

# EVA London Author Guidelines

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For 2022, 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 printed proceedings and putting the papers online for us from the open access ScienceOpen website. Therefore, it is essential that you follow these guidelines carefully. Word “docx” templates and “licence to publish” forms are available on the EVA London 2022 website (<http://www.eva-london.org>).

## Deadline

The deadline for all paper and signed Licence to Publish forms is Wednesday 16<sup>th</sup> March 2022. If you miss the deadline, you can still present at the EVA London 2022 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 will 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 “long” papers (or paper+demo)** accepted for the conference: **8 pages (max)**
- Presentations accepted as a **short paper, demo**, for the **Research Workshop**, or optionally as a panel session, workshop, or tutorial: A short paper consisting of up to **2 pages (max)**

If you would like more than two pages for a panel session, workshop, or tutorial, please contact [evalondon2022@easychair.org](mailto:evalondon2022@easychair.org) ASAP. There will also be combined papers for Research Workshop presentations, workshops, and tutorials, as and if appropriate. 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:

**EVA2022\_ewic-licence-publish-fillable.pdf**

The licence is available in the “Instructions for authors” section on the EVA London website. It should be a completed and *signed* PDF file. One author can sign the licence (with a real or scanned signature), on behalf of all authors for multi-author papers, and you should then submit it with your paper on EasyChair or if needed email it to the address given in the licence. Please do this as soon as possible and no later than Wednesday 16<sup>th</sup> March 2022.

**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-paper-preparation.pdf**

- 2 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 safely ignore the general eWiC guidelines above.
  - a. For a full paper or “paper with demo”, please use the following Word “docx” file as a template (up to 8 pages):

- b. 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 Word 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. If you are unsure, please consult a local Word expert.**

## 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 [evalondon2022@easychair.org](mailto:evalondon2022@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 2022)”. For multiple entries, separate these with semicolons “(Bowen 2022; Diprose 2022)”. For specific pages or a page use, for example, “(Bowen 2022, pp.1–8)” or “(Diprose 2022, p. 9)”. The reference entry style at the end of the paper is, for example: “Bowen, J. P. and Diprose, G. (2022) ...”. 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 2022).” The inclusion of a DOI when known, with a hyperlink, is encouraged – e.g., “DOI: [10.14236/ewic/EVA2022.1](https://doi.org/10.14236/ewic/EVA2022.1)”. **Important:** References should be listed in alphabetical order by author surname with *no subheadings*.
- **Please include images *inline* with the text, 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 Word 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. If you have not used Word styles before, seek help from a Word expert if needed.
- **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 Visualisation!
- **Do not worry too much about fine tuning page breaks, etc.** Your paper will be copyedited so 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, please!

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