# **EVA London 2017 Author Guidelines**

For 2017, we are using the “licence to publish” and paper standards/style/formatting of the BCS Electronic Workshops in Computing (eWiC) series, who are producing the proceedings and putting the papers online for us.

Therefore, it is essential that you follow these guidelines carefully. Word “docx” templates and “licence to publish” forms are available on the EVA London 2017 website ([http://www.eva-london.org](http://www.eva-london.org/)).

### **Deadline**

The deadline for all submissions is Wednesday 22nd March 2017.

### **Submission**

Please submit your paper via the EasyChair system, using the account you set up when submitting your abstract. In the submission information page, use the ‘Submit a new version’ tab on the right hand side. Please ensure you include a version in editable (**.doc** or **.docx**) format.

### **Length of papers**

The length of the papers are as follows:

* **Full papers (or paper+demo)** accepted for the conference: **8 pages (max)**
* Presentations accepted as **demo**, for the **Research Workshop**, or optionally as panel session, workshop, or exhibit (e.g., at Digital Futures): A short paper consisting up to **2 pages (max)**

Regardless of length, all written submissions must conform to the style guidelines laid out in this document, and the BCS licence to publisher form *must* be completed.

### **Copyright Licence**

In order to publish your paper, we need your agreement in writing, with *real* signatures by *all* authors using the file:

**EVA\_eWiC\_Licence\_to\_Publish\_2017.docx**

The licence is available in the “Instructions for authors” section on the EVA London website. It should be emailed as an attachment to evalondon2017@easychair.org, as detailed on the form.

Every named author must sign the licence (or a copy of it) and you should then email it to the address given at the end of the licence. Please do this as soon as possible and no later than 22nd March 2017.

**Without a copy of the signed licence for EVERY author, it will not be possible for us to accept your paper for publication.**

### **Paper Style and Format**

1. In order to help you to produce a paper that needs the minimum of editing before publication, the BCS have provided guidelines on style and format, and a Word starter document. It is essential that you prepare your paper following the style and format given in the general eWiC guidance file:

**eWiC\_Information\_for\_Authors.docx**

1. As a further help we are also providing a starter document which includes all the formatting you are likely to need.
	1. For a full paper or “paper with demo”, please use the following Word “docx” file as a template:

**EVA\_starter\_document\_full\_paper\_2017.docx**

* 1. For abstracts for standalone demonstrations, the Research Workshop, and optionally panels, workshops, and exhibits, please use the following Word “docx” file as a template:

**EVA\_starter\_document\_abstract\_2017.docx**

It is *essential* that you use the EVA starter document as a template and replace the sample text with that for your paper, so that you use the required styles. Authors not using the correct template, but just simulating the look of the template, will be requested to reformat their paper using the template before copy editing and publication can be considered.

Additional EVA guidelines not covered by the above instructions:

* Papers should be submitted as a **MS Word document** (**.docx** or **.doc** format). If this is a problem for you, please contact us at evalondon2017@easychair.org ASAP.
* Full papers should be a **maximum of 8 pages**, including images, figures, diagrams and references. Short papers are a **maximum of 2 pages**.
* **Please do NOT use footnotes or endnotes** to add explanatory notes, or additional information to your text, or to attribute quotes. These should be included in the main text. Do not use footnotes or endnotes for bibliographic citations; please put references in the **References** section at the end and use the Harvard reference system.
* Images should be inserted in the document at the position and at the size you want them to appear. If you have more than two images in your paper it is advisable to compress the images (but not change their physical dimensions), otherwise the size of the Word document can become very large and difficult to email. It is better to compress images in an image editor before inserting them, but in Word you can do so after insertion by selecting the image and then you should see a Compress option. In order to print clearly images should be at the “print” resolution (e.g., up to 300dpi); i.e. if the printed size will be 6 inches (effectively the full width of a page) then the image should be 1,800 pixels wide. Please check the Word Help or with us if you have difficulties or questions.