

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Guideline for Paper Submission for Maldives Civil Service Conference 2016

March 2016

“ACHIEVEING CIVIL SERVICE EXCELLENCE”

Guideline for Paper Submission for Civil Service Conference 2016

The information on this paper has been organized to provide a step-by-step through the process of papers submission for the Maldives Civil Service Conference 2016. Please thoroughly read the guidelines and explanations before beginning the submission process.

The call for papers for the Maldives Civil Service Conference 2016 will be opened on 17th May 2015. The deadline to submit the abstract of the paper is **30th June 2015**.

ABSTRACT

This is the layout specification and template definition for the papers, for the Civil Service Conference 2016 which will be held in Male', on March, 2016. This template is a adapted version of the one used for Hong Kong ICPHS XVII in 2011, originally generated from the template for Speech Prosody 2006 in Dresden.

The abstract may consist of more than one paragraph but must be kept within a 300 word limit.

1. INTRODUCTION

The following rules apply to all submitted papers:

- They must be written in either English or Dhivehi language.
- The word limit is 8000 words.
- They must be submitted in PDF format (Section 4).
- The paper submission will occur via email. Therefore, it is recommended to draft, edit, and save the proposal in a Word/text document and then copy and paste the text into the submission system to ensure accuracy in word count, spelling, and grammar.

2. PAGE LAYOUT AND STYLE

The page layout should conform to the following rules.

2.1. Basic layout features

- The layout is appropriate for A4 format.
- Two columns are used except for the title part and possibly for large figures that need a full page width.
- Left margin is 20 mm. Right margin will depend on the size of the paper. Column width is 80 mm.
- Spacing between columns is 10 mm.

- Top margin 25 mm (except first page which has 30 mm to the title top). Bottom margin will depend on the size of the paper.
- Text height (without headers and footers) is a maximum of 235 mm.
- Spacing should be 1.0

2.1.1. Headings

Section headings are centered in boldface with capitalized letters. Sub-headings start at the left margin in the column with the first letter capitalized and the rest of the heading in lower case. Sub-sub-headings appear like sub-headings, except that they are in italics and not boldface. No more than 3 levels of headings should be used. Empty lines should be left above and below each section heading.

2.2. Text font

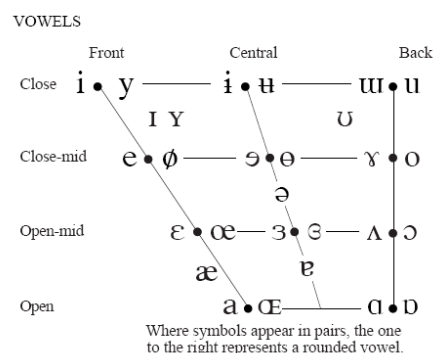
Times or Times New Roman font is used for the main text. Recommended font size is 11 points. Other font types may be used if needed for special purposes.

2.3. Figures

All figures should be centered on the column (or page, if the figure spans both columns). Figure captions should precede each figure and have the format given in Fig. 1.

Figures should preferably be line drawings. If they contain grey shades or colours, it should be checked that they print well on a high-quality non colour laser printer.

Figure 1: The vowel chart used in the International Phonetic Alphabet (IPA).



2.4. Tables

An example of a table is shown as Table 1. Somewhat different styles are allowed according to the type and purpose of the table. Colour should not be used, but grey shading is allowed. There should be a margin of 6 points (pt) above and below the table.

The caption text may be above or below the table, but this should be consistent throughout the submission. Left and right indentation of the caption should be 0.5 cm.

Table 1: This is an example of a table showing Decibel (dB) ratios.

Ratio	Decibels
1/1	0
2/1	6
3.16	10
1/10	-20
10/1	20
100/1	40
1000/1	60

2.5. Equations

Equations should be placed on separate lines and numbered. An example of an equation is given below:

$$(1) \quad t_0 = \frac{1}{f_0}$$

Numbers of equations can be on the right or on the left margin of the text column.

2.6. Examples

Examples from other languages can either be presented in the body text, or, if referred to elsewhere or particularly long and complex, can be put on a separate, numbered line, as should be done for equations.

2.7. Page numbering

Page numbers will be added electronically to the document later. *Please do not add page number.*

2.8. References

Please use APA style referencing. References are to be numbered in alphabetical order. Please double-check the final version of your paper with regard to the correct correspondence of references to their numbers.

2.9. Hyperlinks

Links to URLs or email addresses should be formatted as according to APA referencing

3. MULTIMEDIA FILES

Multimedia data that are part of the paper are to be embedded in the submitted PDF; they cannot be submitted as supplementary data. Any images are to be included in the paper as Figures (see Section 2.3 above). It is the authors' responsibility to check image quality ahead of submission. Audio examples are to be embedded within the PDF. To do this, authors can generate the PDF, and then embed the audio files using Adobe Acrobat Professional. Alternatively, they may use other software that offers the same outcome, so that the audio is included in the PDF. The presence of audio data should be identified in the text.

We encourage authors to illustrate video data using still photographs from the video, and to include them as figures in the PDF. We cannot accept embedded video files, but authors are welcome to refer readers to a URL on the internet where these can be viewed.

4. PDF DETAILS

PDF files submitted must comply with the following requirements:

1. All special fonts and symbols must be embedded in the PDF file so that correct rendering of the PDF does not depend on the fonts installed on the viewer's computer
2. There must be no password protection on the PDF file, i.e. PDF files must not be protected by PDF security in any way, i.e. content extraction, document assembly, high resolution printing etc. must not be forbidden
3. PDF files should not contain any colours, hyperlinks, multimedia or 3D content, and no JavaScript or forms
4. PDF files should be no larger than 5 Mb.

5. ANONYMITY

Please also try to make your own previous research as anonymous as possible. As an example: do not write “In our previous study [8] we could show ...” but “As shown in [8] ...”. Or refer to your own published or otherwise widely known work, and to that of the other authors, in the “Julius Caesar style”, i.e. in the third person (for example: his work, her work, their work). Reference as “anonymous” only work that you or the other authors have submitted for publication, but which has not yet been published, e.g. [1].

Acknowledgements and references to one's own work are possible as usual.

6. REFERENCES

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i For more information
www.csc.gov.mv

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