

## Full paper submission guidelines for authors

**E-mail for paper submission:** secretaria@cicum.org

**Deadline for full paper submission:** May 5th 2010

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**Template:** You can obtain a template in Word format at the site of the Congress (<http://www.cicum.org>). This template follows the following guidelines.

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### INSTRUCTIONS FOR AUTHORS

- 1) Language.** Papers must be written in Spanish, Portuguese or English.
- 2) Number of papers and number of authors.** The maximum number of papers per inscription is 5. The maximum number of authors per paper is 5.
- 3) Electronic format.** Papers must be submitted to the E-mail address indicated above as a Microsoft Word document.
- 4) Page layout.** Format is standard A4 (210 mm x 297 mm) with all margins at 3 cm. All the paper should be typed with single spacing. Before and after spacing should be set to 0 pt.
- 5) Title.** Title is the first item to be included, centered in bold capital letters. Font to be used is Times New Roman (14 pt). Title should be followed by an empty line (Times New Roman 12 pt).
- 6) Affiliation.** It should be included as the second item, below the title. The author name will be included in a line, and his/her postal address and E-mail in the following line, immediately below the author's name. Font to be used is Times New roman (12 pt) for the name, Times New Roman (10 pt) for the affiliation. If two or more authors have to be included, an empty line (Times New Roman 12 pt) should be included between authors. Below the last author two empty lines (Times New Roman 12 pt) should be added.
- 7) Abstract.** It must be included as the third item, below the affiliation. It will be written in only one paragraph in Times New Roman (10 pt), left and right justified without any indentation. Size of the abstract should not exceed 10 lines. The paragraph will start with the text "ABSTRACT: " in bold. An empty line should be included below the abstract (Times New Roman 12 pt).
- 8) Keywords.** A minimum of 2 and a maximum of 5 keywords should be included as the fourth item, below the abstract. They are to be separated with commas. Text should be left justified in Times New Roman (10 pt), starting with the text "Keywords: " in bold. Two empty lines should be included below the keywords (Times New Roman 12 pt).
- 9) Text.** The text of the paper should be included below the keywords, in paragraphs without any indentation, left and right justified, in Times New Roman (11 pt) and single spacing. Paragraphs should be separated by an empty line (Times New Roman 11 pt). The paper must include an introduction, body of paper, conclusion and references. Total number of pages for the whole paper must be under 15, including text, tables and figures.

**10) Headings.** Each heading should be included in an independent line, in Times New Roman (12 pt) in bold. Each heading should be preceded by two empty lines and followed by an empty line (Times New Roman 11 pt). Headings are to be coded in decimal numbers (1, 1.1, 1.1.1) avoiding exceeding 3 digits. A space should be included between the code and the text of the heading. Capital letter should be used for first level headings (one digit) and small letter for the rest.

**11) Notes.** They will be reduced to the bare essentials, at the end of the text, correlative numbered.

**12) Citations in the text.** References of authors in the text will appear with surname and year (García, 1975).

**13) References.** They are to be included at the end of the text, after the conclusion section, in alphabetical order. The following are examples of references for papers, books and book chapters.

RUAS, A. (1998). A method for building displacement in automated map generalisation. *International Journal of Geographical Information Science*, 12(8): 789-803.

KEATES, J. (1989). *Cartographic Design and Production*. Longman Scientific & Technical. London.

JOÃO, E. M. (1995). The importance of quantifying the effects of generalization. En: Müller, J. C.; Lagrange, J. P.; Weibel, R. (eds.). *Gis and generalization: Methodology and practice*. Taylor & Francis. London.

**14) Tables.** They should be numbered correlatively. Any table should be referred in the text. Font to be used is Times New Roman (10 pt). Each table should be preceded by a title in an independent text line in Times New Roman (10 pt) in bold. It should be separated from the table by a paragraph after-spacing of 6 pt (example of title: "Table 1. Example of table title). The table should be centered and placed in the same page and close to the text that refers to it. Before and after the table an empty line should be included (Times New Roman 11 pt).

**15) Figures (graphs, photographs, maps).** They should be numbered correlatively. Any figure should be referred in the text. Each figure should be followed by a title in an independent text line in Times New Roman (10 pt) in bold. It should be separated from the table by a paragraph before-spacing of 6 pt. The figure should be centered and placed in the same page and close to the text that refers to it. Before and after the figure an empty line should be included (Times New Roman 11 pt).