# **EVA London 2018 Author Guidelines**

For 2018, 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 2018 website ([http://www.eva-london.org](http://www.eva-london.org/)).

### **Deadline**

The deadline for all submissions is Tuesday 20th March 2018. If you miss the deadline, you can still present at the EVA London 2018 conference, but we cannot guarantee that your paper will appear in the proceedings.

### **Submission**

Please submit your paper via the EasyChair system, using the account you set up when submitting your abstract. Instructions with be distributed to authors of accepted papers via the EasyChair email system. Please ensure your paper is in Word (**.docx** or **.doc**) 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 of up to **2 pages (max)**

If you would like more than two pages for a panel session or workshop, please contact [evalondon2018@easychair.org](mailto:evalondon2018@easychair.org) ASAP.

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

### **“Licence to Publish” Form**

In order to publish your paper, we require your agreement in writing, with a *real* signature (scanned if needed) by at least one author using the file:

**EWiC\_Licence\_to\_Publish\_EVA\_London\_2018.docx**

The licence is available in the “Instructions for authors” section on the EVA London website. It should be emailed as a scanned and signed attachment, preferably as a PDF file, to [becky.youe@bcs.uk](mailto:becky.youe@bcs.uk), as detailed on the form.

One author can sign the licence (with a real signature), on behalf of all authors for multi-author papers, and you should then email it to the address given in the licence. Please do this as soon as possible and no later than Tuesday 20th March 2018.

**Without a copy of the signed licence by at least one 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 important 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 providing a starter document, which includes all the formatting you are likely to need. If you use one of the following files as a starting point, you can probably safety ignore the general eWiC guidelines above.
   1. For a full paper or “paper with demo”, please use the following Word “docx” file as a template (up to 8 pages):

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

* 1. For a short page for standalone demonstrations, the Research Workshop, and optionally panels, workshops, and exhibits, please use the following Word “docx” file as a template (up to 2 pages):

**EVA\_starter\_document\_short\_paper.docx**

It is *essential* that you use one of these EVA starter documents 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 copyediting and publication can be considered.**

### **Specific Formatting Guidelines**

Additional EVA London guidelines not covered by the above instructions, which will help the editors considerably with subsequent copyediting:

* Papers should be submitted as a **Word document** (ideally **.docx** or if needed **.doc** format). If this is a problem for you, please contact us at [evalondon2018@easychair.org](mailto:evalondon2018@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 inline in the main text if needed. 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. The EVA London citation style is *without* a comma between the author and year – e.g., “(Bowen & Diprose 2018)”. The reference entry style is, for example: “Bowen, J. P. and Diprose, G. (2018) …”. Please do not use subsections in the references and do be consistent in the style across different references. For online references, include the date of access at the end, for example: “(retrieved 20 March 2018).”
* **Please include inline images, not in absolute locations.** Images should be inserted in the document at the position and at the size you want them to appear. Importantly, please position all images inline in the text and not as an absolute position in the paper since copyediting and reformatting is hindered if you do the latter. If you include images in your paper (and this is encouraged) it is helpful to compress them (but not change their physical dimensions); otherwise the size of the Word document can become very large. It is possible to compress images in an image editor before inserting them or within 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., 220dpi to 300dpi); e.g., 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.
* **Ensure you use the correct style for all parts of the document.** The eWiC style includes special styles for the title, abstract, keywords, author, email, section headings, normal text, figure caption legends, quotations, references, etc. Please use the correct styles without changes. Capitalise the first letters of main words in the title. Do not capitalise subsection headings or a subtitle if included. Make sure the page headers have the title and author list matching the front page.
* **Avoid double spaces or spaces at the end of paragraphs.** This includes at the end of sentences. Do include a line between paragraphs to space them out since paragraphs are not indented and are justified.
* **Use British English spelling and grammar.** You can set Word to do this and check all red (spelling) and green (grammar) underlines in Word, which is correct as often as not. Use “-ise” spelling as in Visual*is*ation!
* **Do not worry too much about fine tuning page breaks, etc.** Your paper will be copyedited and these could well change anyway. We may move images slightly if needed to improve page breaks. Overall, avoid any non-standard formatting. Keep it simple!

**Following these guidelines will make your editors very happy! 😊**