



Guidelines: Paper Formatting

Formatting Standards

Font	Calibri
Font Size	11
Line Spacing	1.5
Margins	2.54 (top, bottom, left and right)
Alignment	Justified
New Paragraph	indented
Headers/Footers	none
Reference Style	you can choose your own reference style as long as it is coherent and clear
Bibliography	placed at the end of the paper; footnotes should appear at the bottom of the relevant page; bibliographical references should be checked for accuracy
Abstract	not more than 500 words
Keywords	five
Number of Words	not more than 8000 words

All papers need to be equipped with the conference paper cover (two pages including a title and an abstract page). The cover is two a page document that can be downloaded from the conference website at www.gc2014.org/downloads. Please use this document to electronically attach it to your text as the first two pages of your final paper.

In a nutshell: Eight Steps to your Final Paper

1. Spell-check your paper.
2. Format your paper according to the standards mentioned above.
3. Download the paper cover from www.gc2014.org/downloads.
4. Enter your paper title, name, institution, your institution's address and your email on the first page of the document.
5. Enter your abstract and your keywords on the second page of the document.
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