

Content Architecture

Exploiting and Managing Diverse Resources

London, 22–23 June 2009



conference2009@iskouk.org

Guidelines for Speakers, Presenters and Authors

General

As much as possible, the papers and posters presented during the proceedings will be loaded (or at least represented) on the conference website and reproduced in printed proceedings, subject to peer review.

All authors and presenters should provide biographical details as follows:

- Full name
- Affiliation
- E-mail address, and full international contact details
- Brief professional biography.

All submissions (except for posters in physical format) and queries should be sent to: conference2009@iskouk.org

1. For Speakers

Timelines and Deadlines

1 June 2009

- Presentation slides must be submitted
- Audio visual requirements must be requested and confirmed (see section on presentation equipment and software)

30 June 2009

- Your presentation slides will be available on the conference website. Please promote on your own website(s).

Presentation Equipment & Software

The following equipment will be available in the lecture theatres:

- Sound system
- Lectern with microphone (lapel microphones are also available for those who prefer them)
- Data projector
- Overhead projector
- Screen
- PC with sound card running:
 - MS Office 2003
- DVD player

If you require any other equipment or software, please confirm with Vanda Broughton, v.broughton@ucl.ac.uk as soon as possible, and certainly no later than 1 June 2009.

Technicians

There will be a technician on hand to assist with the set up and running of each session.

Laptops

It will not be possible for presenters to use their own laptops for presentations.

Presentation slides

Although slides will be submitted in advance, out of courtesy and to assist in any difficulty, please bring a copy of your slides on a USB stick.

Arriving on the day

Please aim to arrive at least 30 minutes before the start of the session in which you are presenting.

Venue

Maps and directions are available here [link to: <http://www.iskouk.org/conf2009/venue.htm>]

Registration Desk

On arrival, please report to the registration desk, situated in the foyer, where one of the conference team will note your arrival and assist with setup for your session.

2. For Authors

Abstracts

Poster presenters, and authors who do not wish to provide a full paper, may instead submit an informative abstract of approximately 300 words. The submission deadline is 1 May 2009. The abstract will be uploaded on the conference website, and it should include:

- The title of the paper
- Up to five subject keywords
- An indication of the context and purpose of the work
- A description of the methodology
- A summary of results, including products or other outcomes
- Implications and significance of the work

Authors of full papers submitted to *Aslib Proceedings* will need to provide a structured abstract as indicated in the journal's author guidelines

Full papers

This section applies if you wish to submit a full paper for publication. All submitted papers will be uploaded on the conference website. A selection of papers will also be published in the journal *Aslib Proceedings*, subject to peer review. Full author guidelines for the journal can be found at:

http://info.emeraldinsight.com/products/journals/author_guidelines.htm?id=ap

In order to minimize effort for authors the same guidelines apply to both digital and paper publication. For both purposes, the deadline for submission is 1 May 2009.

- Papers should be between 2,000 and 8,000 words in length.
- The title should be concise and expressive of the content; a sub-title may be added if required.
- Up to five subject keywords should also be provided.
- The paper should be submitted as a Word document.
- The paper may be divided into sections using appropriate headings. The latter should be in bold and consecutively numbered. Within sections the text should be continuous, with no spacing, but with paragraphs indented. Bulleted and/or numbered lists may be used where appropriate.
- Notes should be avoided as far as possible.
- Figures should preferably be created in **MS Word, MS PowerPoint, MS Excel, Illustrator or Freehand**. Electronic figures created in other applications should be copied from the origination software and pasted into a MS Word document. For figures which cannot be supplied in MS Word, acceptable standard image formats are: **.pdf, .ai, .wmf and .eps**.
- Tables should be typed and included as part of the text.

- Succinct and clear captions should be provided for all tables, figures and plates.
- References to other publications must be in Harvard style. You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, or (Adams *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied.
- Examples of Harvard references :
 - *For books:* Surname, Initials (year), *Title of Book*, Publisher, Place of publication.
e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY.
 - *For book chapters:* Surname, Initials (year), "Chapter title", Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages.
e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.
 - *For journals:* Surname, Initials (year), "Title of article", *Journal Name*, volume, number, pages.
e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.
 - *For published conference proceedings:* Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), *Title of published proceeding which may include place and date(s) held*, Publisher, Place of publication, Page numbers.
eg Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.
 - *For unpublished conference proceedings:* Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).
eg Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007).
 - *For working papers:* Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.
e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.
 - *For encyclopedia entries (with no author or editor):* *Title of Encyclopedia* (year) "Title of entry", volume, edition, *Title of Encyclopedia*, Publisher,

Place of publication, pages.

e.g. *Encyclopaedia Britannica* (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.

(For authored entries please refer to book chapter guidelines above.)

- *For newspaper articles (authored):* Surname, Initials (year), "Article title", *Newspaper*, date, pages.
e.g. Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp. 1, 3-4.
- *For newspaper articles (non-authored):* *Newspaper* (year), "Article title", date, pages.
e.g. *Daily News* (2008), "Small change", 2 February, p. 7.
- *For electronic sources:* if available online the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.
e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).
Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).

3. For Poster Presenters

Timelines and Deadlines

1 May

- Submit a revised abstract for inclusion in the proceedings on the website
- Optionally, submit a full write-up for inclusion in proceedings, subject to peer review

22 June 2009

- Arrive with poster between 8.30 a.m. and 9.30 a.m.

General

- Posters should be provided with a clear descriptive title and an abstract. The title will be included in the programme information and the abstract will be published on the conference website.
- Poster presenters must bring all of their material to the conference in physical format; the organizers cannot print or convert electronic submissions to posters, or otherwise create copy.

Presentation

- Posters will be displayed on boards measuring 120cm high x 180cm wide. Material may be put on the boards using Velcro spots or double-sided tape only; these will be provided at the conference.
- Posters should be no larger than A1 in size (594 x 841 mm or 23.4 x 33.1 inches)
- Posters should be well designed and information rich. Simple downloads of PowerPoint presentations or web pages are discouraged.
- You should ensure that the poster may be read by delegates without the need for explanation.
- Posters should be clearly labelled with the poster title and author / contact details.
- Clear typefaces should be used, and the recommended minimum is 24pt.
- Use of colour, bold and larger typefaces is encouraged, as is the use of illustrative material, photographs, charts, etc.
- It may be helpful to provide explanatory handouts and other supporting material.

Arrangements for display

- Posters will be displayed in the main atrium alongside vendor exhibition tables for the entire 2 day conference.
- The display boards will be available for use from 8.30 a.m. on the first day of the conference. Ideally, posters should be on display by 10 a.m.
- Poster presenters should clear their boards by 18.30 on the final day
- Presenters should attend their posters during the poster presentation times as indicated in the programme – ideally at both coffee breaks on both days.

Publication

- Please submit an abstract of your poster content by 1 May 2009, for inclusion in the website version of the conference proceedings.
- Optionally, you may also provide a full write-up of your poster for publication on the website. This will also be considered for inclusion in the printed proceedings, subject to peer review. If you want this to happen, your write-up should be submitted by 1 May and should follow the guidelines for authors of full papers.

Arriving on the day

Please aim to arrive, with your poster, between 8.30 a.m. and 9.30 a.m. on Monday 22 June. Maps and directions are available at <http://www.iskouk.org/conf2009/venue.htm>

On arrival, please report to the registration desk, situated in the foyer, where one of the conference team will note your arrival, point you to your display board and give you the velcro dots to affix your poster to it.

Queries

For any queries, please contact conference2009@iskouk.org in the first instance.