

RESER International Conference: paper template for authors

First author¹, second author²,...

¹Some university, ²Institution_2,...

This document is the template for your final paper. In order to ensure a coherent appearance of the final articles, this template provides styles for headings, paragraphs, quotations and much more. The objective of this document is twofold: first, to provide the different styles and second, to explain how to use them, giving additional information and tips. At the same time, this document gives you an idea of how a paper will eventually look.

1. The style menu bar

This template provides you with pre-formatted styles to be used for your paper. All styles are accessible via the “Style menu bar” at the bottom of this document.



Fig. 1: A screenshot of the style menu bar

As with any other menu bar, you can move the style menu bar by pointing your mouse right over the vertical dotted line at the very left of the bar and dragging it to wherever you like on the screen.

If for some reason the style menu bar should not be visible, you can always enable it via MS-Word's™ default menu bar: VIEW > TOOLBARS > STYLE MENU BAR

The little black arrows beside “Lists” and “Legends” on the style menu bar (cf. Fig. 1) indicate that you can select from more than one entry, as shown in Fig. 2.

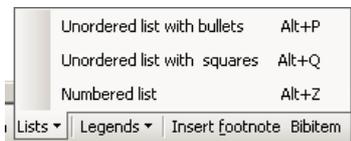


Fig. 2: Different list styles grouped together under the menu item “Lists”

Although keyboard short cuts have been defined for the styles, we recommend using the buttons as the shortcuts might interfere with your system's default settings.

1.1. Pre-defined styles

Almost all of the styles provided are special paragraph styles, rather than character styles. There are pre-defined styles for:

Style	Explanation
Title	a special headline, please use for paper title only
Abstract	a paragraph style, please use for document abstract only
Author	the format for authors' names
Heading 1:	a 1 st level heading with decimal enumeration
Heading 2:	a 2 nd level heading with decimal enumeration
Heading 3:	a 3 rd level heading with decimal enumeration
Paragraph	the default style for normal paragraphs of text
Unordered lists	an unordered lists with either bullets or squares
Numbered list	an ordered list with decimal enumeration
Quotation	an indented, fully justified paragraph, with a slightly smaller font-size than the "Paragraph" style, used for block-level quotations only
Legends	captions for tables or figures/graphics/diagrams with decimal enumeration and the prefixed label "Table" and "Fig.", respectively
Insert footnote	will insert a footnote ¹ and move the cursor to the relevant space in the footer
Bibitem	(i.e. bibliography item) a paragraph format for entries in the bibliography only

Table 1: List of pre-defined styles

1.2. Using other styles

Authors are kindly asked to restrict themselves to the (paragraph) styles provided here. You are of course free to use bold, italics or underline character formats from your word processor's default format tool bar as you wish. As for tables, the template does not provide any table style. Please use a simple table format like the one used above in Table1: List of pre-defined styles.

¹ Footnotes will be formatted automatically.

2. How to use this template

First of all save the file "RESER2008_Article_Template.dot" on the hard disk of your computer. To create an MS-Word™ document from the template, simply open it (by double-clicking it) as if it were a DOC file.

You can simply delete the text you are currently reading here and replace it with the text of your article. As soon as you save your document you will be prompted for a file name. The document will then be saved with the usual **DOC** file extension. However, the present information will always be stored in this original document template, which has the extension **DOT**, so all the information will be there for you if you wish to come back to it for reference later.

If you start writing your article in this template, you can

- either select a suitable style first and write the text afterwards
- or write your text first, select it and then chose the style you wish to use.

If you wish to adapt a document you have already written to the present document template, please proceed as follows:

1. Open your text document, select your text (EDIT > SELECT ALL **or** Ctrl + A).
2. Copy your text (EDIT > COPY **or** Ctrl + C).
3. Open this template and insert your text (EDIT > PASTE **or** Ctrl + V).
4. Go through the text and apply the styles from the style menu bar as appropriate.

3. Formalities

With the present settings and styles, your paper should not exceed c. 20 pages (including tables, notes and references).

3.1. Title and author information

The first page must contain the following information (compare the present paper):

- 1st line: the **title** (style "Title"), use a colon (:) to separate title and subtitle, if applicable. Should you need a line break in the title, use Shift + Enter, not Enter alone.
- 2nd line: the **authors'** first name and last name (style "Author"); please leave out titles. Use a successive decimal superscript for each author, as indicated at the beginning of this paper. The figures go after the author's name.
- 3rd line: the name of the **institution** at which the authors work (style "Paragraph" + centred); please leave out addresses. Use a successive decimal superscript for

each institution. Here, the figures go before the name of the institution. If there are several authors from the same institution, this is how it should look:

^{1,2,4} Some institute, ³ Some other institution

If there are only authors from one institution, the superscript is superfluous.

Please note: the authors' full details go at the very end of the article as indicated at the end of this paper.

3.2. Abstract

The paper must include an abstract in English or French of no more than 10 lines (style "Abstract"). There is no page break either before or after the abstract.

Commenté [MM1]: It seems to me that we need to keep the 2 languages english and french Our community is bilingual and there is no reason to come back

3.3. Main text

3.3.1. Structure

The template provides you with various style elements to present your thoughts in a structured way, such as headings, lists, etc. (cf. Table 1: List of pre-defined styles). A normal paragraph of text always has the style "Paragraph".

3.3.2. Tables and figures

Tables and figures must have proper captions which give a meaningful description of what is depicted. For tables please use the "Legend table" style; for figures, graphics, diagrams etc. please use the "Legend figure" style. Captions go underneath the element in question.

3.3.3. Quotations

Quotations of up to three lines are inline quotations, i.e. they appear in the normal flow of the text. Use straight, double inverted commas ("...") for quotations. Do not use apostrophes or accents.

Quotations longer than three lines are block quotations, i.e. they consist of a paragraph of their own (style "Quotation"). Block level quotations do not require any quotation marks. Please use block quotations sparingly.

3.3.4. Citations

Citations appear in the text rather than as footnotes. Please do not insert footnotes that consist only of bibliographic references. Citations should have the following form:

- (Arehibugi; Lundvall, 2001) if no page reference is given, and
- (Arehibugi; Lundvall, 2001, 123) if a page number is specified.

A complete list of references will appear at the end of the paper.

3.3.5. References

A full bibliography of all works cited must be included after the main body of the text. The title of this section must be "References". Bibliographic entries are by the surname of the 1st author in alphabetical order. Please use the style "Bibitem" (= bibliography item). Here are some examples:

A book

Arehibugi, A.; Lundvall, B.-A. (ed.) (2001): The Globalizing Learning Economy. Oxford: OUP.

A journal article

Coombs, R.; Hun, R. (1998): Knowledge management practices and path-dependency in innovation. *Research Policy* 27, pp. 237-253.

An article in an anthology

Grupp, H.; Schmoch, U. (1992): At the Crossroads in Laser Medicine and Polyimide Chemistry. Patent Assessment of the Expansion of Knowledge. In: Grupp, H. (ed.): *Dynamics of Science-based Innovation*. Berlin: Springer, pp. 269-302.

3.3.6. Author address

As the last item in your paper, please give the full contact details of all the authors, following the format given below:

Author(s):

First name, surname, title(s)
Institution
department
full address
E-mail