class website. The general word processors (MSWord, WordPerfect, OpenOffice) should be used for text and plots, maps and other illustrative material should be placed in the main text as embedded pictures. These could be kept in their native formats (e.g. PowerPoint, Excel, or GIS software) if their inclusion in text could not be supported or inappropriate. The final article should not exceed 10 pages including figures, tables and literature (but excludes the cover page if used).

The general guides for the text edition are as follows:

All parts of the text, including the title, author name, and the main text should be in written using Times New Roman typeface. Only the Title should be in bold and italics should be used for scientific names of living species only. Avoid underlined text. Use the corrects words to emphasize the idea.

Title: Should be placed on the top of the page, Centered and **Bold**, 14 dpi. For semester assignments and group reports a cover sheet could be included.

Authors: the name of the authors, indicating the First Name, the Middle Initial and the Last Name should be placed right bellow the title, centered. Just bellow the name of the authors there should be indicated the address of the authors. Use signs or numbers to identify authors from different institutions.

The main text: the main text should be in single space, 12 dpi.

Tables and Figures: should be numerated for reference and should include the necessary legend and caption. The maximum size for each Figure should be one page including the legend and caption. Tables could be larger than one page if required in which case it should be indicated clearly that it is the same Table.

Footnotes should be avoided. Use the main text to explain the concepts and all the necessary observations.

Bibliographic references:

References should be sorted by alphabetic order of the author's last name. Do not use et. al. but should include all authors in the reference.

- a) for books: Author, AA. Year. Title of the book. Editor. City. Country. Pages.
- b) for journal articles: Author, AA. Year. Title of the article. Name of the Journal, Volume, Pages.
- c) for book chapters or proceedings articles: Author, AA. Year. Title of the article or chapter. IN: Book Editor(s) (EDS) City. Country. Pages.

Note: if you are presenting a paper, you may need to check the guide for presenters

below.

GUIDELINES FOR PRESENTERS

Your classmates are excited about the up-coming seminar series and the excellent selection of high quality papers that are going to be presented. However, there is more to a successful seminar than good papers: the presentation of these papers. Your performance as a presenter at the seminar is critical to its success. To help you prepare a presentation that matches the quality of your paper, we are offering the following set of guidelines.

1. You Owe Your Audience a Good Presentation

Having conducted the research (or literature review) and written the paper is only half the job done until you have presented your work and your ideas. You should take the same care in preparing your presentation as you did in preparing your paper. You owe it to yourself and to your audience at the class.

2. Your Presentation Must be Summarized

During a regular session at the seminar you will have about 15 minutes to make your presentation. This is not nearly enough time to go into all the details of your work. You must summarize the presentation in order to have time to communicate to your audience the most important points of your paper.

3. Prioritize Topics and Allocate Your Time Accordingly

Pick the most important topics and allocate the limited time you have accordingly. Keep your audience in mind when prioritizing topics. Ask yourself what the audience is most interested in and what the audience already knows. You can assume some degree of audience familiarity with your topic/problem setting and/or the literature relating to it. Don't waste time telling the audience what it already knows.

Prepare a distinctive *Introduction*, *Body*, and *Conclusion* for your presentation.

Introduction: gain the attention of the audience with your opening statement.

Body: Deliver your main points (typically 2 to 5 for most presentations) enthusiastically and spontaneously.

Conclusion: Summarize your main points and conclude on a high note.

4. Your Insights and Your Conclusions are Critical

You have had much more time than your audience in analyzing, interpreting and understanding your topic/problem. Share **your** insights, **your** understanding and **your** conclusions. Don't just present data or summarized results without proffering your conclusions and interpretations.

5. Support Your Presentation with Appropriate Visual Aids

Many presenters use overhead transparencies and Microsoft Powerpoint Data Show. This is a good way to reinforce and clarify a verbal presentation. To use transparencies effectively, they must be well designed and used properly. Here are a few tips some of which may well apply to Powerpoint presentations:

- ◆ Use high-quality fonts (produced by a laser printer) with at least size 14. Avoid hand-written and low resolution dot-matrix print.
- ◆ Limit the number of transparencies/slides. A good rule of thumb is to allow at least 1-2 minutes per transparency/slide. If you go beyond 15 slides, you are likely to lose your audience.
- ◆ Don't overload the transparencies/slides with information. Limit each transparency/slide to 3-5 points.
- ◆ A picture (a good one!) is worth a thousand words. A well-designed diagram or chart can often make your point more quickly and more effectively than words.
- ◆ Avoid visual clutter: don't overuse fancy graphics which might distract your audience and diminish the impact of the transparency/slide.
- ◆ Have a good reason for showing each transparency.
- ◆ If you are adequately prepared, your transparencies should give you the cues you need to keep your presentation on track (without memorizing or without reading it).

6. Ensure the Following:

- ◆ Conduct a dry-run of your presentation before a group of colleagues.
- ◆ Speak slowly and clearly.
- ◆ Avoid colloquialisms.
- ◆ Speak from your outline; DO NOT read from your paper. Reading your paper to the audience is not only boring but a waste of valuable time.
- ◆ Speak to your audience, maintain eye contact.
- ◆ Engage your audience, to the extent possible, in your presentation