

The 3rd International Conference on Project & Program Management ICP2M2015 Paper Formatting Guidelines

Paper Submission

The content of the paper should be related to the conference topics. All papers must be submitted in electronic form via email. The paper should be written in English. Microsoft Word (2003 or later) is acceptable. For Macintosh users, please convert the file to a Windows format.

Length of Paper

The maximum length of the papers should be 6 - 8 pages including paper title, authors' names, abstract, keywords, figures, tables, references and appendices.

Abstract and Keywords

Abstract should be 150-200 words. Words in the title and "Project, Program Management" should not be used as Keywords.

Page Layout

All pages must follow the following layout:

- Paper size : A4 size(21.0×29.7 cm)
- Single-spacing in a single-column format
- Top and bottom margins: 2.5 cm
- Left and right margins: 2.5 cm

Fonts

Times New Roman 11 point font should be used for the paper unless otherwise specified. Usage of Symbol font is allowed.

Headings

The paper should have no more than 3 levels of headings (excluding the title and name(s) of author(s)).

- **Level A headings: left aligned, 12 pt. bold**
- **Level B headings: left aligned, 11 pt. bold**
- *Level C headings: left aligned 11 pt. italic*
- The indent of the first line of each paragraph with 5 spaces

Footer/Header

Header and footer cannot be used.

References

All references within the text should be numbered by the order of appearance with the numbers as shown at the end of this sentence^{1,3-5}. In the end of the manuscript, all the citation data should be listed using 10 or 11 pt font letters. See some examples in the end of this template. For more than 2 authors, "*et al.*" can be used, if you really need to reduce the length of your paper.

References and Appendices

The following points should be followed when using references and appendices:

1. At least five references are necessary for your paper.
2. Acknowledge the work of others used to advance a point in your paper. References will be checked and questionable or non-referenced items will cause the paper to be returned for clarification.

3. Do not use footnotes. Electronically created footnotes lose all links when set in our publishing software. If you have a word processor that can automatically create footnotes, make sure this feature is turned off.
4. Put references at the end of your paper. Do not use computer-generated endnotes. Numbered references must be listed at the end of the text. The reference number must be shown in the text, such as "EVM[1] is well known," and "Fukuda[2] discussed."

Examples:

• **Book**

[#] Author's Last Name, Initials (Year):*Title*, Publisher, Place of Publication.

• **Article in a Periodical**

[#] Last Name, Initials (Year): Title of article, *Title of Publication*, vol. 99, no. 99(issue number/month), pp. 99 - 99.

• **Conference Presentations**

[#] Last Name, Initials (Year): Title of article, *Proc. Name of conference*, vol. 99, Title of Publisher.

• **Electronic Resources of a printed periodical**

[#] Last Name, Initials: *Title* [Electronic Version], Retrieved on Date, URL without hyperlink.

Note: If two authors use, "&" between names. If more than two authors, use commas then an "&" before the last name.

5. An appendix can be used to provide more detailed information. However, this must be included in the total pages.

Editing Your Paper

When you have completed your paper, give special attention to the followings:

1. Are figures and tables properly formatted and numbered in the order in which they appear in the text? Are they referred to in the text? Does each figure or table have a title?
2. Did you limit the length of your paper to 8 pages including references, figures, tables, and appendices? Papers over the limit will be returned to the author for editing to correct length.
3. All papers are subject to editing. ICP2M2015 reserves the right to edit for grammatical style, length, and clarity. Papers requiring extensive editing are returned to the author with a deadline for return. Papers not returned within the deadline risk being deleted from the published Proceedings and removal from the conference
4. Did check you spell and grammars?
5. Are all references properly cited both in the text and in the reference section? A reference check will be applied to each paper to verify reference sources. Authors will be notified if there is any question related to the source of material used.
6. Papers found to be plagiarizing materials will be removed from the conference program.

The following areas are found to cause the greatest reasons for return:

- Incomplete, in accurate or improperly formatted references
- Illogical or incomplete sentences that cause reader confusion.
- Graphics that do not come through resulting in empty boxes.
- Poor margin formatting that, when corrected, leads to errors in graphic placement
- Figures/Tables incorrectly labeled. (See area on Figures and Tables)